

**RSP0 – 1<sup>st</sup> Annual Surveillance Assessment (ASA1-1)  
Public Summary Report****Sime Darby Plantation Sdn. Bhd.**

Head Office:  
Level 3A, Main Block,  
Plantation Tower,  
No 2 Jalan P.J.U 1A/7  
47301 Ara Damansara, Selangor,  
Malaysia.

Certification Unit:  
**Strategic Operating Unit (SOU 9) – West Palm Oil Mill**  
Ladang West, Carey Island, 42960, Selangor, MALAYSIA

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## Section 1 Scope of the First 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>	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
<b>Mill Address</b>	Certification Unit: West Palm Oil Mill, Ladang West, 42960 Carey Island, Selangor, Malaysia		
<b>Subsidiary of (if applicable)</b>	N/A		
<b>Contact Name</b>	Mdm. Shylajadevi Vasudevan Nair (Head Office) Mr. Mazlan Abdullah (West Palm Oil Mill Manager)		
<b>Website</b>	<a href="http://www.simedarby.com">www.simedarby.com</a>	<b>E-mail</b>	<a href="mailto:shylaja.vasudevan@simedarby.com">shylaja.vasudevan@simedarby.com</a>
<b>Telephone</b>	+603 – 78484371 (Head Office) 03-7848 4002 (Mill)	<b>Facsimile</b>	+603 – 78484363 (Head Office)

2. RSPO Certification Information			
<b>Certificate Number</b>	RSPO 543594	<b>Date</b>	19/05/2015
<b>Scope of Certification</b>	Palm Oil and Palm Kernel Production from West Palm Oil Mill and Supply Base: West Estate		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
AR0867	ISO 9001:2008	SIRIM QAS International Sdn Bhd	8 <sup>th</sup> August 2018

3. Location(s) of Mill & Supply Base			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
West Palm Oil Mill (Capacity: 50Mt/hr)	Ladang West, 42960 Carey Island, Selangor, Malaysia	101° 20' 60"	2° 55' 0"
West Estate	Ladang West, 42960 Carey Island, Selangor, Malaysia	101° 20' 60"	2° 55' 0"

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4. Description of Certified Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & Other (ha)	Total Hectareage	% of Planted
West Estate	4,756	320.46	5076.46	664.54	5,741	88%
TOTAL	4,756	320.46	5076.46	664.54	5,741	88%

\* Planted area increased with the additional of 59.46 ha of new planted area at P13A and P15A. The new planted area is within the certified area of SOU9.

5. Plantings & Cycle								
Estate	Age (Years) & Hectare					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Year 2015)	Actual (Mar 15 – Feb 16)	Forecast (Mar 16 – Feb 17)
West Estate	320.46	2,072	2,536	148	-	128,091	122,634	128,296
TOTAL	320.46	2,072	2,536	148	-	128,091	122,634	128,296

6. Certified Tonnage									
Mill	Estimated (Year 2015)			Actual (Mar 15 – Feb 16)			Forecast (Mar 16 – Feb 17)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
West Palm Oil Mill	128,091			122,634			128,296		
* Certified FFB from adjacent Certified Estate	84,980	43,893	10,227	79,647	40,456	10,114	87,386	46,803	11,863
Total	213,071	43,893	10,227	202,281	40,456	10,114	215,682	46,803	11,863

Validity check on the certificate: RSPO 543543 valid until 18/5/20, SGS-RSPO/PM-MY13/01284 valid until 29/12/16, RSPO 550181 valid until 14/4/21

East CU (East, Dusun Durian, Glenworie & Sepang) RSPO 543543

Labu CU ( Labu) SGS-RSPO/PM-MY13/01284

Bukit KErayong CU (Bukit Kerayong & Bukit Cheraka) RSPO 550181

## Section 2 Assessment Process

### **Certification Body:**

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

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

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

The on-site assessment was conducted from 8-9 March 2016. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the estate. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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

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

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

All the previous nonconformities are remains closed. The assessment findings for the ASA1-1 are detailed in Section 3.3.

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

This report was internally reviewed by Certification Reviewer prior to certification decision by BSI.

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

<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>
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

**Tentative Date of Next Visit:** March 2017

**Total No. of Mandays:** 6

**BSI Assessment Team:**

**Mohamed Hidhir Bin Zainal Abidin – 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 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

**Ragusamy Erulappan – Team member**

Ragu Erulappan is a fulltime employee with BSI Services Malaysia. He graduated from University Technology Malaysia. He attended internal RSPO training in 22 December 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training, ISO 14001, ISO 18001 Lead Auditor Training. Currently he is an ISO 9001:2008, ISO 14001, ISO 18001, C-TPAT (Supply Chain Security) and GDPMD (Good Distribution Practice for Medical Devices) Lead Auditor. He has more than 5 years of auditing experience since August 2010 covering Environment, Safety and Health, Legal aspects in various industries. He is involved as Environment, Safety and Health Auditor during the RSPO Assessment. For this assessment he assesses Mill and Estate OSH, Legal, and Environment aspects. He is able to speak and understand Bahasa Malaysia, English and Tamil.

**Kelvin Lim Kok Wei – Team member**

Kelvin Lim Kok Wei is a fulltime employee with BSI Services Malaysia. He graduated from University Tunku Abdul Rahman, Malaysia. He attended internal RSPO training in May 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training in February 2014 and MSPO training on 14 March 2014. Currently he is an ISO 9001:2008 and Medical Device auditor with BSI. He has involved in MSPO audits since May 2014 covering legal and social aspects. Recently he is involved as Social Auditor during the RSPO Assessment to assess the social aspects and legal issues. During this assessment, he assessed on the legal aspects, Social and community engagements, Stakeholders consultation, and workers welfare.

**Accompanying Persons:** Not Applicable.

## Section 3 Assessment Findings

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

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

### 3.2 Progress against Time Bound Plan

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

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

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

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

BSI has continued involvement with assessments of Sime Darby Management Units during the 2015 period and beginning 2016. 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

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Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

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

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

**3.3 Details of findings**

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

During the ASA1-1 there were three (3) Major & three (3) Minor nonconformities raised. The West Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The Major NC was closed out on 10/6/16 which exceeded 60 days of NC closing period. This is due to the appeal process for the major NC withdrawal between client and BSI appeal panel. The appeal panel decision, ref: BSI/MY/C&R/APP/201603\_Sime Darby dated 29/4/16 has come to a conclusion to maintain the major NC raised in relation to Principle 7. Client has requested for 30 days extension from RSPO to execute the correction action and provide evidence for NC closure. 30 days extension was granted from RSPO with the extension of e-trace license until 17/6/16. Details of major and minor NC raised during ASA1-1:

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304223M1	<b>Requirements</b> 7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.	Major
	<b>Evidence of Nonconformity</b> There was no SEIA conducted for the new planting plot (P13A & P15A)	
	<b>Statement of Nonconformity</b> SEIA was not prepared for the new planting area.	
	<b>Status:</b> Correction: Provide internal Social Impact Assessment (Refer requirement of SEIA),EAI & EIE for P13A & P15A  Corrective Action Plan: Estate will identified all areas subjected to the NPP 2015 requirements.  Verified SIEA report dated May 2016 for the new planting plot (P13A and P15A). The major NC was closed on 10/6/16	



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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304223M2	<p><b>Requirements</b></p> <p>7.3.2 A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>	Major
	<p><b>Evidence of Nonconformity</b></p> <p>The latest HCV assessment version 2, February 2015 did not include the new planting area (P13A &amp; P15A) and cover land use change analysis.</p>	
	<p><b>Statement of Nonconformity</b></p> <p>HCV assessment was not compressively conducted.</p>	
	<p><b>Status:</b></p> <p>HCV:PSQM - SEP Unit will provide further justification and information as addendum in the HCV report.            LUC: Estate will get PSQM - SEPU and Precision Agriculture Unit from R&amp;D Department regarding the Land Use Change analysis.</p> <p>Corrective Action Plan:            Land use change of HCV areas (if any) will be notified to the assessor for the report to be updated</p> <p>Verified the latest HCV report dated May 2016 for the new planting plot (P13A and P15A) with the new classification of conservation set aside based on HCVRN definition. The major NC was closed on 10/6/16.</p>	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304223M3	<p><b>Requirements</b></p> <p>7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p>	Major
	<p><b>Evidence of Nonconformity</b></p> <p>Carbon stock assessment was not carried out for the new planting area (P13A &amp; P15A)</p>	
	<p><b>Statement of Nonconformity</b></p> <p>Carbon stock of the proposed development area was not identified and estimated.</p>	
	<p><b>Status:</b></p> <p>Correction:            Estate will use default value of Carbon Stock as part of the carbon stock assessment.</p> <p>Corrective Action Plan:            R&amp;D shall carry out carbon stock assessment prior to oil palm planting.</p>	

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	Verified carbon stock assessment dated May 2016 for the new planting plot (P13A and P15A). The major NC was closed on 10/6/16	
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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304223N1	<b>Requirements</b> 7.1.2 Appropriate management planning and operational procedures shall be developed	Minor
	<b>Evidence of Nonconformity</b> No evidence of SEIA and management plan to include then new planting area (P13A and P15A)	
	<b>Statement of Nonconformity</b> Appropriate management planning and operational procedures has not been developed.	
	<b>Status:</b> Corrective action plan is accepted. Status of corrective action taken will be verified in the audit.	

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

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304223N3	<b>Requirements</b> 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.	Minor
	<b>Evidence of Nonconformity</b> West Oil Mill : a) Information on the Items in First Aid Box List were found to be incomprehensive i.e. the quantity of each first aid items was not defined clearly.	

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	<p>b) First aid kit at the Workshop was found to be incomplete as certain items was missing e.g. Bandage and Scissor. West Estate: First aid box was not available for the Power Spray Gang. Furthermore, none of the workers has attended first aid training.</p>	
	<p><b>Statement of Nonconformity</b>          Emergency preparedness was not fully implemented.</p>	
	<p><b>Status:</b>          Corrective action plan is accepted. Status of corrective action taken will be verified in the audit.</p>	

<b>Observation</b>	
<b>OBS #</b>	<b>Description</b>
-	Nil

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
1	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.
2	The palm oil mill has maximised the use of renewable energy by consuming shell and fibre produced internally.
3	The Mill and Estates have maintained good relationship with internal and external stakeholders. Positive feedback was given to the audit team during interview.
4	Substitution of class IA chemical, methamidophos to less hazardous chemical, Acephate (class III) for trunk injection activities.

<b>Issues raised by Stakeholders</b>	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss West Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
<b>IS #</b>	<b>Description</b>
1	<p><b>Issues</b>            School Headmaster (SMK Pulau Carey): It was re-confirmed that the management always support school activities. The relationship is good. No other issues.</p> <p><b>Management Responses</b>            Management assists wherever possible.</p> <p><b>Audit Team Findings</b>            No other issues.</p>

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2	<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.
	<b>Management Responses</b> The management treat all employees equally and no discrimination.
	<b>Audit Team Findings</b> No disputes were highlighted by foreign workers interviewed during field visit.
3	<b>Issues</b> School Headmaster (SJK (T) Pulau Carey): It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	<b>Management Responses</b> Management assists wherever possible.
	<b>Audit Team Findings</b> No other issues.

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

All the previous Major nonconformities are remains closed.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1151638M1	<b>Requirements</b> 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. Sime Darby Sustainable Plantation Management System Version 1; year 2008, issue no. 1; dated 1 April 2008 (Appendix 9) - Procedure for Handling Domestic Waste, 5.2.2 Selection of disposal method for non-recyclable wastes A) For estates/mills located within 20km of a municipal landfill <ul style="list-style-type: none"> <li>• Hauling bin &gt; 3km residential area, office or other premise</li> </ul> B) For estates/mills located more than 20km of a municipal landfill <ul style="list-style-type: none"> <li>• Landfill site &gt; 3km residential area, office or other premise</li> <li>• Landfill site &gt; 3km nearest river or waterway</li> <li>• Excavated 2-3m deep and covered with earth when full.</li> </ul>	Major
	<b>Evidence of Nonconformity</b> West Mill and West Estate: Visit to the landfill site on 4/3/15 found: 1.) It was located beside the river bund. 2.) Rubbish was scatted around the area. 3.) Rubbish was dumped on the surface without excavated holes. 4.) Empty chemical containers were disposed at the landfill. <b>This nonconformity was already raised during the last assessment. The operating units have not addressed the issue appropriately. As per the RSPO requirement, the nonconformity was upgraded to major nonconformity.</b>	
	<b>Statement of Nonconformity</b> Waste management and disposal plan to avoid or reduce pollution was not implemented for landfill.	
	<b>Status:</b>	

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	The status of previous major NC is remained closed without any recurrence issue.	
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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1151638M2	<p><b>Requirements</b>            2.1.1: Evidence of compliance with relevant legal requirements shall be available.            Environmental Quality Act 1974 (Schedule wastes) Regulations 2005.</p> <p><b>Evidence of Nonconformity</b></p> <p><b>West Estate:</b>            Visit to the schedule waste store found that:</p> <ul style="list-style-type: none"> <li>• Scheduled waste categories SW 305 and SW 410 stored at the West Estate Central Workshop in Division Air Hitam has exceeded the 180 days storage period limit</li> <li>• No notification of scheduled waste generation (2nd Schedule) to the authority</li> <li>• Inventory (5th Schedule) only available for SW 409 but not for SW 305 and SW 410</li> <li>• Wrong hazard sign for scheduled waste label been used</li> </ul> <p>This does not comply with the EQA 1974 (Schedule wastes) Regulations 2005.</p> <p><b>Statement of Nonconformity</b>            Handling of Scheduled Waste by West Estate was not done according to EQ (SW) Regulations 2005.</p> <p><b>Status:</b>            The status of previous major NC is remained closed without any recurrence issue.</p>	Major

Observation	
OBS #	Description
Nil	

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
CR01 – 5.3.2	Minor	28/1/2009	Closed out on 8/4/2011
CR02 – 4.4.7	Minor	8/4/2011	Closed out on 21/3/2012
CR03 – 5.3.2	Minor	8/4/2011	Closed out on 21/03/2012

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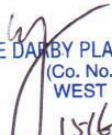
1022246N7 – 5.3.2	Minor	12/2/2014	Upgraded to Major on 6/03/2015
1022246N2- 5.5.3	Minor	12/2/2014	Closed out on 5/03/2015
1022246N3 – 6.5.2	Minor	12/2/2014	Closed out on 5/03/2015
1022246N4 – 6.5.3	Minor	12/2/2014	Closed out on 5/03/2015
1151638M1 - 5.3.2	Major	6/3/2015	Closed out on 20/04/2015
1151638M2 - 2.1.1	Major	6/3/2015	Closed out on 20/04/2015
1304223M1	Major	9/3/16	Closed out on 10/6/16
1304223M2	Major	9/3/16	Closed out on 10/6/16
1304223M3	Major	9/3/16	Closed out on 10/6/16
1304223N1	Minor	9/3/16	"Open"
1304223N2	Minor	9/3/16	"Open"
1304223N3	Minor	9/3/16	"Open"

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**Assessment Conclusion and Recommendation:**

Based on the findings during the assessment West Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, 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 West Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
<p><b>Name:</b> Mr Mazlan Bin Abdullah</p>	<p><b>Name:</b> Mohamed Hidhir Bin Zainal Abidin</p>
<p><b>Company name:</b> West Palm Oil Mill</p>	<p><b>Company name:</b> BSI Services Malaysia Sdn. Bhd.</p>
<p><b>Title:</b> Mill Manager</p>	<p><b>Title:</b> Lead Auditor</p>
<p><b>Signature:</b>  SIME DARBY PLANTATION SDN. BHD. (Co. No. 647766-V) WEST OIL MILL <b>Date :</b> 15/6/2016 HAJI MAZLAN BIN ABDULLAH MILL MANAGER</p>	<p><b>Signature:</b>  <b>Date : 14/6/16</b></p>

**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 DOSH, DOE visiting log book were attended accordingly.
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of stakeholder requesting information recorded in the 'external request record book' i.e. permit to access road within KKS west line site area for annual temple festival dated 28/7/15, Request visit by NUPW Selangor branch secretary to mill dated 12/5/15, Department of health Selangor dated 23/10/15 request of permission to held awareness program and checking of mouth cancer to all workers in west estate. The request has been fulfilled by the organization.
<b>Criterion 1.2:</b>		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		



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<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</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>Sime Darby plantation has established policy on code of ethical conduct and integrity (Code of Business Conduct-COBC) which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy. Seen the briefing on mill have been done on the 31/7/2015 which has been acknowledged by all the workers.</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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2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	Complied
	<p>SOU 9 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 9 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><b>West Palm Oil Mill</b></p> <ul style="list-style-type: none"> <li>a) 2<sup>nd</sup> grade steam engineer, DOSH reg : 068/2008, 1<sup>st</sup> Grade Engine Driver, (SL/02/2004)</li> <li>b) General installation SLK1710, SLP17102, SLP17103, SLP17104, SLP17107 for mill and biogas tank farm. Certificate of fitness (CF) for Steam Boiler (SB)(PMD17422 &amp; SL-PMD 2297), Sterilizer PMT97112, PMT97113, back pressure receiver, steam separator, air receiver and found to be valid until 2/4/17. Last DOSH mill inspection was conducted on 6 January 2016.</li> <li>c) License for electricity generation from Electrical Commission, (TKL)647766V/PTKL/0001-P validity until 19/6/16 for 3062 kW.</li> <li>d) Electrical Charge man license – A1 registration number (PJ-T-2-B-0148-2002) licenses valid until 7/10/16.</li> <li>e) MPOB license -533238004000, processing capacity : 240,000 Mt/year valid until 30/9/16</li> <li>f) Competent person for environmental management: CePSWaM (MM under training) CePPOME : CePPOME/140688</li> <li>g) DOE License/<i>Jadual Pematuhan</i> : JPKKS/15/001298(validity period 1/7/2015 - 30/6/2016) for 50MT/hr and method of POME discharge is land application. BOD limit is 5000 mg/l.</li> <li>h) Confined space competent person: AESP- NW-NSWKB-AE-2672-Q valid until 11/9/16 AGT- NW-HQ-AGT-R-1202-M valid until 25/8/16</li> </ul> <p><b>West Estate</b></p> <ul style="list-style-type: none"> <li>a) Permit to buy diesel and petrol, B.PGK.SEL/5857(P), valid until 19/10/16</li> <li>b) MPOB license- 522968002000 valid until 31/8/16</li> <li>c) Permit to buy Acephate chemical, SEL/2016/ACP/0006(GL) valid from 17/2/16 – 8/3/16 for total of 450 kg.</li> </ul>	

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2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. Latest legal register dated 9/8/15 was sighted at all visited operating units.	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 SOU33. 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. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.  Latest legal updates, CLASS 2013, FMA PIC 2014 & Selangor Water Management Authority (licensing) Regulations 2012.	Complied
<b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	West Mill and Estate operation is on freehold land. Land titles and copy of land titles are available during the audit. Total 4 land titles which are 46219, 46220, 44294 and 47697. The 47697 was shared with East estate. The land titles was free-hold and no restriction on the land use right.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	The Estate has maps showing the locations of boundary stones that have been physically located and marked. Inspection of a sample of boundary stones at West Estate during the field inspection confirmed that they were clearly marked and maintained.	Complied

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2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.  Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.  Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.  Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.  Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.  Complied

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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 West POM &amp; Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.</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 West POM &amp; Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.</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 West POM &amp; Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.</p>	Complied
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
<b>Criterion 3.1:</b>			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
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>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, OPEX, CAPEX etc.</p>	Complied
3.1.2	<p>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.</p> <p>- Minor compliance -</p>	<p>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</p> <p>Next replanting programme : 2020            E15296P3 – 132.22 Ha            E15294N – 24.11 Ha            E15296P – 131 Ha</p>	Complied
<b>Principle 4: Use of appropriate best practices by growers and millers</b>			

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<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 -	Sime Darby Agricultural Reference Manual Oil Palm Planting; Serial number: SDP/OP/ARM/10523; Issue no.: 1; Year 2011; Version: 3; Issue date: 1/7/2011.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Mill Advisor's latest visit was on 27-30/11/2015 (report No.: SOU9/WTM/01/15-16). Report includes monitoring of all activities in the mill. PQR 69.6% vs previous 78%, safety 72% vs 74% previous visit.  RSPO audit was conducted on 3/12/2015 by the RSPO & Certification Unit, PSQM. 1 minor was raised and was closed out.  PA visit : Latest visit dated 27-30/10/15, ref: SOU09/WE/01/15-16.  PQR : mature – 84.20 vs 72.56, immature 85.44 vs 65.25 and manure 92.29 vs 91.43.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	No third party FFB purchased by the mill. Mill only received certified FFB from group estates	Complied
<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.			
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 -	Fertilizer application follows the recommendation from the R&D department. Refer to agronomist report: latest visit by R&D 20-22/5/15.  Fertilizer recommendation for 2012A : Jan 16 – RP 28%, Feb- Apr 16 - AC (24%N), MOP ( 60k2O) - Soil series Jawa	Complied

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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. Refer to the latest leaf and soil sampling report:  i) Leaf sampling report P73/2016 dated 27/1/16. 30 oil palm leaf sampled.  ii) Soil sampling report, S20/2014 dated 14/3/14. 30 soil sample taken.	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. Latest application for March 16 field : 05K1. Recommendation for EFB application is 40 mt/ha	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 -	There are no peat soils or soil categorised as problematic or fragile soil at West estate. The estate's soils are mostly Selangor, Bungor and Jawa series.	Complied
4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of visited estate are mostly flat and undulating. However, Sime Darby has a policy on slope planting and this will be implemented during replanting.	Complied
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	West Estate has implemented annual road maintenance programme. Example of programme checked shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface. Road maintenance programme for February 2016:  Resurfacing: P09J2 Grading 1 <sup>st</sup> : P051C Patching : P11A Grading 2 <sup>nd</sup> : P05G	Complied
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate..	Complied
4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate.	Complied
4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate.	Complied
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.		

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4.4.1 An implemented water management plan shall be in place. - Minor compliance -	There is a Water Management Plan which has been implemented and reviewed on 14/10/15 for mill and reviewed on 8/7/15 for estate. The plan takes into account on e.g. Rainwater collection and Reducing water usage by using high pressure plunger pump.	Complied
4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Buffer zones had been maintained on both sides of streams in the estate as verified during on-site field inspection. There was no evidence of spraying around palms marked as boundary for the buffer zones. There was no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.	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 -	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&G Sampled records of weekly sample BOD Analysis for the month of January 2016, December 2015, November 2015 and October 2015 shown that the mill effluents were in compliance with license regulations.	Complied
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	West mill has maintained monitoring on water usage which recorded every day and summarized on monthly basis. Average monthly water consumption varies from 0.93m <sup>3</sup> – 1.19m <sup>3</sup> /mt FFB processed. The target of 0.9 m <sup>3</sup> /mt FFB is achieved.	Complied
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Among IPM plan for West Estate are:  Chemical control : rat baiting (warfarin) Bag worm census : 2 every fortnightly Threshold : > 10 larva per palm, Trunk injection > 1.5M, Turbo mizer & RB sprayer (young palm) 2015: 1 <sup>st</sup> campaign Jul/Aug, 2 <sup>nd</sup> Jan/ Feb 16 BOB mature : 1:16 Target 1:10 BOB Census 6 monthly: Aug & Feb every year. Beneficial plant ratio: 6:2:2	Complied



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4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. Last training provided by the R&amp;D department was on 12/6/2015.</p>	Complied
<p><b>Criterion 4.6:</b>  Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.</p>	Complied
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.</p>	Complied
4.6.3	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	Complied
4.6.4	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>Paraquat was eliminated. Alternative for class IA chemical was used. Acephate under class III chemical used for bagworm treatment at West Estate. Permit to buy Acephate chemical was sighted, refer to SEL/2016/ACP/0006(GL) valid from 17/2/16 – 8/3/16 for total of 450 kg. The other substitutes such as Glyphosate were used with the elimination of Paraquat.</p>	Complied
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Pesticide operators e.g. the mixer has been given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.</p>	Complied

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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.
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at SOU9.
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU9. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.
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 dispose waste material as per regulation for schedule waste and domestic waste.
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. Last medical check-up was conducted on 31/7/2015 by DOSH Registered doctor. HQ/08/DOC/00709. From the medical results, there were no health detrimental issues and the workers were fit to continue work as pesticides handler.
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There were female pesticide operators. However, 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.
<b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>OSH Policy found to be clearly displayed at the mill and estate office. Adequate posters, regulations, newsletters were prominently displayed on notice boards. Interviewed workers demonstrated awareness towards occupational safety and health. Safety &amp; Health Plan available for year 2015/2016 at SOU9. Among Safety &amp; Health Plan carried out in 2015 were:</p> <p><b><u>Audiometric Testing</u></b>            Last audiometric testing was done on 27/11/15 by Alam Hijau Integrasi (M) Sdn Bhd. Total of 129 workers were sent for the annual testing. 5 workers were reported with Standard Threshold Shift (STS) and 13 workers with Hearing Impairment (HI). Report was reviewed by OHD, HQ/08/DOC/00/491 and recommended that workers to be provided with hearing protector.</p> <p>Adequate PPE (ear plug &amp; ear muff) provided to the affected workers with the minimum of 24 NRR (noise reduction rate).</p> <p><b><u>Medical Surveillance Programme</u></b>            As per CHRA recommendation dated May 2015 by (JKKP IH 127/171-(2)166, medical surveillance programme has been planned for those exposed to N-hexane, potassium chromate, IPA and manganese. The latest medical surveillance was carried out by registered OHD, HQ/08/DOC/00/709 on 1/2/16 under Klinik Dr Hartati for 25 workers from laboratory, workshop and process operator. From the results, all workers sent for medical surveillance are fit to work with no detrimental of health.</p> <p><b><u>Local Exhaust Ventilation (LEV) Testing &amp; Inspection</u></b>            LEV inspection and testing was just carried out 7/3/16. Refer to PO 4300319113 dated 24/2/16 by ALam Hijau Integrasi (M) Sdn Bhd. Full report will be verified in the next audit.</p> <p><b><u>Personal Chemical Exposure Monitoring</u></b>            PCEM was carried out for employee that exposed to n-Hexane, Manganese, Sulfuric Acids and Methane gas. Date of latest monitoring 2/12/15 and 3/2/16 by registered assessor JKKP HIE 127/171-3/1(181). The results was found below (MEL) maximum exposure limit @ permissible exposure limit (PEL) for 8 hours Total Weighted Average (TWA8 )</p>	<p>Complied</p>

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4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRARDC analysis which included noise exposure, chemical and pesticides exposure, accident and fire outbreak. Procedures and control measures were implemented to mitigate the risks.</p> <p>Risk assessment for West Estate was last reviewed on 11/12/15. CHRA for West Estate conducted on 13/7/15.</p>	Complied
4.7.3	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2016 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> <li>- harvesters</li> <li>- pesticides operators</li> <li>- manurers</li> </ul> <p>Training provided e.g. on Chemical Spray training dated 7/8/15 and Trunk Injection Training dated 4/9/15. Employees interviewed at estates confirmed to be provided with safety training relating to their work at least once a year by the PSQM Unit HQ and training records are available. Evaluation carried out on each training programme to determine its effectiveness. The training content was revised periodically for improvement. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear mufflers, etc.) displayed at appropriate work areas for the protection of safety and health.</p>	Complied
4.7.4	<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>For West Estate the 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. Seen OSH Meeting minutes dated 15/12/15, 28/9/15 and 30/6/15.</p>	Complied

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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. - Minor compliance -	West Oil Mill a) Information on the Items in First Aid Box List were found to be incomprehensive i.e. the quantity of each first aid items was not defined clearly. b) First aid kit at the Workshop was found to be incomplete as certain items was missing e.g. Bandage and Scissor.  West Estate: First aid box was not available for the Power Spray Gang. Furthermore, none of the workers has attended first aid training.  Thus, Minor NC was issued.	<b>Minor Non-Compliance</b>
4.7.6 All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Medical care had been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance (Policy No.: FW149613) valid till 30/6/2016.	Complied
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory. LTA as to date for West Estate is 271 man days. JKPP 6 has been submitted to DOSH accordingly and JKPP 8 for year 2015 been submitted to DOSH on 14/1/16.	Complied
<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.  <u>Mill</u> a) Chemical Handling training (23/2/16) b) Fire Drill Training (15/2/16) d) Safety Briefing on Mill Operation (16/1/16)  <u>West Estate</u> a) Chemical Spray training dated 7/8/15 b) Trunk Injection Training dated 4/9/15	Complied
<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.		

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5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Mill and Estate carried out the review of environmental impacts using the Environmental Aspect and Impact Identification Register. The last review at Mill was done on 18/11/15 and West Estate was done on 14/12/15.	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 -	There were no major changes to the identified impacts. Impacts such as contaminated diesel, contaminated Thinner, contaminated rags etc. were verified. The responsible person is the Senior Assistant Manager.	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 of the documented environmental improvement plans is on-going. Implementation and monitoring of the documented environmental improvement plans will be reviewed on an annual basis. The review will take into consideration the mitigation of negative impacts and promotion of positive ones such as the proper demarcation of buffer zone, clearing of overgrown natural vegetation and debris along the streams.	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 operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV re-assessment has been conducted on the Feb 2015 by Sustainability Department (Social & Environment Projects Unit) which involved the representatives from local government agencies, local communities, service providers, and neighbouring estates. There was HCV area identified in West estate. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Visits to site confirmed that west estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas i.e. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.	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 -	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 west estate found to have been satisfactorily maintained.	Complied

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5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Kuala Langat District. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities. Furthermore, there has been HCV training being conducted on the 30/12/15 for the workers.	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 biodiversity action plan has been established and updated on yearly basis. The HCV and Biodiversity around the estate were monitored and maintained by Sime Darby Research and Development located in the same vicinity of the estate.  Visit to the Biodiversity area along the Malacca Straits found the area is being well maintained with the planting of trees. Enhancement of the river buffer zones are also being carried out. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. Inspection of housing areas and interview of residents confirmed workers are aware of the company policy that prohibits illegal hunting.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	It is verified that there has been no instance of HCV set aside that conflicts with the rights of local communities at the west estate. Thus negotiated agreement of such nature is not applicable.	Complied
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p><u>Mill</u></p> <p>Type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas. Verified Inventory of Scheduled Wastes for SW 305 &amp; SW410 and Consignment Note No. 201500117JDC5W0 dated 1/10/15 for SW 305 &amp; Consignment Note No. 20151001185MFEA0 for SW 409. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.</p> <p><u>Estate</u></p> <p>Type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, store, store; domestic waste – rubbish &amp; sewage – line-site, office, workshop, store, shop &amp; recycle waste – empty container, scrap metal. Verified Inventory of Scheduled Waste for SW 404 &amp; Consignment Note No. 0078713 dated 15/2/16. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.</p>	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p><u>Mill &amp; Estate</u></p> <p>Used containers meant for reuse were separately stored and monitored by the estate Office Store personnel. All excess used chemical containers were punctured as per DOE guidelines and disposed of by appointed Estate contractor Texcycle (P2) Sdn Bhd. Seen Consignment No. 111418 dated 7/12/15.</p>	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p><u>Mill &amp; Estate</u></p> <p>There is a waste management plan in place as per the Waste Management Plan 2015/2016. E.g. type of waste been identified are Schedule waste, Domestic Waste and Industrial Waste.</p>	Complied
<p><b>Criterion 5.4:</b>            Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
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><u>Mill &amp; Estate</u></p> <p>Data on Diesel Use Per Ton of FFB by Mill is available at the mill. Mill is maximizing the use of renewable energy. Fossil fuel usage has been monitored to show trend on monthly basis. Total Diesel Consumption for Jan-16 is 2730 Liters.</p> <p>Analysis of fuel efficiency for estate are also available and been analyzed accordingly.</p>	Complied



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<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	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 to the replanting area i.e field 2014A confirmed that zero burning techniques are implemented during replanting.	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.			
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 -	The Mill and estate had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. Monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	<u>Mill &amp; Estate</u> Significant pollutants and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been documented. It was noted that the PSQM Department from HQ have established plans for implementation and monitoring of GHG emissions.	Complied

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<p>5.6.3</p> <p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <ul style="list-style-type: none"> <li>- Minor compliance -</li> </ul>	<p><u>Mill &amp; Estate</u></p> <p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&amp;D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented.</p> <p>Mill Air Emission Monitoring (Chimney 2) was found last conducted on 6/4/15 due to not operational until Dec 2015. Mill has issued P.O No. 4300311535 dated 7/3/16 to Alam Hijau Integrasi (M) Sdn Bhd to conducted the Isokinetic Stack Monitoring. The report will be verified during next assessment visit.</p>	<p>Complied</p>
<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b></p>		
<p><b>Criterion 6.1:</b>            Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>6.1.1</p> <p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <ul style="list-style-type: none"> <li>- Major compliance -</li> </ul>	<p>The social impact assessment has been conducted on 27-28/03/2014 by Social &amp; Environment projects unit, PSQM Department for west palm oil mill and west estate. The meeting by the stakeholder has been recorded in the attendance list as the appendix of the report which include the local community (Native village), workers representatives include foreign workers, government agencies, contractor, suppliers, etc. Based on the meeting feedback each estate prepared their specific Mitigation Plan with dates and person in-charges clearly stated. The SIA Management Plan has been updated on the 27/2/15</p>	<p>Complied</p>

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6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included government bodies, group associated stakeholders, management staff and workers including representative of migrant workers such as Indonesians, Contractors/suppliers and government clinic staff. Stakeholder meeting dated 8/12/2015 which involves internal and external stakeholder & government agencies including police and local district officer. Stakeholder meeting with local communities (Sg Kurau and Sg Judah) dated 27/2/15.  Issues raised such job opportunity, road safety, power plant construction.	Complied
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. SIA management plan has been updated on the 1/7/15 for the FY 15/16. The issue discusses was regarding housing condition improvement, working condition, school request on rubbish and field upgrade & native village people job opportunity.	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 -	The West POM & Supply base has planned to review the plans above every year for follow up and updating to current practices. The review is to include the participation of affected parties.	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	West operating unit does not include smallholders.	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 -	West Palm Oil Mill and Estates engage in communication with local communities and interested parties. The communication procedure is as per Sime Darby's group communication policy which shows flow chart of the communication procedure. This was confirmed during interview with the local community representative and village head.	Complied
6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	Mill Assistant manager & Estate Senior Assistant manager are the nominated persons responsible for communication with the stakeholders.	Complied

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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 -	Record of meeting with attendance list and minute of meeting are available as attachment. Last stakeholder meeting was conducted on 26/1/16. There are no any disputes recorded during the meeting. Stakeholder list contains names and contact details. All the estate maintains communication recorded as part of the stakeholder communication document.	Complied
<b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Sime Darby Group Grievance procedure is available and documented under "Complaint & Request Internal/External QSHE/08/5.5.3". This procedure was communicated to stakeholders during meetings as a part of process to resolve any disputes. Complaint and grievances was recorded in complaint book. Record shows that 'Complaints and Grievances Book' in Mill and estate visited are still active in recording complaints/requests made by employees and other stakeholders. Over the past 12 months, entries made were mainly on minor repairs needed to the housing facilities and access road which were verified to be attended to in a timely manner. This was confirmed by the workers and staff interviewed. During this audit there is no any pending disputes noted.	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 were included in the social action plan and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed. Apart from that, the record of complaint by interested stakeholders has been recorded in the complaint form and has been followed up accordingly i.e. The house repair request by workers related to housing repair has been verified that the request has been followed up accordingly.	Complied
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established-titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied

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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 -	West Mill and estates operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.  Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	West Mill and estates operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.  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 -	Workers contract and payment follow the MAPA/NUPW Agreement (Collective agreement NUPW 1/4/15 and MAPA/Amesu 1/4/14.). Payslip and contract of mill workers and plantation workers are as per the contract signed by them and follow the NUPW and MAPA agreement. All the workers earn more than RM 900. Inspection of contracts of both local and foreign workers (Subur (75947), Multazam Makbur (75951), Karuppiah (6974), Ramese (6976), Raham (114901), Irfanudin (93077), Arpo Biswas (108640), Rajkishor Thakur (111352), Than Naing (96420), Zaenal Abidin (114404), Yat Ye (97567), Alamgir Hossain (116843)) confirmed that pay and conditions are available in local language and the language that the foreign workers speak. Furthermore, interviewed with workers confirmed their paid has meet the minimum wage as per the contract.  Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	All the workers are covered by the MAPA/NUPW agreement and the staff covered with MAPA/AMESU agreement. This is documented at all the operating units. Migrant workers make up the majority of the workforce who are engaged on 3 year contracts and can be extended as necessary. Sample employment contract, i.e. "Kontrak Pekerjaan – Tenaga Kerja Asing" diantara Sime Darby Plantation Sdn. Bhd (647766 –V) dengan Pekerja Asing Indonesia" for foreign workers hired were sighted during the audit. The document covers all issue such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, and reasons for dismissal, period of notice made available in Bahasa Malaysia which is understood by the workers. Signed copies of this employment contract are kept by Sime Darby Head office.  Complied

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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 -	The operating units are noted to have provided adequate amenities to their local workers and foreign workers as per the Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Food for the staff and workers (incl. foreign workers) provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the former estates workers or family members. Complied
<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 -	All employees have right to form and join trade unions of their choice and to bargain collectively. This is carried out by the employees by joining the NUPW and AMESU. Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	NUPW meeting was conducted with attendance of estate management team with the committee members that include local and foreign worker representatives. The meeting minute for the site visit during the audit (West POM & estate) has been verified on site which dated 4/3/16, 27/1/16 & 24/3/15 respectively. The attendance has been taken and maintained with the meeting minutes. Issues related to work was discussed and it was confirmed by the union secretary that there is no any unresolved labour issue. Interview with the on-site workers union secretary reveals that most of the work related issues are resolved through verbal discussion. Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.		
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	West POM & Supply base was complied with the minimum age requirement. No employees below the age of 18 which verified on the workers personnel file Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies. Complied

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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
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Sime Darby has a policy to protect the reproductive rights of all, especially women which was incorporated in Gender Policy This was communicated and implemented through gender committee.	Complied
6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	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. West POM: Gender committee meeting 13/02/2016 and 31/10/15. West Estate: Gender committee meeting at estate 22/12/15, 16/6/15. The issued has been resolved from previous meeting and no followed up was required.	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 -	West palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	West palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contractors/suppliers understand contractual agreement/ Purchase order and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing. Sampled contractor of transport domestic waste from estate to public landfill area (Dynamic Attraction Enterprise) Contract no: WE1410 dated 1/1/2016. The last payment for Feb delivery has been paid on 2/3/16.	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 as per the agreed timeline. Sampled invoice# 5550/Rob/We dated 24/2/16, payment has been made on 2/3/16.	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 –	The local communities have reasonably well developed infrastructure and access to government services, for example, road security, School uniforms and shoes for worker’s children, government electricity and water supplies to housing and schools. The Estate and Mill make donations in terms of cash and physical aid to local communities for their places of worship and local schools when requested. These contributions are considered appropriate for the socioeconomic setting.	Complied
6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	There were no scheme smallholders under the certification unit.	Complied
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.		
6.12.1 There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages and NUPW or AMESU Collective Agreement.	Complied
6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	There was no evidence of contract substitution was noted and this was confirmed from interviews with workers and relevant stakeholders.	Complied
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Social & Humanity Management 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 -	Social & Humanity Management Policy & Social Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied



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Criterion / Indicator		Assessment Findings	Compliance
<p><b>Principle 7: Responsible development of new plantings</b>            West Certification unit and supply base has carried out new plantings within their certified area after 2010 specifically at new planting plot (P13A &amp; P15A). As per new RSPO New Planting Procedure 2015, principle 7 need to be assessed and in compliance during surveillance or recertification assessment.</p>			
<p><b>Criterion 7.1:</b>            A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>			
7.1.1	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance -</p>	<p>There was no SEIA conducted prior to new planting at plot (P13A &amp; P15A). Thus, Major NC was issued.</p>	<b>Major Non-Compliance</b>
7.1.2	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p>	<p>No evidence of SEIA and management plan to include then new planting area (P13A and P15A). Thus, minor NC was issued.</p>	<b>Minor Non-Compliance</b>
7.1.3	<p>Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>- Minor compliance -</p>	<p>There was no outgrower scheme included in SOU9 land development.</p>	Complied
<p><b>Criterion 7.2:</b>            Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.2.1	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance -</p>	<p>Based on soil series map dated 21 April 2015 by R&amp;D Plantation Research and Advisory Department, Precision Agriculture Unit SBMH, the new planting plot was under Jawa series and suitable for oil palm cultivation.</p>	Complied
7.2.2	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p> <p>- Minor compliance -</p>	<p>Adequate topographic information provided to guide the planning of drainage and irrigation systems, roads and other infrastructure to guide the planning of drainage and irrigation systems, roads and other infrastructure. Refer to the latest topography map dated February 2016 by R&amp;D-PRA, Precision Agriculture Unit NHM.</p>	Complied
<p><b>Criterion 7.3:</b>            New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
7.3.1	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2). - Major compliance -	The new planting plot was previously planted with tea tree, <i>Jatropha</i> and <i>Mengkudu</i> and was under R&D trial plot. The area was not categorized under HCV based on the latest HCV assessment version 2, February 2015.
7.3.2	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status. - Major compliance -	The latest HCV assessment version 2, February 2015 did not include the new planting area (P13A & P15A) and cover land use change analysis. Thus, major NC was issued.
7.3.3	Dates of land preparation and commencement shall be recorded. - Minor compliance -	Dates of land preparation and commencement has been recorded by estate. For example, land preparation for plot P13A was started on 10/5/13.
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2). - Major compliance -	The biodiversity action plan has been established and updated on yearly basis. The HCV and Biodiversity around the estate were monitored and maintained by Sime Darby Research and Development located in the same vicinity of the estate. Refer to criteria 5.2 for details.
7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	It is verified that there has been no area required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations at west estate. Thus consultation with communities of such nature is not applicable.
<b>Criterion 7.4:</b> Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided - Minor compliance -	Based on soil series map dated 21 April 2015 by R&D Plantation Research and Advisory Department, Precision Agriculture Unit SBMH, the new planting plot was under Jawa series and not under marginal, fragile and peat soil.

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<p><b>7.4.2</b></p> <p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance -</p>	<p>No marginal soil and peat area within SOU 9</p>	<p>Complied</p>
<p><b>Criterion 7.5:</b></p> <p>No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		
<p><b>7.5.1</b></p> <p>Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&amp;D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.</p>	<p>Complied</p>
<p><b>Criterion 7.6:</b></p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p><b>7.6.1</b></p> <p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&amp;D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.</p>	<p>Complied</p>
<p><b>7.6.2</b></p> <p>A system for identifying people entitled to compensation shall be in place.</p> <p>- Major compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&amp;D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.</p>	<p>Complied</p>
<p><b>7.6.3</b></p> <p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p> <p>- Major compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&amp;D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.</p>	<p>Complied</p>
<p><b>7.6.4</b></p> <p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&amp;D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.	Complied
7.6.6 Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	The new planting plot was previously planted with tea tree, Jatropha and <i>Mengkudu</i> and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot.	Complied
<b>Criterion 7.7:</b> No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
7.7.1 There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	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. Based on the records, zero burning techniques are implemented during land preparation for P13A and P15A planting.	Complied
7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting.	Complied
<b>Criterion 7.8:</b> New plantation developments are designed to minimise net greenhouse gas emissions.		

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Criterion / Indicator	Assessment Findings	Compliance
<p><i>Preamble</i></p> <p><i>It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs.</i></p> <p><i>Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognised that these emissions cannot be projected with accuracy with current knowledge and methodology.</i></p> <p><i>Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2).</i></p> <p><i>Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31st 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.</i></p>		
<p>7.8.1</p> <p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance -</p>	<p>Carbon stock assessment was not carried out for the new planting area (P13A &amp; P15A), thus Major NC was issued.</p>	<p><b>Major Non-Compliance</b></p>
<p>7.8.2</p> <p>There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p> <p>- Minor compliance -</p>	<p>There was no plan to minimise net GHG emissions established for the new planting area (P13A &amp; P15A). Thus, minor NC was issued.</p>	<p><b>Minor Non-Compliance</b></p>

<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.			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <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>Similar to last assessment West estate are not using paraquat. This is one of the major commitments by the operating unit to stop using paraquat. Environmental impacts of the operations were identified. Environmental Impact Management details the impact mitigation measures and actions required to improve environmental performance for the identified significant impacts. Yield is optimised.</p> <p><u>Mill:</u>          KAIZEN PROJECT for:</p> <ul style="list-style-type: none"> <li>i) Reduce oil loss in raw effluent</li> <li>ii) Harvest palm kernel oil</li> <li>iii) Reduce cost of water usage (SYABAS)</li> <li>iv)</li> </ul> <p><u>Estates:</u>          Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Class I pesticide (Methamidaphos) has been replaced with Class III less hazardous pesticide (Acephate). Paraquat is completely eliminated. Rainfall harvesting has been implemented to reduce the fresh water usage for chemical mixing.</p>	Complied

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**Appendix B: Sime Darby Plantation Sdn. Bhd. 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 – Recertification Completed.	Perak
6	Selaba	Certified 2011 – Recertification Completed.	Perak
7	Tennamaram	Certified 2011 - Recertification Completed.	Selangor
8	Bkt Kerayong	Certified 2011 – Recertification Completed.	Selangor
9	East	Certified 2010 - Recertification Completed	Selangor
10	West	Certified 2010 - Recertification Completed	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang
14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010 - Recertification Completed	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 - Recertification Completed	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Pagoh	Certified 2014	Johor
21	Chaah	Certified 2010 – Recertification Completed	Johor
22	Gunung Mas	Certified 2010 – Recertification Completed	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008 - Recertification completed.	Sabah
27	Melalap	Certified 2011- Recertification Completed.	Sabah
28	Binuang	Certified 2009 - Recertification completed.	Sabah
29	Giram	Certified 2009 - Recertification completed.	Sabah
30	Merotai	Certified 2009 - Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

<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 (Recert. Completed)	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantation)	Certified 2010 (Recert. Completed)	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010 (Recert. Completed)	Sanggau District –West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera

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



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

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

Sime Darby Plantation Sdn. Bhd.  
 SOU 9 Management Units (Ladang West)  
 42960 Carey Island,  
 Selangor, MALAYSIA  
 RSPO Membership number: 1-0008-04-000-00

BSI RSPO Certificate No: RSPO 543594  
 Date of Initial Certificate Issued: 19 May 2010  
 Date of Expiry: 18/5/2020  
 RSPO membership number: 1-0008-04-000-00  
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D  
 - CPO Mills: Identity Preserved

<b>West Palm Oil Mill and Supply Base</b>					
Location Address		Ladang West, Carey Island, 42960, Selangor, MALAYSIA			
GPS Location		E101° 20' 60" N2° 55' 0"			
CPO Tonnage Total		46,803			
PK Tonnage Total		11,863			
CPO Claimed for Certification		46,803			
PK Claimed for Certification		11,863			
Own estates FFB Tonnage		128,296			
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates		87,386			
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
West Estate	4,756	320.46	664.54	5,741	128,296
TOTAL	4,756	320.46	664.54	5,741	128,296

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**Appendix D: Assessment Plan**

<b>PRELIMINARY AGENDA</b>					
<b>Date</b>	<b>Time</b>	<b>Subjects</b>	<b>Mohd Hidhir</b>	<b>Ragu</b>	<b>Kelvin</b>
Tuesday 8/3/2016  <b>West Palm Oil Mill</b>	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> </ul>	√	√	√
	09.00 – 12.00	<b>West Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>West 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 9/3/2016  <b>West Estate</b>	08.30 – 12.00	<b>West Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	09.00 – 12.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>West Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.30	Prepare for closing meeting Closing Meeting	√	√	√

**Appendix E: Stakeholders Contacted**

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

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

Requirements	Compliance
<b>D.1. Definition</b>	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>West Palm Oil Mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
<b>D.2 Explanation</b>	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
<b>D.3 Documented procedures</b>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> <li>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</li> <li>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</li> </ul>	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at West Palm Oil Mill. Noted draft procedure, SD/SSDP/PSQM/001, rev :0 dated 1/3/15 has yet to be approved for the SCCS procedure to incorporate latest changes internally and externally under RSPO SCCS November 2014 as well as MSPO traceability requirements.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.</p>	<p>West Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBS</p>
<b>D.4 Purchasing and goods in</b>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for</p>

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<p>received.</p>	<p>all the certified FFB. Records verified by internal and external audit. West mill have system to verify at the weighbridge. Sample of weighbridge ticket :</p> <p><b><u>SOU 7 (Bukit Cheraka Estate)</u></b> Code : E-167, date:18/3/15, WB ticket# 157769, Field 2001, 2003 &amp; 2005, (C crop), total weight: 37.20 mt</p> <p><b><u>SOU 7 (Bukit Kerayong Estate)</u></b> Code : E-165, date:18/3/15, WB ticket# 1557734, Field 2008D (C crop), total weight: 30.02 mt</p> <p><b><u>SOU 8 (East Estate)</u></b> Code : E-153, date:18/3/15, WB ticket# 1557743, Field 01A1 (A crop), total weight: 11.37 mt</p> <p><b><u>SOU 8 (Dusun Durian Estate)</u></b> Code : E-117, date:2/5/15, WB ticket# 160721, Field 2009A (A crop), total weight: 9.46 mt</p> <p><b><u>SOU 8 (Sepang Estate)</u></b> Code : E-123, date:17/5/15, WB ticket# 161795, Field 95A1A (B crop), total weight: 11.04 mt</p> <p><b><u>SOU13 (Labu Estate )</u></b> Code : E-285, date:26/5/15, WB ticket# 166409, Field 1990C, 2009A1, 2009B, 2011D, 2012E (B crop), total weight: 13.46 mt.</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The facilities aware of this procedure and stated in the.</p>
<p><b>D.5 Record keeping</b></p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>All the inventory records are maintained and updated on daily basis and monthly and reported on monthly and 3 monthly inventory. Computerized system in place. No PKO and Palm kernel meal at West Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant, SDP Nuri. CPO sold to Sime Darby's owned refineries (SDP Joma) and the other 3<sup>rd</sup> party buyer. Daily records are prepared at the entry point at the weighbridge.</p> <p>Sample of CPO contract and WB ticket: October 2015 – RSPO IP contract : S/C-PSD/1510/CPO1218 (SDP Joma), 500 Mt Date: 26/10/15, Lorry: BJP1943, WB ticket# 012151, weight; 35.60mt.</p> <p>May 2015 – S/C-PS/1505/PK0533 (SDP JOMA Refinery) 800 mt Date: 16/5/15, Lorry: BMM 9088, WB ticket# 91241, weight; 18.76 mt.</p> <p>Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.</p>
<p><b>D.6 Processing</b></p>	
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.</p>	<p>During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as</p>

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	weighbridge records. This ensures that 100% segregated materials are reached.
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**Actual Certified Palm Production : March 2015 – February 2016**

MILL	CAPACITY & Supply Chain Model	CPO	PK
West Palm Oil Mill	50mt/hr (IP)	40,456	10,114

**Actual Sales of Certified Palm Products : March 2015 – February 2016**

MILL	Certified CPO Sales	Certified PK Sales	Remarks
West Palm Oil Mill	2,268.09	513.2	Sales of certified palm product in etrace

**Actual Certified FFB Received Monthly : March 2015 – February 2016**

Month	West Estate	East Estate	Dusun Durian Estate	Bukit Kerayong	Bukit Cheraka	Sepang Estate	Labu Estate	Glengowrie Estate	Total FFB/Month
March 2015	8,989.43	5,222.30	0	0	0	0	0	0	14,211.73
April 2015	9,507.11	7,227.90	979.68	0	0	476.90	0	37.94	18,229.53
May 2015	12,300.31	6,758.43	271.83	14.08	0	214.85	0	0	19,559.5
June 2015	11,750.25	7,728.66	0	0	0	29.20	0	0	19,508.11
July 2015	10,873.99	6,918.81	65.66	0	63.63	107.70	521.28	8.32	18,559.39
Aug 2015	13,175.37	7,603.16	62.89	0	140.85	43.42	511.31	0	21,537
Sept. 2015	12,715.57	7,170.74	40.98	0	0	0	0	0	19,927.29
Oct 2015	11,142.35	5,925.49	0	0	0	0	0	0	17,067.84
Nov 2015	8,635.84	5,602.99	16.27	0	0	0	0	0	14,255.1
Dec 2015	8,500.51	5,173.42	83.07	0	0	8.88	0	0	13,765.88
Jan 2016	7,240.26	5,201.80	271.37	0	0	175.53	0	9.69	12,898.65
Feb 2016	7,803.14	4,958.24	0	0	0	0	0	0	12,761.38
Total	122,634.13	75,491.94	1791.75	14.08	204.48	1056.48	1032.59	55.95	202,281.4

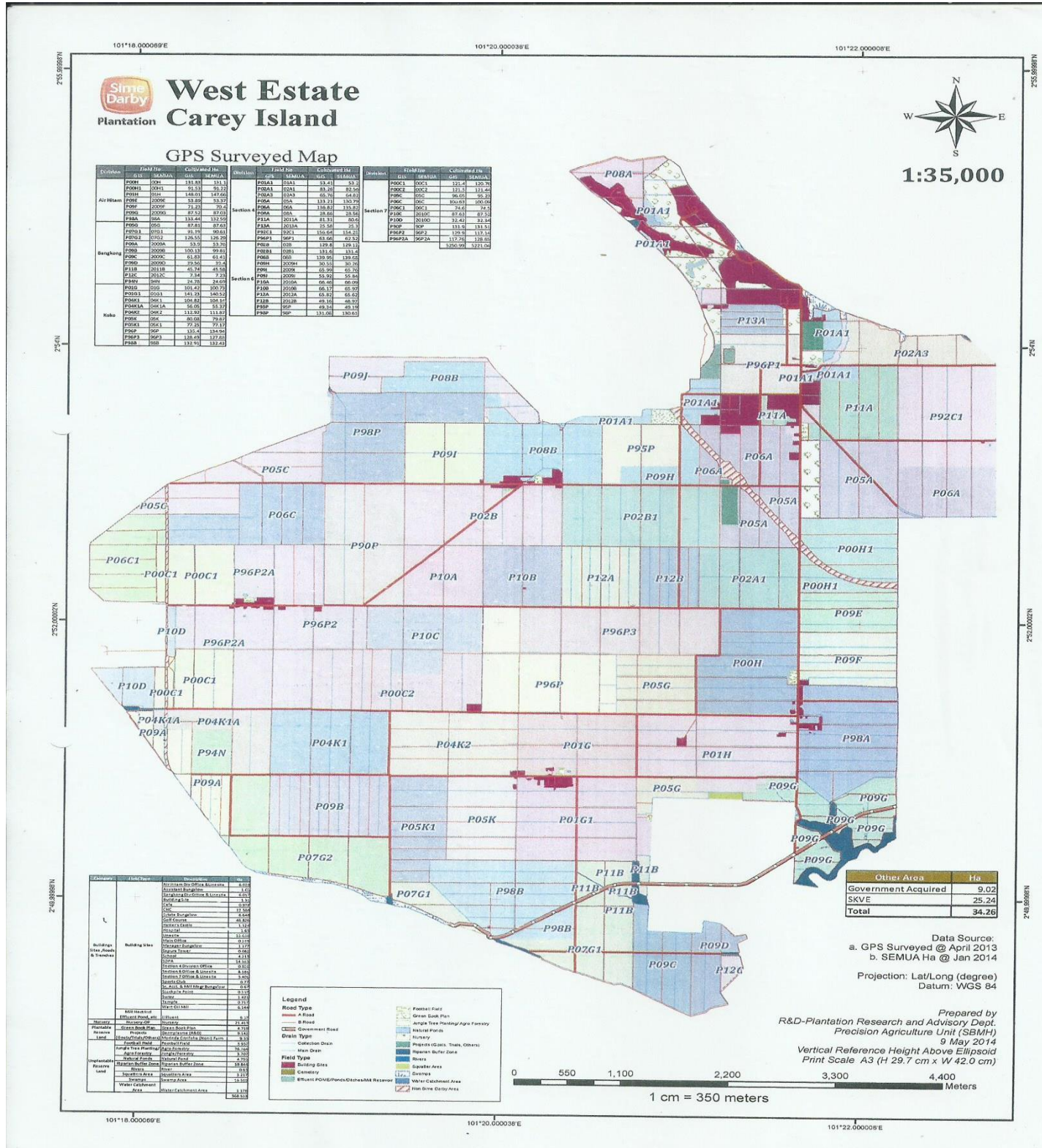
Validity check on the certificate: RSPO 543543 valid until 18/5/20, SGS-RSPO/PM-MY13/01284 valid until 29/12/16, RSPO 550181 valid until 14/4/21

East CU (East, Dusun Durian, Glenworie & Sepang) RSPO 543543

Labu CU ( Labu) SGS-RSPO/PM-MY13/01284

Bukit KErayong CU (Bukit Kerayong & Bukit Cheraka) RSPO 550181

Appendix G: West Estate Field Map





**Appendix H: List of Abbreviations Used**

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