

**MALAYSIAN SUSTAINABLE PALM OIL
–1st ANNUAL SURVEILLANCE ASSESSMENT
Public Summary Report**

Company Name Sime Darby Plantation Berhad
Client company Address: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 9) – West Palm Oil Mill Location of Certification Unit: West Palm Oil Mill Carey Island, Selangor 42960, Malaysia

Report prepared by:
Elzy Ovktafia Binti Chairul (Lead Auditor)

Report Number: 9674161

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
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
www.bsigroup.com

TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Location of Certification Unit	4
1.4 Plantings & Cycle	4
1.5 FFB Production (Actual) and Projected (tonnage).....	4
1.6 Certified CPO / PK Tonnage	4
1.7 Certified Area	5
1.8 Details of Certification Assessment Scope and Certification Recommendation:	5
Section 2: Assessment Process	6
1. Assessment Program	7
Section 3: Assessment Findings	8
3.1 Details of audit results	8
3.2 Details of Nonconformities and Opportunity for improvement.....	8
3.3 Status of Nonconformities Previously Identified and OFI	11
3.4 Issues Raised by Stakeholders	12
3.5 Summary of the Nonconformities and Status.....	13
3.6 Summary of the findings by Principles and Criteria	14
Section 4: Assessment Conclusion and Recommendation	119
Appendix A: Assessment Plan	120
Appendix B: List of Stakeholders Contacted	122
Appendix C: Smallholder Member Details.....	123
Appendix F: Location and Field Map	124
Appendix G: List of Abbreviations	126

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
MPOB License	West POM: 53323800-4000 West Estate: 52296800-2000		
Company Name	Sime Darby Plantation Berhad		
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
Group name if applicable:	N/A		
Subsidiary of (if applicable)	N/A		
Contact Person Name	Mohd Idzaruddin Bin Hasan (SOU Chairman)		
Website	www.simedarbyplantation.com	E-mail	idzaruddin.hasan@simedarbyplantation.com
Telephone	+03-31220528	Facsimile	+603-31220526

1.2 Certification Information			
Certificate Number	Mill: MSPO 682052 Estate: MSPO 690774		
Issue Date	13/02/2018	Expiry date	12/02/2023
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	5-6 December 2017		
Continuous Assessment Visit Date (CAV) 1	31.01.2019 - 01.02.2019		
Continuous Assessment Visit Date (CAV) 2	-		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 543594	RSPO	BSI Services (M) Sdn Bhd	18/5/2020

MSPO Public Summary Report Revision 0 (Aug 2017)

1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
West Palm Oil Mill	KKS West, Carey Island, 42960, Selangor	101° 21' 40.7"	02° 54' 18.0"
West Estate	Ladang West, Carey Island, 42960, Selangor	101° 21' 43.7"	02° 53' 22.7"

1.4 Plantings & Cycle					
Estate	Age (Years) - ha				
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30
West Estate	325.25	1,468.36	2,771.37	499.66	-

1.5 FFB Production (Actual) and Projected (tonnage)			
Producer Group	Estimated (Dec 2017 – Dec 2018)	Actual (Dec 2017 – Dec 2018)	Forecast (Dec 2018 – Dec 2019)
BUKIT CHERAKA	-	731.93	-
BUKIT KERAYONG	-	6,259.46	-
DUSUN DURIAN	-	3,499.73	-
EAST	87,709.19	67,510.10	79,750.47
SEPANG	-	1,279.36	-
SG BULOH	-	566.80	-
TENNAMARAM	-	135.38	-
WEST	142,274.19	140,940.02	147,859.03
Total	229,983.38	220,922.78	227,609.51

Remark: This year, West POM have crop diversion tonnage due to mill capacity and logistic. All the supply bases above are from Sime Darby RSPO certified supply bases.

1.6 Certified CPO / PK Tonnage			
Mill	Estimated (Dec 2017 – Dec 2018)	Actual (Dec 2017 – Dec 2018)	Forecast (Dec 2018 – Dec 2019)
Mill Capacity: 50 MT/hr	CPO (OER: 21.50%)	CPO (OER: 20.69%)	CPO (OER: 21.54%)
	49,446.43 MT	45,708.92 MT	49,027.09 MT
	PK (KER: 5.50%)	PK (KER: 4.89 %)	PK (KER: 5.50%)
	12,649.09 MT	10,803.12 MT	12,518.52 MT

MSPO Public Summary Report
Revision 0 (Aug 2017)

1.7 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
West Estate	5,064.64	-	691.05	5,755.69	87.99
TOTAL	5,064.64	-	691.05	5,755.69	87.99

1.8 Details of Certification Assessment Scope and Certification Recommendation:

BSI Services Malaysia Sdn Bhd has conducted the **1st Annual Surveillance Assessment** Certification Assessment of **Sime Darby Plantation Berhad – West POM**, located in **KKS West, Carey Island, 42960, Selangor** comprising **one (1) estate** and infrastructure.

The assessment was conducted onsite to assess the compliance of the certification unit against the **MS 2530-3:2013 MSPO Part 3: General principles for oil palm plantations and organized smallholder** and **MS 2530-4:2013 MSPO Part 4: General principles for palm oil mills**.

The onsite assessment was conducted on **31st January 2019 - 01st February 2019**.

Based on the assessment result, **Sime Darby Plantation Berhad – West POM** complies with the **MS 2530-3:2013 MSPO Part 3: General principles for oil palm plantations and organized smallholder** and **MS 2530-4:2013 MSPO Part 4: General principles for palm oil mills** and recommended for certification.

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
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
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 31.01.2019 – 01.02.2019. The audit programme is included as Appendix A. The approach to the audit was to treat the Sime Darby Plantation Berhad – West POM and supply base as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, 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. MS 2530-3:2013 and MS 2530-4:2013 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.

The estates sample were determined based on formula $N = 1.0\sqrt{y}$ where y is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO 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 B.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 4.2. This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

MSPO Public Summary Report
Revision 0 (Aug 2017)

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

1. Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

Tentative Date of Next Visit: January 27, 2020 - January 28, 2020

Total No. of Mandays: 4 mandays

BSI Assessment Team:

Elzy Ovktafia - Lead Assessor

She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing AISP. She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA, ETI, etc) for more than 3 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for MSPO, RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During assessment, she covers the legal issues, land use rights, stakeholder consultation, worker’s welfare and social issues.

Amir Bahari - Team Member

He obtained qualification in B.Sc. (Hons) Chemistry USM 1985 & Diploma in Palm Oil Milling Tech/Management MPOB 1996. He has been in the plantations industry for 30 years, among others managing rubber factories, palm oil mills and estates. During the tenure of employment he has been trained as an auditor in MSPO, ISO 9001, ISO 14001, OHSAS 18001 & also RSPO. He has accumulated 38 man-days in the auditing profession after ending career in the plantation industry. During assessment, he covers the legal issues, mill and estate good practise, environmental, HCV, training and new planting.

Accompanying Persons: Qualifying reviewer

Nicholas Cheong – Qualifying Reviewer

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were one (1) major, three (3) minor nonconformities and one (1) Opportunity for Improvement (OFI) raised. Sime Darby Plantation Berhad – West POM 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 implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Major Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1737402-201901-M1	4.4.4.2 (b) Part 4
Requirements:	The occupational safety and health plan should cover the following: b) The risk of all operations shall be assessed and documented.	
Statement of Nonconformity:	The HIRARC coverage is not adequate to assess the risk of main activities in the Mill.	
Objective Evidence:	HIRADC for following sampled operations was not carried out at West POM: a) Rain water harvesting pond b) Roro bin domestic waste dumping & collection site	
Corrections:	To carry out HIRADC for these activities.	
Root cause analysis:	1. SDPA holding pond was just converted to rain water harvesting pond. 2. Waste dumping & collection site do not belong in major processing activities thus was not initially considered under the scope of assessment.	
Corrective Actions:	Any new activities will be discussed during Safety Committee meeting to ensure these activities will be captured in HIRADC.	
Assessment Conclusion:	Audit team have reviewed the evidence submitted and the major NC is satisfactorily closed. Continuous implementation of corrective action taken will be further verified in the next assessment visit. The major NC was closed out on 05.04.2019.	

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Evidence reviewed: Newly revised HIRARC.
--

Minor Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1737402-201901-N1	4.4.5.4 Part 3
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	
Statement of Nonconformity:	The mechanism to ensure that employees of contractors are paid based on legal is not demonstrated.	
Objective Evidence:	In West Estate, it was found that the contractor's workers for YGNT Enterprise, Sobhan Talukder (Passport no: BL0057497) is receiving the normal rate for work in rest day/public holiday as sighted in pay slip for October 2018 (28 days) and November 2018 (27 days).	
Corrections:	To immediately conduct a briefing session with contactors on relevant requirement specifically on labour and immigration as stated in the contract agreement, to rectify the issues stated above.	
Root cause analysis:	Inadequate coverage of compliance issues relating to contract agreements between management unit and contractors, during internal audit.	
Corrective Actions:	Internal Audit to monitor the compliance of contractors' engaged on the relevant requirement stated in the contract agreement.	
Assessment Conclusion:	Audit team have reviewed and accept the Corrective Action Plan (CAP) submitted and the minor NC CAP implementation will be further verified in the next assessment visit.	

Minor Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1737402-201901-N2	4.4.1.1 Part 4
Requirements:	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	The SIA management plan is inadequately reviewed.	
Objective Evidence:	The issues captured in the stakeholder meeting for West POM were not included in SIA management plan for West POM. Example were list for paint from Jega, using ash for levelling the school field and requesting the resource for school tuition class.	
Corrections:	To immediately follow up and review all issues highlighted during stakeholder meeting to be summarized into the social management plan for next action.	
Root cause analysis:	Incomplete follow up process upon completion of stakeholder meeting to identify and translate relevant social issues into the social management plan.	
Corrective Actions:	To include SIA agenda into management review to ensure development of social management plan is comprehensive (capture issues highlighted in stakeholder/gender committee meetings and any social related issues).	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Assessment Conclusion:	Audit team have reviewed and accept the Corrective Action Plan (CAP) submitted and the minor NC CAP implementation will be further verified in the next assessment visit.
------------------------	---

Minor Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1737402-201901-N3	4.4.6.3 Part-4
Requirements:	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.	
Statement of Nonconformity:	The QA at West POM was unable to explain the record requirement of the DOE 'Jadual Pematuhan' in relation to the EFB distribution.	
Objective Evidence:	The training for QA on the understanding of DOE-Jadual Pematuhan requirement is not conducted.	
Corrections:	To immediately submit EFB application report to DOE on monthly basis and conduct a training on the Jadual Pematuhan requirement.	
Root cause analysis:	New requirement on Jadual Pematuhan was not reviewed and identified during Environmental Performance Management Committee Meeting (EPMC) hence no training has been conducted on the requirement stated in Jadual Pematuhan.	
Corrective Actions:	To review and conduct training as and when Jadual Pematuhan is renew and to include the monitoring of Jadual Pematuhan requirement in EPMC agenda.	
Assessment Conclusion:	Audit team have reviewed and accept the Corrective Action Plan (CAP) submitted and the minor NC CAP implementation will be further verified in the next assessment visit.	

Opportunity For Improvement		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1737402-201901-I1	4.4.5.4-Part 4
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	
Objective Evidence:	In West POM, sighted Md Alim's (Passport no: BK0979582 and contractor's worker of Lotus Two) employment contract mentioned that for overtime, it is according to the Bangladesh Labour Laws.	

Noteworthy Positive Comments	
1	Good cooperation & hospitality from the management

3.3 Status of Nonconformities Previously Identified and OFI

Major Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>	1568497-201712-M1	4.3.1.1 – Part 4
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	Compliance with applicable local, state, national and ratified international laws and regulations was not effectively demonstrated.	
Objective Evidence:	<p>i) No permit obtained from Labor Department for women working in night work/shift as per Employment Act 1955, Part VIII under Employment of Women, section 34 (1) Prohibition of Night Shift. There were 2 lab analyst working on night shift; workers ID [0000007014, 0000007020] working on night shift based on check roll and punch card/attendance record in the month of October 2017.</p> <p>ii) No deduction approval granted from Labor Department other than lawful deduction as per Employment Act 1955, Part IV under Deductions From Wages, section 24 (1). Based on pay slips in the month of (March, July and November 2017) for workers ID; 0000007014, there were deductions for insurance (Great Eastern Life Insurance) and corporative fund (National Multi-Purpose Co-Operative Society Limited) recorded for the said worker.</p>	
Corrections:	Mill had requested approval from Jabatan Tenaga Kerja dated 12 December 2017 to obtain approval for female worker to be placed into shift workinghour. In the meantime, we are planning to stop female worker in night shift until approval is obtained.	
Root cause analysis:	<ol style="list-style-type: none"> 1. It has been routine practice for mill to have female worker at night shift due to PQ oil production. However the management providing facilities for female worker who work at night shift. 2. Lack of implementation on the issue highlighted of prohibition for women to work at night shift which required seeking approval from Jabatan Tenaga Kerja due to normal practice since many years ago. Mill also providing all facilities specific to women who work at night shift. 3. The deduction have been widely applied by all Operating Units. The deduction were made known as per Contract Agreement and consent from employee. 4. Lack of implementation on the deduction approval from 'Jabatan Tenaga Kerja' because previous checkroll has been done by estate and been took over by mill since 2008 and the deduction widely applied by all mill's operation. 	
Corrective Actions:	<ol style="list-style-type: none"> 1. The SQM CER and HR Region will review all the related legal requirement and to ensure all the requirement as follow accordingly. 2. Mill Management will ensure the safety aspect during the working night shift in the properly order. 3. Mill had requested approval for salary deduction from Jabatan Tenaga Kerja. 4. Letter have been submitted to Jabatan Tenaga Kerja and still waiting for their approval. 	

MSP0 Public Summary Report
Revision 0 (Aug 2017)

	The SQM CER will ensure all the permit granted in the related legal available and maintain.
Assessment Conclusion:	<p>Audit team have reviewed the evidence submitted and of the view that the major NC is satisfactorily closed. Continuous implementation of corrective action taken will be further verified in the next assessment visit. The major NC was closed out on 29/12/17.</p> <p>During this ASA1 visit, there is no reoccurrence issue since West POM has already obtained the salary deduction permit and night shift work for female worker permit from the Labour Department. Further details in clause 4.3.1.1 – Part 4.</p>

3.4 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: <u>Kg Sungai Kurau</u> The new re-route for the villagers from estate road is far and takes long hour for them to go out to town.</p>
	<p>Management Responses: All the while, villagers used estate road to go out to the town, the re-routing is due to the replanting area where fences built for the cattle.</p>
	<p>Audit Team Findings: Verified the cattle issue in the stakeholder’s meeting and no further issue.</p>
2	<p>Issues: <u>Police Officer – Teluk Panglima Garang</u> Police officer would like to express their appreciation for West Estate contribution of grass cutter machine. So far, no crime issue reported in regards of West Estate and West POM.</p>
	<p>Management Responses: Noted on the appreciation.</p>
	<p>Audit Team Findings: No further issue.</p>
3	<p>Issues: <u>SMK Pulau Carey & SJK (T) Pulau Carey Barat</u> School has received contribution and assistance for grass cutting, sports day and field usage.</p>
	<p>Management Responses: Management will continue to give supports and cooperation to the school management.</p>
	<p>Audit Team Findings: No further issue.</p>
4	<p>Issues: <u>Gender Committee</u> So far no sexual harassment case reported and gender committee members are actively conducting activities for women.</p>
	<p>Management Responses: Management will continue to provide awareness to all the employee on the grievance procedure, case reported and prevention action.</p>
	<p>Audit Team Findings: No other issue.</p>
5	<p>Issues:</p>

MSP0 Public Summary Report
Revision 0 (Aug 2017)

	<p><u>Workers' Representatives & NUPW Secretary</u> Overtime and basic salary were on time and paid accordingly. No discrimination occur between locals and foreign worker as well as among male and female. Estate didn't stop the worker to join any trade union as most are join NUPW.</p> <p>Management Responses: Mill and estate will continue the good practices.</p> <p>Audit Team Findings: No further issue.</p>
6	<p>Issues: <u>NEST (Daycare centre)</u> Management has provided free service for kids daycare whom their parent worked in estate or mill. Overtime also being paid by the management accordingly and no complaint in regards to management. During site visit, it was noted that the building and environment is in neat and appropriate condition.</p> <p>Management Responses: Mill and estate will continue the good practices.</p> <p>Audit Team Findings: No further issue.</p>
7	<p>Issues: <u>Lotus Two Enterprise & TK Das Enterprise</u> Both contractors are having a long term contract with Sime Darby and payments were made accordingly. During the interview session, it was made understand that Lotus Two has supplied the foreign worker with employment contract mentioned that that for overtime, it is according to the Bangladesh Labour Laws, hence OFI was raised under clause 4.4.5.4-Part 4.</p> <p>Management Responses: Mill management noted on the OFI raised and will act accordingly.</p> <p>Audit Team Findings: This issue will be verified in the next surveillance assessment.</p>

3.5 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1568497-201712-M1	Major	06.12.2017	Closed
1737402-201901-M1	Major	01.02.2019	Closed
1737402-201901-N1	Minor	01.02.2019	Open
1737402-201901-N2	Minor	01.02.2019	Open
1737402-201901-N3	Minor	01.02.2019	Open
1737402-201901-I1	Opportunity for improvement	01.02.2019	Open

3.6 Summary of the findings by Principles and Criteria

MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The internal memo from Mr Tan Men Kon, Head, Global Sustainability Operations documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 23 rd November 2018 2017 was issued to all Estates and Mills.	Yes
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	In the internal memo, also stated that: 'All operating units, business units and related stakeholders in Sime Darby Plantation Berhad in Malaysia's Operation shall adhere to the Principles and Criteria of MSPO, and requirement of MSPO Supply Chain Standard. Towards achieving this aspiration, we strive to achieve commitment towards a systematic approach in ensuring continuous improvement in operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within our supply chain in line with our existing Sustainability Policies.'	Yes
Criterion 4.1.2 – Internal Audit			

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	The Internal Audit Procedure (SOP: SD/SDP/PSQM/IAP, rev 2) dated 01.11.2017 documented the process to conduct internal audit. The internal audit checklist is available to cover all the required MSPO requirements. The internal audit will be conducted annually and as/when required. The internal audit schedule for 2019 has been planned on 14-16 January 2019 and communicated by Regional SQM to West POM and West Estate.	Yes
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	The internal audit report dated 14-16/01/2019 has includes the root cause analysis and corrective action plan. There were 11 Major 6 Minor raised during the audit. Among the issues are records of requests for information and responses is not monitored and a documented system, which includes written information on legal requirements, are not complete.	Yes
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the mill management and Sime Darby Plantation HQ management.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby-West POM is RSPO certified. On annual basis, the management review is conducted on Regional level. The last management review was conducted on 07/08/2017. The management review has included the internal and external sustainable palm oil audit result review. The status of the correction and preventive actions are being discuss and reviewed.	Yes

Criterion / Indicator		Assessment Findings	Compliance
		In Operating Unit level, the last management review was conducted on 16/01/2019. The meeting was chaired by the Mill Manager En. Mohd Idzaruddin. The minutes of the meeting and review presentation was sighted. Among the issue discussed are results from system audits, resource evaluation, needs and plan, review on operational input and output and others.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	The latest Continual Improvement Plan for 2019 was adopting the RSPO CIP. The improvement plan includes occupational health and safety, operation improvement and training. In 2018, the operating units also adopted the Lean Six Sigma Harvested Benefits Validation FY 17/18 as continual improvement. The improvement projects for 2018 has sighted. Among the projects implemented are: 1. To increase West shell production for selling purpose from 76MT/month to 100MT/month at West Oil Mill by Dec 2017. 2. To recover sludge oil for selling purpose from 0 MT/month to 88 MT/month at West Oil Mill by Dec 2017.	Yes
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	West POM has the APEX project: Central East Region on 15.01.2019 to obtain the CER Target: RM 88 million involving cost, revenue and yield through OER Improvement Initiatives plan.	Yes

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	There is Grievance Redressal procedure which has steps to be followed to solve issues raised by stakeholders. The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Mill Assistant Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Yes
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill. 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. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx .	Yes
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues	
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	The Senior Assistant Manager (Mr. Izran Tugiran) is responsible to deal with the external communication and social issue as per appointment letter dated 25/01/2019.	Yes
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	The latest stakeholders list was updated as for 2019 include the government bodies, contractors, vendor/suppliers, local community heads and other interested parties. The latest meeting was conducted on 27.12.2018 (West POM) attended by school management, contractor and suppliers for both.	Yes
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	West Oil Mill is receiving FFB mainly from West Estate or within Sime Darby Group FFB, There is no outside crop received in West POM. The weighbridge ticket provided the following details: Outgoing: West Estate, Carey Island Code : E-152, Consignment note# 162451, Field no: 09B, Div. Bangkok Mill tonnage: 9020 kg Transport: BDM5241W20 Product: FFB Date: 26.01.2019	Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Outgoing: West POM Despatch Ticket: 017521 Buyer: SDP KCP – Sime Darby Plantation Berhad Address: KCP-Pulau Carey Contract No: S/C-PSD/1811/PK0651B Shipment date: 19/11/2018 Quantity: 28,420 KG Product: Palm Kernel RSPO IP Transport: STB Maju – STB Maju (M) Sdn Bhd</p> <p>The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate.</p> <p>The current traceability system is Sime Weigh System.</p> <p>The responsible personal for the implementation of MSPO is the Assistant Manager (Izran Bin Tugiran) as for letter of appointment dated 16.10.17.</p>	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2016, dated Oct 2016 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO.	Yes
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system.	The responsible personal for the traceability is the Senior Assistant Manager as for letter of appointment dated 02.10.17.	Yes

Criterion / Indicator		Assessment Findings	Compliance																								
	- Minor compliance -	The training on the traceability was provided by PSQM through the MSPO awareness training on 19.01.2019 by Assistant Manager.																									
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	There is no sales of the FFB as West estate is the only supply base to West Oil Mill, and belongs to the Sime Darby Plantation Bhd. The delivery note of the FFB are kept at the operating units and will be retained for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes																								
4.3 Principle 3: Compliance to legal requirements																											
Criterion 4.3.1 – Regulatory requirements																											
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	West Palm Oil Mill continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. The Mill had obtained and renewed license and permits as required by the law. The licenses/permit viewed among others were: <table border="1" data-bbox="1070 1054 1854 1390"> <thead> <tr> <th>no</th> <th>Licence/Permit/Regulatory Requirement</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MPOB License no 53323-800-4000</td> <td>1/10/18-30/9/19</td> </tr> <tr> <td>2</td> <td>DOE – Jadual Pematuhan Ref 003054</td> <td>1/7/18-30/6/19</td> </tr> <tr> <td></td> <td>BOMBA – no 305799 – fire certificate</td> <td>1/3/18-28/2/19</td> </tr> <tr> <td>3</td> <td>Akta Kilang & Jentera – Perakuan Kebolehan N044/2000</td> <td>Steam cert Grade 1</td> </tr> <tr> <td></td> <td>KPDNKK – 20000 diesoline/petrol</td> <td>12/7/19</td> </tr> <tr> <td>4</td> <td>Work on O/T–JTK 3 -3 years approval</td> <td>25/1/18</td> </tr> <tr> <td>5</td> <td>Sterilizer no 1 PMT 97112</td> <td>3/9/19</td> </tr> </tbody> </table>	no	Licence/Permit/Regulatory Requirement	Validity	1	MPOB License no 53323-800-4000	1/10/18-30/9/19	2	DOE – Jadual Pematuhan Ref 003054	1/7/18-30/6/19		BOMBA – no 305799 – fire certificate	1/3/18-28/2/19	3	Akta Kilang & Jentera – Perakuan Kebolehan N044/2000	Steam cert Grade 1		KPDNKK – 20000 diesoline/petrol	12/7/19	4	Work on O/T–JTK 3 -3 years approval	25/1/18	5	Sterilizer no 1 PMT 97112	3/9/19	Yes
no	Licence/Permit/Regulatory Requirement	Validity																									
1	MPOB License no 53323-800-4000	1/10/18-30/9/19																									
2	DOE – Jadual Pematuhan Ref 003054	1/7/18-30/6/19																									
	BOMBA – no 305799 – fire certificate	1/3/18-28/2/19																									
3	Akta Kilang & Jentera – Perakuan Kebolehan N044/2000	Steam cert Grade 1																									
	KPDNKK – 20000 diesoline/petrol	12/7/19																									
4	Work on O/T–JTK 3 -3 years approval	25/1/18																									
5	Sterilizer no 1 PMT 97112	3/9/19																									

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings		Compliance	
		6	Sterilizer no 2 PMT 97113	3/9/19	
		7	Sterilizer no 3 PMT 32669	3/9/19	
		8	Boiler no 1 PMD 17422	08/2/19	
		9	Boiler no 2 PMD 2293	23/7/19	
		10	Air compressor no 2	3/9/19	
		11	Air receiver A PMT 148757	3/9/19	
		12	Metrology Corporation w/bridge	4/3/19	
		<p>Note: Under MPOB license issued on 16/7/2108 the approved FFB processed/annum is maximum 240000 mt and the actual FFB processed in 2017 was 210000 mt concluding compliance to the regulations. The mill was designed at 50 mt/hr.</p>			
4.3.1.2	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 25/10/2017.</p> <ul style="list-style-type: none"> a) List of applicable legal and other requirements was made available during the assessment and complied in the QSHE/04/5.2.4 folder. b) Documented procedure has been established and implemented refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008 <p>Among others the identified applicable laws and regulations relevant to its operations included the;</p> <ul style="list-style-type: none"> a) Environmental Quality Act 1974 and its Regulations, b) Factories and Machinery Act 1967 and its Regulations, 		Yes	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> c) Occupational Safety and Health Act 1994 and its Regulations, d) Pesticides Act, 1974, e) Worker’s Minimum Standards of Housing & Amenities Act, 1990. f) Wildlife conservation Act 2010 g) Malaysian Palm Oil Board 1998 h) Holiday Act 1951 i) Passport Act 1966 j) Workers Union Act 1959 k) Estate Hospital Assistants (Registration) Act 1965 l) Petroleum (safety Measures) Act 1984 m) Fire Services Act 1984 n) Uniform Building By Laws 1986 o) Weights And Measures Act 1972 (Act 71) (Amendment 1981) 	
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>SQM Department, based at Head Office is responsible to track changes in the law and the information was disseminated to all of its plantations and mills. SQM department, which is based in Kuala Lumpur, is responsible for tracking any changes to the Acts and Regulations. In addition, the CEO of Central East Region also played a role in disseminating new Acts & Regulations to all the mills and estates in the Region.</p> <ul style="list-style-type: none"> a) This was made via communication with the publisher of the documents. b) This mechanism was outlined in its procedure. c) The updating of the legal register is made on a periodical basis. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>d) Changes in the legal register if any are communicated to the respective CU/SOUs</p> <p>The CU had entirely adopted the SDPB established documented system for identifying, tracking, accessing and updating the legal requirements. It had ensured that all applicable legal requirements pertaining to RSPO are established, implemented and maintained.</p> <p>The latest revision on the LORR was made dated 29/1/19 on the following changes;</p> <ul style="list-style-type: none"> a) Minimum Wages Order 2018 b) Employment Social Security Act 1969 (Amendment 2018) c) Employment Insurance Scheme d) Factory and Machinery (Exemption of Certificate of Fitness For Unfired Pressure Vessel) Order 2017 e) Factory and Machinery (Steam Boiler and Unfired Pressure Vessel (amendment) Reg 2017 	
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>The management appoints Mr. Muhamad Muzaffar Mokhtar via letter dated 07/1/19 issued by the Mill Manager for the overall in charge of the regulatory requirement.</p>	Yes
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>There is no customary land for the portion of land. The land is belong to Sime Darby Plantations.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The mill operated on the legal land rights having the following lad details; a) No <i>hak milik</i> 44294 / no lot 2697 – 1753297.7625 sq meter. b) Grant issued dated 22/6/2001, initially given on 23/5/1913. Under owner of SIME DARBY PLANTATION (PENINSULAR) SDN BHD. c) Annual assessment; RM 5902.	Yes
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Fencing parameters established around the mill building complex to separate the management boundary of estate and the mill. The housing and other recreational facilities are located within the same vicinity for ease of employees’ management.	Yes
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute recorded. This was verified with stakeholders’ consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land for the portion of land.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	There is no customary land for the portion of land.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no customary land for the portion of land.	Yes
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	<p>The Social & Environment Projects Unit, was conducted for West Oil Mill internally by the PSQM Department. The last SIA was conducted in 27th – 28th March 2014. Key areas identified in the SIA were on good practices/findings, issues, complaints, suggestions by workers and other stakeholders.</p> <p>The recommendation from the SIA report was transferred to action plan. The latest action plan for SOU 9 FY 2019. The action plan identified the issues & strategies, action plan, responsible person and time frame.</p> <p>However, the SIA management plan is inadequately reviewed. The issues captured in the stakeholder meeting for West POM were not included in SIA management plan for West POM.</p> <p>Example were list for paint from Jega, using ash for levelling the school field and requesting the resource for school tuition class.</p>	No
Criterion 4.4.2: Complaints and grievances			

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Yes
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	The mill management has implemented Internal and External Complaint logbook. Most of the complaints were regarding house repair such as pipe leaking (main pipe), broken wall and etc. The management has taken action to rectify the problem.	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The complaint form is available and use by the complainer and recorded in the logbook.	Yes
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no critical grievance recorded for the pass one year. Only request for maintenance and repairing housing, machine, etc. are made by workers.	Yes
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The complaint record for request for maintenance are available and kept for 5 years (communications file (internal) according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	The mill and estate’s management have made contribution to the local communities, school and the internal stakeholders such as accommodating various visitors request from Jabatan Industri & Komoditi (12.12.18), Sime Darby School Childrens (28.11.18), current supply at temple for Hindu [prayer on 13.09.2018 and etc.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	The Group Occupational Safety & Health Management Policy and Plan had been established and implemented. The policy was signed by the Managing Director of Sime Darby Plantation on January 2015 and displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office. Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors. Commitment to be responsibilities of both employer & employees. The policy as committed will be reviewed/revised as deemed appropriate. In Interviews with the workers and staff during the site visit revealed that the employees have been briefed and has understood the policy.	Yes
4.4.4.2	The occupational safety and health plan should cover the following: a) A safety and health policy, which is communicated and implemented.	The policy has been established and elaborated in item 4.4.4.1 above. The policy amongst others has mentioned the details of the policy statement and the direction of the organisation towards implementing ESH practices. The clause “ <i>A safety and health policy,</i>	No

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance																								
<ul style="list-style-type: none"> b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such 	<p><i>which is communicated and implemented</i> is mentioned in the policy. Safety briefing to employees & contractors was made in several training sessions inclusive of safety requirement of the organization.</p> <p>The Mill had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. HIRARC is subject for a review in event of the following;</p> <ul style="list-style-type: none"> a) Change in work process b) Revision/changes in legislative requirement c) Occurrence of accidents <p>HIRARC for the mill was formalized on in 2008 with review made annually. The significant and routine activities for mill were covered with details as follows; However The HIRARC was not established for the following activities in the mill</p> <ul style="list-style-type: none"> a) Rain water pond harvesting pond b) RORO bin domestic waste dumping and collection site, hence an NCR AB 01-19 is raised. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Areas/Activities</th> <th></th> <th style="text-align: center;">Areas /Activities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Reception Station-- Wbridge/Ramp</td> <td style="text-align: center;">7</td> <td>Engine Room</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Fruit Handling</td> <td style="text-align: center;">8</td> <td>Product storage /Despatch</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Sterilizer</td> <td style="text-align: center;">9</td> <td>Laboratory</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Threshing</td> <td style="text-align: center;">10</td> <td>Water treatment</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Clarification / Oil Room</td> <td style="text-align: center;">11</td> <td>Effluent Treatment Pond</td> </tr> </tbody> </table>		Areas/Activities		Areas /Activities	1	Reception Station-- Wbridge/Ramp	7	Engine Room	2	Fruit Handling	8	Product storage /Despatch	3	Sterilizer	9	Laboratory	4	Threshing	10	Water treatment	5	Clarification / Oil Room	11	Effluent Treatment Pond	
	Areas/Activities		Areas /Activities																							
1	Reception Station-- Wbridge/Ramp	7	Engine Room																							
2	Fruit Handling	8	Product storage /Despatch																							
3	Sterilizer	9	Laboratory																							
4	Threshing	10	Water treatment																							
5	Clarification / Oil Room	11	Effluent Treatment Pond																							

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings		Compliance		
	<p>meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	6	Boiler House	12	Compound upkeep	
		<p>Appropriate risk control measures were determined and implemented for the respective activities and operation. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative controls such as safety signage were displayed at all work stations in the mill office and workshop. In general, the control measures were appropriate to the identified risks. A person-in-charge at each site were appointed to monitor the implementation of the control measures through the 5S initiative</p> <p>The mill has an OSH program for Financial Year 2019. The program list as guided by SQM personnel includes the following activities;</p> <ul style="list-style-type: none"> a) OSH committee b) OSH program & review c) OSH inspection d) Health & Hygiene monitoring program <ul style="list-style-type: none"> - monthly medical check-up e) Safety & health training <ul style="list-style-type: none"> - fire drill & fire fighting - First Aid awareness - chemical safety training <p>The mill issued PPE to its employees for their protection at workplace. Records of PPE issued are maintained individually to all employees. PPE issued to the workers is safety helmets, safety shoes. Special PPE for workers assigned to height, confined space.</p>				

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Safety shoes issued on a 6 monthly basis and recorded. During the site visit the staff/workers were noted to be equipped with their proper attire & PPE. Acknowledgement of receipt was recorded.</p> <p>The SOP of handling of chemicals is available.</p> <ul style="list-style-type: none"> a) The document was dated 26/02/17 titled "chemical safety management" 17 pages. b) Therein is shown requirement & selection of chemicals, assessment of chemicals hazards, selection of supplier and transportation of chemicals. c) Storage, handling and training of such is also stated in the procedure in accordance to OSH (USECHH 2000) The guidelines are adequate to address the requirement needed. <p>The manual of the SOP is filed and functional.</p> <p>The Mill Manager appoints En <i>Muhamad Muzafar Mokhtar</i> (Mill Engineer) as he person in charge for environment/quality Management Systems in the management team role of which includes areas on safety & health of the staff/workers. He is the Assist Engineer in the mill trained in knowledge of the mill operations at senior executive level. The Mill Manager in turn is appointed as the Chairman for the ESH committee duties among other to preside the ESH meetings. The appointment letter dated 01/1/2019 was sighted and verified. The Manager subsequently assigned duties of ESH coordinator to the Assistants for the down line implementation of ESH practices in the estates.</p>	

Criterion / Indicator	Assessment Findings	Compliance												
	<p>The Mill management conduct regular two-way communication with their employees through the quarterly ESH meeting. The dates of meeting held are recorded below.</p> <table border="1" data-bbox="1072 560 1630 699"> <thead> <tr> <th colspan="4">West Mill</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/1/19</td> <td>3</td> <td>10/7/18</td> </tr> <tr> <td>2</td> <td>8/10/18</td> <td>4</td> <td>6/4/18</td> </tr> </tbody> </table> <p>The minutes of meeting dated 10/1/19 and 10/7/18 respectively were sighted and verified. Workers during the meeting participated in the discussion mainly on housing and safety. All units adopted the agenda as released SQM. This agenda list was sighted and adequate to discuss salient issues relating safety, environmental and health. The agenda as discussed during the meeting among others includes the following;</p> <ul style="list-style-type: none"> a) <i>Laporan Pemakaian PPE</i> b) <i>Laporan Prestasi ESH/Kesehatan</i> c) <i>Laporan LatIhan & SOP/HIRARC</i> d) <i>Laporan Pematuhan Undang-Undang</i> e) <i>Laporan Pematuhan Oleh Kontraktor</i> f) <i>Laporan Kemalangan</i> g) <i>Laporan Pemeriksaan Tempat Kerja</i> h) <i>Laporan Kesehatan & Kawasan Perumahan</i> i) <i>Laporan Bahan Buangan Terjadual/Isu Alam Sekitar</i> 	West Mill				1	10/1/19	3	10/7/18	2	8/10/18	4	6/4/18	
West Mill														
1	10/1/19	3	10/7/18											
2	8/10/18	4	6/4/18											

Criterion / Indicator	Assessment Findings	Compliance												
	<p>The agenda discussed in the safety meetings are adequate to address the issue relating to OSH and to update the new <i>legislative requirement for compliance</i>.</p> <p><i>The procedures for accident and emergencies has been established. There is formation of ERP Team & ERP for all the identified incidences. In addition the procedures have been summarised in a chart flow form and displayed for information of all employees in the mill. They includes emergencies relating fire, explosion, oil spillages & chemical spillages</i></p> <ul style="list-style-type: none"> <i>a) Ahli J/Kuasa Pasukan Bertindak Kecemasan 2019 headed by the Mill Manager</i> <i>b) Carta Aliran Pelan Tindakan Kecemasan Semasa Kebakaran</i> <i>c) Carta Aliran Pelan Tindakan Kecemasan Semasa Letupan</i> <i>d) Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Tumpahan Minyak</i> <i>e) Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Tumpahan Kimia</i> <p>The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were issued by SQM and amended to tailor to the situation differences in the estates and mills.</p> <table border="1" data-bbox="1115 1268 1832 1375"> <thead> <tr> <th>No</th> <th>Emergencies Situation</th> <th>Mill</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fire Hazard</td> <td>/</td> <td>/</td> </tr> <tr> <td>2</td> <td>Injury At Site</td> <td>/</td> <td>/</td> </tr> </tbody> </table>	No	Emergencies Situation	Mill	Estate	1	Fire Hazard	/	/	2	Injury At Site	/	/	
No	Emergencies Situation	Mill	Estate											
1	Fire Hazard	/	/											
2	Injury At Site	/	/											

Criterion / Indicator		Assessment Findings				Compliance																												
		3	CPO spillage	/																														
		4	Dieseline spillage	/	/																													
		5	Explosion	/																														
		6	Poisonous animals attack		/																													
		7	Flood		/																													
		8	Workers' Strike	/	/																													
		9	Electrocution /Electric shock	/	/																													
		10	Gas Release/Leaks	/																														
		11	Exposion Incident	/																														
		12	Rescue/retrieval-Confined Space	/																														
		<p>ERT members will receive training and practice in emergency procedures appropriate to their respective workplace and degree of risk. The trainings are conducted by an accredited or qualified organisation who can demonstrate their suitability to provide training. Among others the training held are as follows:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>No of attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/1/19</td> <td>First Aid</td> <td>20</td> </tr> <tr> <td>2</td> <td>19/1/19</td> <td>Fire Drill</td> <td>Entire</td> </tr> <tr> <td>3</td> <td>30/11/18</td> <td>Accident incident awareness</td> <td>Entire</td> </tr> <tr> <td>4</td> <td>28/7/18</td> <td>Emergency drill</td> <td>entire</td> </tr> <tr> <td>5</td> <td>15/9/18</td> <td>Safety briefing for Contractors</td> <td>6</td> </tr> <tr> <td>6</td> <td>14/5/18</td> <td>Town hall 6.0</td> <td>entire</td> </tr> </tbody> </table>				No	Date	Subject	No of attendees	1	12/1/19	First Aid	20	2	19/1/19	Fire Drill	Entire	3	30/11/18	Accident incident awareness	Entire	4	28/7/18	Emergency drill	entire	5	15/9/18	Safety briefing for Contractors	6	6	14/5/18	Town hall 6.0	entire	
No	Date	Subject	No of attendees																															
1	12/1/19	First Aid	20																															
2	19/1/19	Fire Drill	Entire																															
3	30/11/18	Accident incident awareness	Entire																															
4	28/7/18	Emergency drill	entire																															
5	15/9/18	Safety briefing for Contractors	6																															
6	14/5/18	Town hall 6.0	entire																															

Criterion / Indicator	Assessment Findings	Compliance												
	<p>The trained personnel for the First Aid were among the employees working in the mill on shift. The first aid boxes were available at various points in the mill complex including laboratory, office, workshop, process control room etc.</p> <p>Records of all accidents are kept and filed. The methodology of occupational injuries is recorded using LTA. (Lost Man day MC.) This is summarized officially in the JKPP 8. Records are kept for a minimum 10 years in the office. Summary for the year is described in the JKPP 8 a mandatory requirement for submission to DOSH by Jan of the subsequent year. Cases if any are reviewed during safety meetings.</p> <table border="1" data-bbox="1189 882 1749 1023"> <thead> <tr> <th data-bbox="1189 882 1238 927">No</th> <th colspan="3" data-bbox="1238 882 1749 927">Accident Cases</th> </tr> <tr> <td data-bbox="1189 927 1238 975"></td> <th data-bbox="1238 927 1402 975">LTI cases</th> <th data-bbox="1402 927 1554 975">No of LTI</th> <th data-bbox="1554 927 1749 975">Non-LTI Cases</th> </tr> </thead> <tbody> <tr> <td data-bbox="1189 975 1238 1023">1</td> <td data-bbox="1238 975 1402 1023">3</td> <td data-bbox="1402 975 1554 1023">38</td> <td data-bbox="1554 975 1749 1023">3</td> </tr> </tbody> </table> <p>Major case as sighted involving a worker working at the cages handling area on 31/12/18. Investigation was made with recommendation made. Document was sighted and verified. Where required submissions of JKPP 6, & 8 to DOSH were complied with under the legislative requirement. Investigations and revision of HIRARC where appropriate were made accordingly. The mill submitted the JKPP 8 in Jan 18 complying with the DOSH statutory requirement.</p>	No	Accident Cases				LTI cases	No of LTI	Non-LTI Cases	1	3	38	3	
No	Accident Cases													
	LTI cases	No of LTI	Non-LTI Cases											
1	3	38	3											

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.</p> <p>Briefing of policies were given to the workers during the latest muster Briefing on 19.01.2019 in West POM to all 51 workers.</p>	<p>Yes</p>
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Migrant workers are recruited with 2+1 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 electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination.</p>	<p>Yes</p>
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>All the workers are under direct employment and some workshops are under contracts workers. The pay slip has included basic income, allowance pay, working days, medical leave, and deduction of salary and others as per employment contract. The payroll for the following sampled workers for March, July and November 2017 were verified to be consistent with the Minimum Wages Order 2016.</p> <p>Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 17 – Annual leave: 14 days for < 5 years, 16 days for > 5 years while for India/ Indonesia – 3 years + 1 contract extension (maximum of 10 years).</p> <p>Sampled the pay slip at West POM as below: a) Employee No.: 143982</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		b) Employee No.: 114899 c) Employee No.: 124031 d) Employee No.: 64055 e) Employee No.: 115951 f) Employee No.: 6982 g) Employee id: 7029 h) Employee id: 106380	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	In West POM, the sampled worker's pay slip for Lotus Two Enterprise are sighted as below for December, October and August 2018 are meeting the minimum wage order 2016: a) Contractor worker: Adil Hossain (Passport no: BL0296313) b) Contractor worker: Md Alim (Passport no: BK0979582) Also, sighted Md Alim's (Passport no: BK0979582 and contractor's worker of Lotus Two) employment contract mentioned that that for overtime, it is according to the Bangladesh Labour Laws.	OFI
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The workers master list was reviewed. The list includes date of birth, date joined, gender etc.	Yes
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment	The following contracts has been verified to confirm that workers have binding working agreement with the company: a) Employee No.: 143982 b) Employee No.: 114899	Yes

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	<p>contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>c) Employee No.: 124031 d) Employee No.: 64055 e) Employee No.: 115951 f) Employee No.: 6982 g) Employee id: 7029 h) Employee id: 106380</p> <p>Interview with the workers confirms that they have a copy of the employment contract and they understood the conditions stated in the contract.</p>	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>The recording of work attendance is being through punch card. Any overtime will be monitored and recorded and verified by Mill Assistant Manager/Manager.</p>	Yes
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times.</p> <p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.</p>	Yes
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.</p>	Yes
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for</p>	<p>The company provides:</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>10kg rice to all workers once every 2 months</p> <p>RM5 mobile subsidy to all workers.</p> <p>Free medical benefit to workers dependent at the estates clinics.</p> <p>Once a year festival token to all workers</p> <p>Yearly children Education Allowance</p>	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The basic amenities and facilities at the quarters provided by the company to it workers includes electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is free with subsidize rate as per employment contract.</p> <p>During the field assessment, it was observed that the housing are in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 3-5 each people per house.</p> <p>Linesite inspection is conducted on weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990. The results of the inspection is being discussed with the estate manager for actions.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p>	Yes
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory</p>	Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.	
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. NUPW meeting was conducted on 12/09/2018 with total 30 participants (West POM) and 26/07/2018 with a total participant of 11 attendants. Meeting minute is sighted and no issue has been reported in the meeting.</p>	Yes
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>The company has developed Child Protection policy dated January 2015. Operating units are complied with the minimum age requirement. No employees below the age of 18 were sighted through the master list of active employee list and interview with worker.</p>	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The annual training program has been established and significantly covers all aspects of the MSPO requirements. There were also additional subjects including the mill operating procedures, parameters of mill produce, machinery maintenance etc. The training program also specified the target group of employees to be trained under the allocated subjects. The program mainly covers both</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>requirement of the estates and mill in the SOU 28/29. The subjects for the training are issued and assisted by the PSQM personnel. The following topics included in the annual training program 2017/18 among others are extracted below;</p> <ul style="list-style-type: none"> a) OSH Act & regulations 1994. b) Environmental Quality Act 1974 c) USECHH 2000 d) OSH Committee and function e) First Aid Training f) Scheduled waste training g) RSPO/MSP0 training h) Water treatment i) HCV & Biodiversity training <p>Records of training for West Palm Oil Mill were sighted during this audit. Details are shown in 4.4.6.3.</p>	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The training needs for the mill financial year 2019 training program has been established. The details of the training needs include categories of stations, subjects, and employees group. Included in this program among others are subjects related to;</p> <ul style="list-style-type: none"> a) Environmental/safety & health policy/scheduled waste management / environmental responsibility, b) HCV & Biodiversity training c) machine handling/mill stations operations/control of process parameters d) workshop management etc. 	Yes
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their</p>	<p>Training program is made on annual basis. It is subject for review during the financial year should need arises. These training are</p>	No

Criterion / Indicator	Assessment Findings	Compliance																																																																																												
<p>job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>made to ensure employees are trained in their job and on to update on current development adopted by the organisation.</p> <table border="1" data-bbox="1070 544 1850 1383"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>Attendees</th> </tr> </thead> <tbody> <tr><td>1</td><td>12/1/19</td><td>First Aid</td><td>20</td></tr> <tr><td>2</td><td>19/1/19</td><td>Fire Drill</td><td>Entire</td></tr> <tr><td>3</td><td>19/1/19</td><td>Environmental/Biodiversity/COBC</td><td>Entire</td></tr> <tr><td>4</td><td>19/1/19</td><td>MSPO Policy</td><td>Entire</td></tr> <tr><td>5</td><td>14/1/19</td><td>Safe work procedure /cleanliness</td><td>Entire</td></tr> <tr><td>6</td><td>15/1/19</td><td>PPE adherence</td><td>entire</td></tr> <tr><td>7</td><td>16/1/18</td><td>Testing session on rapid 4 system.</td><td>2</td></tr> <tr><td>8</td><td>28/7/18</td><td>Safety - Boiler no painting</td><td>4</td></tr> <tr><td>9</td><td>24/7/18</td><td>Weighbridge operations</td><td>5</td></tr> <tr><td>10</td><td>29/9/18</td><td>HACCP briefing</td><td>Entire</td></tr> <tr><td>11</td><td>4/7/18</td><td>Reducing shell-Bio Chemical</td><td>6</td></tr> <tr><td>12</td><td>17/11/18</td><td>Safety briefing</td><td>Entire</td></tr> <tr><td>13</td><td>27/11/18</td><td>Mill processing familiarisation</td><td>8</td></tr> <tr><td>14</td><td>27/11/18</td><td>Steriliser no 6 – safety briefing</td><td>5</td></tr> <tr><td>15</td><td>8/12/18</td><td>Audit requirement and safety</td><td>entire</td></tr> <tr><td>16</td><td>3/4/18</td><td>USB count/recording</td><td>14</td></tr> <tr><td>17</td><td>4/7/18</td><td>Boiler chemical guidelines</td><td>11</td></tr> <tr><td>18</td><td>5/7/18</td><td>New worker induction program</td><td>1</td></tr> <tr><td>19</td><td>16/7/18</td><td>New worker induction program</td><td>2</td></tr> <tr><td>20</td><td>7/7/18</td><td>LOTO – awareness</td><td>60</td></tr> <tr><td>21</td><td>30/11/18</td><td>Accident incident awareness</td><td>Entire</td></tr> <tr><td>22</td><td>4/4/18</td><td>Lorries maintenance - mill</td><td>10</td></tr> </tbody> </table>	No	Date	Subject	Attendees	1	12/1/19	First Aid	20	2	19/1/19	Fire Drill	Entire	3	19/1/19	Environmental/Biodiversity/COBC	Entire	4	19/1/19	MSPO Policy	Entire	5	14/1/19	Safe work procedure /cleanliness	Entire	6	15/1/19	PPE adherence	entire	7	16/1/18	Testing session on rapid 4 system.	2	8	28/7/18	Safety - Boiler no painting	4	9	24/7/18	Weighbridge operations	5	10	29/9/18	HACCP briefing	Entire	11	4/7/18	Reducing shell-Bio Chemical	6	12	17/11/18	Safety briefing	Entire	13	27/11/18	Mill processing familiarisation	8	14	27/11/18	Steriliser no 6 – safety briefing	5	15	8/12/18	Audit requirement and safety	entire	16	3/4/18	USB count/recording	14	17	4/7/18	Boiler chemical guidelines	11	18	5/7/18	New worker induction program	1	19	16/7/18	New worker induction program	2	20	7/7/18	LOTO – awareness	60	21	30/11/18	Accident incident awareness	Entire	22	4/4/18	Lorries maintenance - mill	10	
No	Date	Subject	Attendees																																																																																											
1	12/1/19	First Aid	20																																																																																											
2	19/1/19	Fire Drill	Entire																																																																																											
3	19/1/19	Environmental/Biodiversity/COBC	Entire																																																																																											
4	19/1/19	MSPO Policy	Entire																																																																																											
5	14/1/19	Safe work procedure /cleanliness	Entire																																																																																											
6	15/1/19	PPE adherence	entire																																																																																											
7	16/1/18	Testing session on rapid 4 system.	2																																																																																											
8	28/7/18	Safety - Boiler no painting	4																																																																																											
9	24/7/18	Weighbridge operations	5																																																																																											
10	29/9/18	HACCP briefing	Entire																																																																																											
11	4/7/18	Reducing shell-Bio Chemical	6																																																																																											
12	17/11/18	Safety briefing	Entire																																																																																											
13	27/11/18	Mill processing familiarisation	8																																																																																											
14	27/11/18	Steriliser no 6 – safety briefing	5																																																																																											
15	8/12/18	Audit requirement and safety	entire																																																																																											
16	3/4/18	USB count/recording	14																																																																																											
17	4/7/18	Boiler chemical guidelines	11																																																																																											
18	5/7/18	New worker induction program	1																																																																																											
19	16/7/18	New worker induction program	2																																																																																											
20	7/7/18	LOTO – awareness	60																																																																																											
21	30/11/18	Accident incident awareness	Entire																																																																																											
22	4/4/18	Lorries maintenance - mill	10																																																																																											

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings				Compliance	
		23	27/6/18	Fumigation –KKM Kuala Langat	entire		
		25	30/6/18	LOTO/hand phone usage in mill	entire		
		26	7/4/18	Safety briefing	entire		
		27	11/4/18	Oil room operations	4		
		28	24/9/18	HACCP coaching	12		
		29	14/7/18	LOTO, SIME CARD, RISE cards	entire		
		30	28/7/18	Emergency drill	entire		
		31	15/9/18	Safety briefing for Contractors	6		
		32	14/5/18	Town hall 6.0	entire		
		33	18/4/118	HIRARC review	15		
		34	13/12/18	BOFA–Basic Occupational Ist Aid	1		
<p>Bulk of the mill training is organized during the daily briefing prior to work commencement of each shift. Mainly the issues discussed / briefed were related to mill process operations and safety compliance. These training records are maintained in a separate book and were sighted during the audit. However training is inadequate to equip the Mill administrative personnel on the understanding of the DOE <i>Jadual Pematuhan</i> requirement hence an NCR AB 02-19 is raised.</p>							
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services							
Criterion 4.5.1: Environmental Management Plan							
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.	There is an Environmental Management Policy for the mill issued and endorsed in Jan 2015 by the Managing Director. Content of the policy among others mentioned that the Company is committed to protecting the environment and conserving biodiversity through				Yes	

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	<p>- Major compliance -</p>	<p>sustainable development. Communications to the employees are made through town hall session, safety meetings, weekly briefings. A town hall 6.0 session for the mill employees was organized. This is a common program initiated by SQM throughout the entire operating units in the SDP</p>	
<p>4.5.1.2</p>	<p>The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The plans and impact assessments relating to environmental impacts based on documents for both estates and the mill are elaborated in the following records:</p> <ul style="list-style-type: none"> a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009 Register)</i> b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009; MR-01/EAI)</i> c) Appendix 5.4.1d – Environmental Impacts Evaluation form <i>(version 1; year 2008 issue no. 1; dated 1 April 2009; MR-02/EIE)</i> <p>The latest register being reviewed dated 01/1/19 to include the following changes and continued being formalised for 2019.</p> <ul style="list-style-type: none"> a) EQA (scheduled waste) Regulation 2005 b) EQA (clean air) Regulations 2014 <p>The environmental aspects for the mill are tabulated in the EAI master list <i>(EAI/MOM/2013/001—1ME to EAI/2015/MOM/020)</i> reviewable on 1/1/19. Among others the EIAs are divided into the all stations in the mill processing as listed below. The newest added</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance								
		<p>activities being the MDS and ETP (additional dust cyclone being installed.</p> <ul style="list-style-type: none"> a) the boiler stack emission, black smoke b) palm oil mill effluent (POME) discharge and water contamination, c) Activities related to managing of scheduled wastes and general waste. d) Activities of all operations beginning from the mill entrance ending to the effluent, EFB operations. <p>Documents are maintained, sighted and verified</p>									
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The mill monitors aspects and impacts among others the following activities This plan is available and similar to the reduction of pollution and emission. Mainly the areas relating to significant impact to the environment and the effort implemented are summarised below.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Environ Issues</th> <th>Solution Procedure/Action Plan</th> <th>Main Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Water Quality</td> <td> <p>Continuous monitoring water quality at identified points of river for detection of quality/pollution.</p> <p>Analysis made at certified laboratory.</p> <p>Advisory/guidance from Health Ministry.</p> </td> <td>River, Water Treatment Plant,</td> </tr> </tbody> </table>	No	Environ Issues	Solution Procedure/Action Plan	Main Location	1	Water Quality	<p>Continuous monitoring water quality at identified points of river for detection of quality/pollution.</p> <p>Analysis made at certified laboratory.</p> <p>Advisory/guidance from Health Ministry.</p>	River, Water Treatment Plant,	Yes
No	Environ Issues	Solution Procedure/Action Plan	Main Location								
1	Water Quality	<p>Continuous monitoring water quality at identified points of river for detection of quality/pollution.</p> <p>Analysis made at certified laboratory.</p> <p>Advisory/guidance from Health Ministry.</p>	River, Water Treatment Plant,								

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings		Compliance	
		2	<p>Air Quality</p> <p>Adherence to the legislative requirement on boiler emission.</p> <p>Prohibition of open burning.</p> <p>Fibre and shell are used as fuel in the boiler furnace.</p> <p>Monitoring of CEMS system.</p> <p>Appointment of trained personnel for Air Pollution Control.</p>	Boiler operation mill complex	
		3	<p>Conductive EFB yard</p> <p>Control of leachate at EFB yard.</p> <p>An improved site construction to include concrete flooring, roofing & containment wall.</p> <p>Enforcement of site vehicle collection area.</p>	EFB yard	
		4	<p>Scheduled waste</p> <p>Scheduled wastes are managed in accordance with the regulatory requirements.</p>	Source of generation/store	
		<p>Records of periodical reporting of the listed issues were available. These were the evidence which showed that the plans been</p>			

Criterion / Indicator		Assessment Findings	Compliance																								
		monitored. The plans were reviewed annually during the Management review / EPMC meeting where environmental issues were discussed.																									
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	This is available as elaborated in item 4.5.1.3 above.	Yes																								
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	<p>This is available in the annual training program under subject of;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Subjects</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ESH Legal & Other requirements</td> </tr> <tr> <td>2</td> <td>Safe handling of electrical equipment</td> </tr> <tr> <td>3</td> <td>Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000</td> </tr> <tr> <td>4</td> <td>Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)</td> </tr> <tr> <td>5</td> <td>Scheduled waste management</td> </tr> <tr> <td>6</td> <td>RSPO/ISCC/MSP0 Training</td> </tr> <tr> <td>7</td> <td>5 S Housekeeping</td> </tr> <tr> <td>8</td> <td>IPM Training</td> </tr> <tr> <td>9</td> <td>LORR Awareness</td> </tr> <tr> <td>10</td> <td>Effective work place inspection/audit</td> </tr> <tr> <td>11</td> <td>Machinery Maintenance/inspection</td> </tr> </tbody> </table>	No	Subjects	1	ESH Legal & Other requirements	2	Safe handling of electrical equipment	3	Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000	4	Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)	5	Scheduled waste management	6	RSPO/ISCC/MSP0 Training	7	5 S Housekeeping	8	IPM Training	9	LORR Awareness	10	Effective work place inspection/audit	11	Machinery Maintenance/inspection	Yes
No	Subjects																										
1	ESH Legal & Other requirements																										
2	Safe handling of electrical equipment																										
3	Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000																										
4	Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)																										
5	Scheduled waste management																										
6	RSPO/ISCC/MSP0 Training																										
7	5 S Housekeeping																										
8	IPM Training																										
9	LORR Awareness																										
10	Effective work place inspection/audit																										
11	Machinery Maintenance/inspection																										

Criterion / Indicator		Assessment Findings			Compliance																																																				
		12	HIRARC																																																						
		13	Water Treatment Plant																																																						
		14	Environmental Management Plan																																																						
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>This is made through the quarterly EPMC meeting. The latest being on 08/10/18 discussing the following agenda;</p> <ul style="list-style-type: none"> a) SW management b) Issue relating to environmental c) Effluent quality d) Diesoline utilization e) Stack sampling 			Yes																																																				
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																																									
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>The mill records the diesel used versus the FFB processed.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Diesel used</th> <th>FFB Processed</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr><td>Jan 18</td><td>5563</td><td>21914</td><td>0.25</td></tr> <tr><td>Feb 18</td><td>3172</td><td>13191</td><td>0.24</td></tr> <tr><td>Mac 18</td><td>3450</td><td>16351</td><td>0.21</td></tr> <tr><td>April 18</td><td>3423</td><td>16880</td><td>0.20</td></tr> <tr><td>May 18</td><td>3734</td><td>18107</td><td>0.21</td></tr> <tr><td>June 18</td><td>3817</td><td>17378</td><td>0.22</td></tr> <tr><td>July 18</td><td>3616</td><td>15800</td><td>0.23</td></tr> <tr><td>Aug 18</td><td>3379</td><td>15426</td><td>0.22</td></tr> <tr><td>Sept 18</td><td>4342</td><td>16845</td><td>0.26</td></tr> <tr><td>Oct 18</td><td>4188</td><td>18784</td><td>0.22</td></tr> <tr><td>Nov 18</td><td>3393</td><td>15707</td><td>0.22</td></tr> <tr><td>Dec 18</td><td>3219</td><td>15118</td><td>0.21</td></tr> </tbody> </table>			Month	Diesel used	FFB Processed	Diesel/FFB	Jan 18	5563	21914	0.25	Feb 18	3172	13191	0.24	Mac 18	3450	16351	0.21	April 18	3423	16880	0.20	May 18	3734	18107	0.21	June 18	3817	17378	0.22	July 18	3616	15800	0.23	Aug 18	3379	15426	0.22	Sept 18	4342	16845	0.26	Oct 18	4188	18784	0.22	Nov 18	3393	15707	0.22	Dec 18	3219	15118	0.21	Yes
Month	Diesel used	FFB Processed	Diesel/FFB																																																						
Jan 18	5563	21914	0.25																																																						
Feb 18	3172	13191	0.24																																																						
Mac 18	3450	16351	0.21																																																						
April 18	3423	16880	0.20																																																						
May 18	3734	18107	0.21																																																						
June 18	3817	17378	0.22																																																						
July 18	3616	15800	0.23																																																						
Aug 18	3379	15426	0.22																																																						
Sept 18	4342	16845	0.26																																																						
Oct 18	4188	18784	0.22																																																						
Nov 18	3393	15707	0.22																																																						
Dec 18	3219	15118	0.21																																																						

Criterion / Indicator		Assessment Findings	Compliance
		<p>West Palm Oil Mill consistently monitors the following and tabulates the data monthly.</p> <p>a) The consumption of non-renewable energy (diesel) Direct usage of diesel for the mill operations is recorded. The quantity in mt is divided over the mt FFB processed (ratio) during the month. The performance is measured by this ratio to indicate the level of performance. The data is compiled for comparison and control for future improvement with aim of gradual reduction of diesel. There were measures as shown in the energy management plan to reduce and eliminate wastages among others as follows;</p> <ul style="list-style-type: none"> - To ensure optimum FFB ramp balance to commence processing - Timely servicing of vehicles to ensure efficient use of diesel & avoid leakages - Regular servicing of turbine for a better efficiency and to minimise running of gen-set - Educate employees on fuel saving practices. 	
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The mill records the following data and tabulated the ratio against the FFB processed to determine the efficiency of their operations;</p> <p>a) all the diesel used (non-renewable) for the mill operations b) fibre/shell (renewable)</p> <p>In this relation the following data were sighted and verified.</p> <p>The details as provided in 4.5.2.3 below</p>	Yes
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used in</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																																																																				
	<p>the estates for mulching. Details of renewable energy fibre/shell utilization are recorded below:</p> <table border="1" data-bbox="1072 528 1870 1129"> <thead> <tr> <th>Month</th> <th>FFB processed</th> <th>CPO/mt</th> <th>Fibre/mt</th> <th>Shell/mt</th> <th>Shell & fibre/CPO mt</th> </tr> </thead> <tbody> <tr><td>Jan 18</td><td>21914</td><td>4274</td><td>3506</td><td>1315</td><td>1.13</td></tr> <tr><td>Feb 18</td><td>13191</td><td>2688</td><td>2110</td><td>791</td><td>1.08</td></tr> <tr><td>Mac 18</td><td>16351</td><td>3382</td><td>2616</td><td>891</td><td>1.06</td></tr> <tr><td>April 18</td><td>16880</td><td>3563</td><td>2701</td><td>1013</td><td>1.04</td></tr> <tr><td>May 18</td><td>18107</td><td>3819</td><td>2897</td><td>1086</td><td>1.04</td></tr> <tr><td>Jun18</td><td>17380</td><td>3516</td><td>2781</td><td>1043</td><td>1.09</td></tr> <tr><td>July 18</td><td>15800</td><td>3277</td><td>2528</td><td>948</td><td>1.06</td></tr> <tr><td>Aug 18</td><td>15426</td><td>3418</td><td>2468</td><td>926</td><td>0.99</td></tr> <tr><td>Sept 18</td><td>16845</td><td>3492</td><td>2695</td><td>1011</td><td>1.06</td></tr> <tr><td>Oct 18</td><td>18714</td><td>3953</td><td>2994</td><td>1123</td><td>1.04</td></tr> <tr><td>Nov 18</td><td>15017</td><td>3331</td><td>2513</td><td>942</td><td>1.04</td></tr> <tr><td>Dec 18</td><td>15118</td><td>3129</td><td>2419</td><td>907</td><td>1.06</td></tr> <tr><td>Mean</td><td>201433</td><td>41842</td><td>32229</td><td>12086</td><td>1.06</td></tr> </tbody> </table> <p>In summary the total consumption of both shell and fibre over the CPO production is at an average of 1.06. When the renewable energy consumption is maximized the utilization of non-renewable is reduced.</p>	Month	FFB processed	CPO/mt	Fibre/mt	Shell/mt	Shell & fibre/CPO mt	Jan 18	21914	4274	3506	1315	1.13	Feb 18	13191	2688	2110	791	1.08	Mac 18	16351	3382	2616	891	1.06	April 18	16880	3563	2701	1013	1.04	May 18	18107	3819	2897	1086	1.04	Jun18	17380	3516	2781	1043	1.09	July 18	15800	3277	2528	948	1.06	Aug 18	15426	3418	2468	926	0.99	Sept 18	16845	3492	2695	1011	1.06	Oct 18	18714	3953	2994	1123	1.04	Nov 18	15017	3331	2513	942	1.04	Dec 18	15118	3129	2419	907	1.06	Mean	201433	41842	32229	12086	1.06	
Month	FFB processed	CPO/mt	Fibre/mt	Shell/mt	Shell & fibre/CPO mt																																																																																	
Jan 18	21914	4274	3506	1315	1.13																																																																																	
Feb 18	13191	2688	2110	791	1.08																																																																																	
Mac 18	16351	3382	2616	891	1.06																																																																																	
April 18	16880	3563	2701	1013	1.04																																																																																	
May 18	18107	3819	2897	1086	1.04																																																																																	
Jun18	17380	3516	2781	1043	1.09																																																																																	
July 18	15800	3277	2528	948	1.06																																																																																	
Aug 18	15426	3418	2468	926	0.99																																																																																	
Sept 18	16845	3492	2695	1011	1.06																																																																																	
Oct 18	18714	3953	2994	1123	1.04																																																																																	
Nov 18	15017	3331	2513	942	1.04																																																																																	
Dec 18	15118	3129	2419	907	1.06																																																																																	
Mean	201433	41842	32229	12086	1.06																																																																																	
<p>Criterion 4.5.3: Waste management and disposal</p>																																																																																						

Criterion / Indicator		Assessment Findings	Compliance																											
<p>4.5.3.1</p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2019.</p> <p>a) The waste generated from the mill operations as shown below;</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Schd waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill complex and employees' quarters</td> </tr> <tr> <td>3</td> <td>Industrial waste</td> <td>Fibre, palm kernel shell, boiler ash, scrap iron</td> </tr> <tr> <td>4</td> <td>Sewage</td> <td>Sewage from housing/office complex</td> </tr> </tbody> </table> <p>b) The pollution identified from the mill activities:</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>Emission from Boilers</td> </tr> <tr> <td>2</td> <td>Odour & gases</td> <td>Activities from the effluent treatment</td> </tr> <tr> <td>3</td> <td>Leakage of lubricant</td> <td>Storage & vehicle maintenance</td> </tr> </tbody> </table>		Type of waste	Details	1	Schd waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries	2	Domestic waste	rubbish from the mill complex and employees' quarters	3	Industrial waste	Fibre, palm kernel shell, boiler ash, scrap iron	4	Sewage	Sewage from housing/office complex		Type of waste	Details	1	Black smoke	Emission from Boilers	2	Odour & gases	Activities from the effluent treatment	3	Leakage of lubricant	Storage & vehicle maintenance	<p>Yes</p>
	Type of waste	Details																												
1	Schd waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries																												
2	Domestic waste	rubbish from the mill complex and employees' quarters																												
3	Industrial waste	Fibre, palm kernel shell, boiler ash, scrap iron																												
4	Sewage	Sewage from housing/office complex																												
	Type of waste	Details																												
1	Black smoke	Emission from Boilers																												
2	Odour & gases	Activities from the effluent treatment																												
3	Leakage of lubricant	Storage & vehicle maintenance																												

Criterion / Indicator		Assessment Findings				Compliance
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	The plan listed the waste generated from the mill operations as shown below;				Yes
		no	Waste type	Description	Action to be taken	
		1	Industrial waste	EFB	<p>Sent for mulching in the estates.</p> <p>To ensure and submit EFB disposal schedule and location every month</p> <p>To dispose EFB within 14 days upon storage</p> <p>To ensure no open burning activity on EFB and mill waste</p> <p>To design EFB storage area in ensuring no spillage of leachate into monsoon drain.</p>	
				Scrap iron	<p>Dispose as sale to assigned vendor by Regional office.</p> <p>Recycle where appropriate for workshop maintenance</p>	
		POME	<p>Treated in effluent plant. The final discharge from the treatment plant is used for water discharge.</p> <p>Effluent quality monitoring on monthly basis.</p>			

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings				Compliance
					<p>The monitoring of the effluent discharge is reported to DOE on monthly and quarterly basis. This practice is accordance with the requirements in the written approval issued by DOE. Review of the results revealed that the quality of the effluent discharge is in within the regulatory limit.</p>	
				Boiler ash	<p>Disposed to designated dumping site near holding pond Daily leveling monthly using backhoe.</p>	
		2	Scheduled Waste	SW305/306/102/410/109 SW 409/410/322/429	<p>Clean and tidy storage area Separation of type SW using labels 10cm x 10cm To ensure spillage trap functions effectively Monthly stock verification by executives Ensure inventory not exceeding 180 days / 20 mt</p>	

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings			Compliance	
				Follow approved consignment note and update in ESWIS Provide training to the SW handlers.		
		3	Domestic Waste	Rubbish/ garden waste	Disposal made 2x /week for both mill/estate on a different day. Encourage 3R program – disposal via estate landfill. Provide adequate dustbins line sites /office complex Weekly inspection by MA/executives Awareness on hygiene.	
				Sewage	Provide adequate washrooms/toilets at mill and line sites To ensure employees’ quarters equipped with appropriate septic tank Cleaning/desludging septic tank done by appointed contractor.	
4.5.3.3	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed	The SOP for handling the used chemicals under this classification are documented under operational control procedure dated 26/2/2015 of 53 pages. The document is titled as <i>Document title scheduled waste (hazardous waste) management document ID SD/SDP/PSQM</i>			Yes	

Criterion / Indicator		Assessment Findings	Compliance												
	as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005 - Major compliance -	(ESH)/203-EN1. The document is sighted, and details of the handling is given for the all the identified SW and used chemicals													
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Disposed to the local municipal <i>Majlis Daerah Kuala Langat</i> landfill site. Collection made at a centralized point in the mill 2x/week.	Yes												
Criterion 4.5.4: Reduction of pollution and emission															
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The pollution identified from the mill activities: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>Emission from Boilers</td> </tr> <tr> <td>2</td> <td>Odour & gases</td> <td>Activities from the effluent treatment</td> </tr> <tr> <td>3</td> <td>Leakage of lubricant</td> <td>Storage & vehicle maintenance</td> </tr> </tbody> </table>	No	Type of waste	Details	1	Black smoke	Emission from Boilers	2	Odour & gases	Activities from the effluent treatment	3	Leakage of lubricant	Storage & vehicle maintenance	Yes
No	Type of waste	Details													
1	Black smoke	Emission from Boilers													
2	Odour & gases	Activities from the effluent treatment													
3	Leakage of lubricant	Storage & vehicle maintenance													
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the pollutions are as follows; <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>To monitor the condition of dust cyclone every 3 months To carry out boiler furnace cleaning every week</td> </tr> <tr> <td>2</td> <td>Odour & gases</td> <td>To maintain proper feeding into digestion process of effluent to prevent severe and unpleasant odour Maintain 1:1 ratio of acidification process</td> </tr> </tbody> </table>	No	Type of waste	Action Plan	1	Black smoke	To monitor the condition of dust cyclone every 3 months To carry out boiler furnace cleaning every week	2	Odour & gases	To maintain proper feeding into digestion process of effluent to prevent severe and unpleasant odour Maintain 1:1 ratio of acidification process	Yes			
No	Type of waste	Action Plan													
1	Black smoke	To monitor the condition of dust cyclone every 3 months To carry out boiler furnace cleaning every week													
2	Odour & gases	To maintain proper feeding into digestion process of effluent to prevent severe and unpleasant odour Maintain 1:1 ratio of acidification process													

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings			Compliance																																				
		3	Leakage of lubricant	Ensure SOP to be strictly followed To place all lubricant oil drum on metal trays.																																					
		All efforts and action plan for the identified pollutants and emission above is adequate to comply with the requirement. All identified issues have significant impacts to the environment.																																							
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>The effluent treatment plant was made in accordance and interview with operator in charge revealed that the operation was in accordance with standard operation procedure and legal requirements. No over flow was observed, and flow meter reading was recorded daily. The mill monitoring the effluent and submits to DOE through '<i>Borang Penyata Suku Tahunan</i>'. West POM DOE license was for land application and the requirement is for the BOD to be less than 5000 mg/l. The results from final discharge were compliance within parameter limit.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sample date</th> <th>4/10/18</th> <th>12/11/18</th> <th>5/12/18</th> </tr> </thead> <tbody> <tr> <td>PH</td> <td>7.10</td> <td>7.3</td> <td>7.3</td> </tr> <tr> <td>BOD</td> <td>4920</td> <td>2640</td> <td>1350</td> </tr> <tr> <td>COD</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total solids</td> <td>-</td> <td>-</td> <td>20106</td> </tr> <tr> <td>Suspended solids</td> <td>20600</td> <td>11600</td> <td>11500</td> </tr> <tr> <td>Oil & grease</td> <td>4</td> <td>10</td> <td>4</td> </tr> <tr> <td>A Nitrogen</td> <td>123</td> <td>183</td> <td>117</td> </tr> <tr> <td>Total N</td> <td>408</td> <td>297</td> <td>190</td> </tr> </tbody> </table>			Sample date	4/10/18	12/11/18	5/12/18	PH	7.10	7.3	7.3	BOD	4920	2640	1350	COD	-	-	-	Total solids	-	-	20106	Suspended solids	20600	11600	11500	Oil & grease	4	10	4	A Nitrogen	123	183	117	Total N	408	297	190	Yes
Sample date	4/10/18	12/11/18	5/12/18																																						
PH	7.10	7.3	7.3																																						
BOD	4920	2640	1350																																						
COD	-	-	-																																						
Total solids	-	-	20106																																						
Suspended solids	20600	11600	11500																																						
Oil & grease	4	10	4																																						
A Nitrogen	123	183	117																																						
Total N	408	297	190																																						

Criterion / Indicator	Assessment Findings	Compliance												
Criterion 4.5.5: Natural water resources														
<p>4.5.5.1 The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>The Water Management Plan for the mill has been established. It was last reviewed on 1/12/18 for the 2019 plan. Included therein are the following documents which were sighted and verified;</p> <p>Contingency plan during water shortage:</p> <table border="1" data-bbox="1072 707 1832 1265"> <thead> <tr> <th></th> <th>Area/incident</th> <th>Action steps</th> <th>PIC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Water shortage/ prolonged dry season</td> <td>to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water supply from mill's WTP</td> <td>Mill Executives /Staff</td> </tr> <tr> <td>2</td> <td>Severe water pollution/ contamination</td> <td>to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water outsourced supply.</td> <td>Mill Executives /Staff</td> </tr> </tbody> </table>		Area/incident	Action steps	PIC	1	Water shortage/ prolonged dry season	to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water supply from mill's WTP	Mill Executives /Staff	2	Severe water pollution/ contamination	to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water outsourced supply.	Mill Executives /Staff	<p>Yes</p>
	Area/incident	Action steps	PIC											
1	Water shortage/ prolonged dry season	to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water supply from mill's WTP	Mill Executives /Staff											
2	Severe water pollution/ contamination	to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water outsourced supply.	Mill Executives /Staff											

Criterion / Indicator		Assessment Findings					Compliance																																			
		<p>Water reduction plan:</p> <table border="1"> <thead> <tr> <th></th> <th>Issues/Areas</th> <th>Action Steps</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rain water collection</td> <td>Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery</td> <td>Mill Engineer</td> <td>On-going</td> </tr> <tr> <td>2</td> <td>Re-streaming</td> <td>Re stream from sterilizer condensate pit for dilution</td> <td>Mill Engineer</td> <td>On-going</td> </tr> </tbody> </table> <p>Identification & management of waste water</p> <table border="1"> <thead> <tr> <th></th> <th>location</th> <th>Wastewater produced</th> <th>Treatment/containment</th> <th>Reuse/recycle/disposal method</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Processing stations</td> <td>Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water</td> <td>Oil recovery/ETP</td> <td>Recover into system</td> </tr> <tr> <td>2</td> <td>Boiler</td> <td>Blow down, cleaning water</td> <td>Sludge pit, ETP</td> <td>Monsoon drain</td> </tr> <tr> <td></td> <td>Process ramp</td> <td>Rainfall runoff</td> <td>Sedimentation trap</td> <td>Monsoon drain</td> </tr> </tbody> </table>						Issues/Areas	Action Steps	PIC	Status	1	Rain water collection	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	Mill Engineer	On-going	2	Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill Engineer	On-going		location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method	1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system	2	Boiler	Blow down, cleaning water	Sludge pit, ETP	Monsoon drain		Process ramp	Rainfall runoff	Sedimentation trap	Monsoon drain	
	Issues/Areas	Action Steps	PIC	Status																																						
1	Rain water collection	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	Mill Engineer	On-going																																						
2	Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill Engineer	On-going																																						
	location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method																																						
1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system																																						
2	Boiler	Blow down, cleaning water	Sludge pit, ETP	Monsoon drain																																						
	Process ramp	Rainfall runoff	Sedimentation trap	Monsoon drain																																						

Criterion / Indicator		Assessment Findings				Compliance	
		3	Engine room	Steam condensate, turbine cooling water	Monsoon drain, recycled tank	Monsoon drain	
		4	Laboratory	Cleaning water	Process drain	Monsoon drain	
		5	washroom	Toilet water, cleaning water	Septic tank	Supernatant to drains, sludge collected by licensed contractor.	
4.5.5.2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance -	The mill operates on a land application for the effluent discharge system.				Yes	
4.6 Principle 6: Best Practices							
Criterion 4.6.1: Mill Management							
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes; a) The mill SOP, b) The Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from;				Yes	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> a) the reception, sterilization, threshing, pressing, b) clarification, depericarping (nut polishing) station, c) effluent, laboratory, workshop, dispatches etc. <p>In addition, there are also manuals available within the industry and MPOB that are used as guidelines.</p>	
4.6.1.2	<p>All palm oil mills shall implement best practices.</p> <p>- Major compliance -</p>	<p>The monitoring of the mill process is made through the shift supervision headed by An Engineer. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by Regional General Manager, Mill Group Chief Engineer, SQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others.</p>	Yes
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>The annual business plan is available. The document is in the form of annual budget and the projection for 5 years (Budget year, PY2, PY3, PY4, PY5) prepared as guidance for future planning. The business plan contains;</p> <ul style="list-style-type: none"> a) FFB processed production of CPO & CPK. b) Component of operating expenditure includes <ul style="list-style-type: none"> - process labour, - maintenance external/maintenance parts - consumable/EVIT, - admin cost/labour overhead. <p>Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement / upgrading of building/machinery, workers amenities for the mill. The M Plan for 2019 was sighted and verified. A calculation of seeking the profitability quantum was also</p>	Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		sighted. This is a standard format provided from the Regional CEO to the Manager and treated in high confidentiality\	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	This is available in the GPA No E4 Procurement as 29 August 2018 to effectively manage the procurement of goods and/or services for the group. All tender and pricing exercises are handled by the HQ management and also tender by Respective business units which appoint its own tender committees for budget below RM200K-<RM5m. For mill & estate, there is 3.5.3 approved vendor records and information (G.P.P.A No 3.5.3) November 2015. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the estate personnel. Sighted the contract for extension Lotus Two Enterprise: Ref No: SDP/PSSP/PROC/0217/LA-LS-WEST dated 23.08.2018 valid until 23 August 2019.	Yes
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	This requirement is in compliance. All contracts and purchases are documented i.e in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and estates.	Yes
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.	West POM and Estate had informed its contractors regarding the need to follow the MSPO requirements through Townhall 5.0 & MSPO on 28.10.17. Awareness briefing was done the stakeholders including contractors on the MSPO requirements. The next MSPO	Yes

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	training to contractor was planned on 08 February 2019 for MSP0 Selangor contractors.	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	This is in compliance. West POM maintain the contract with the vendors as specified in the financial procedure. A contract between Lotus Two Enterprise and West Estate was sighted. Transaction dated 23/10/2018 sighted as per agreed RM 8002.11 price/unit for supply skill labour for repair/maintenance at West POM. Further sampled the tax invoice no I-0639 between Lotus Two Enterprise and West Estate on agreed price per unit on 28.01.2019. Inclusive in the contract, is a clause for compliance with all the relevant governing law.	Yes
4.6.4.3	The management shall accept MSP0 approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	The requirement of accepting MSP0 accredited auditors to audit against the contractors are being mentioned in the Townhall 5.0 & MSP0 on 28.10.17 in the slideshow presented.	Yes
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estates are checked and verified by the estates personnel. Projects where tenders are issued by HQ are checked by representative from HQ usually from the Engineering Dept.	Yes

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The internal memo from Mr Tan Men Kon, Head, Global Sustainability Operations documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 23 rd November 2018 2017 was issued to all Estates and Mills.	Yes
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	In the internal memo, also stated that: 'All operating units, business units and related stakeholders in Sime Darby Plantation Berhad in Malaysia's Operation shall adhere to the Principles and Criteria of MSPO, and requirement of MSPO Supply Chain Standard. Towards achieving this aspiration, we strive to achieve commitment towards a systematic approach in ensuring continuous improvement in operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within our supply chain in line with our existing Sustainability Policies.'	Yes
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	The Internal Audit Procedure (SOP: SD/SDP/PSQM/IAP, rev 2) dated 01.11.2017 documented the process to conduct internal audit. The internal audit checklist is available to cover all the required MSPO	Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	requirements. The internal audit will be conducted annually and as/when required. The internal audit schedule for 2019 has been planned on 14-16 January 2019 and communicated by Regional SQM to West POM and West Estate.	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	The internal audit report dated 14-16/01/2019 has includes the root cause analysis and corrective action plan. There were 11 Major 6 Minor raised during the audit. Among the issues are records of requests for information and responses is not monitored and a documented system, which includes written information on legal requirements, are not complete.	Yes
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the mill management and Sime Darby Plantation HQ management.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby-West POM is RSPO certified. On annual basis, the management review is conducted on Regional level. The last management review was conducted on 07/08/2017. The management review has included the internal and external sustainable palm oil audit result review. The status of the correction and preventive actions are being discuss and reviewed. In Operating Unit level, the last management review was conducted on 16/01/2019. The meeting was chaired by the Mill Manager En. Mohd Idzaruddin. The minutes of the meeting and review presentation	Yes

Criterion / Indicator		Assessment Findings	Compliance
		was sighted. Among the issue discussed are results from system audits, resource evaluation, needs and plan, review on operational input and output and others.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The latest Continual Improvement Plan for 2019 was adopting the RSPO CIP. The improvement plan includes occupational health and safety, operation improvement and training. In 2018, the operating units also adopted the Lean Six Sigma Harvested Benefits Validation FY 17/18 as continual improvement. The improvement projects for 2018 has sighted. Among the projects implemented are: 1. To reduce cost of maintaining Div 7 from RM 90,368.58/month to RM 56,505.82 in Wes Estate by March 2017. 2. Reduce environment impact on wasted paper.	Yes
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	West Estate has the APEX project: Central East Region on 04.10.2018. Examples sighted are: 1. Converting Passenger Lorry to Tipping Lorry 2. Installation individual meter for electrical usage 3. Crop recover using motor cart.	Yes
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be	All the costing, item and action plan for implementation are available in the APEX project.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	established. - Major compliance -		
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSP0 requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	There is Grievance Redressal procedure which has steps to be followed to solve issues raised by stakeholders. The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Mill Assistant Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Yes
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill. 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. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx .	Yes

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues	Yes
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	The Senior Assistant Manager Senior Assistant Manager (Ahmarul Asuwad) is responsible to deal with the external communication and social issue as per appointment letter dated 02/10/2017.	Yes
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	The latest stakeholders list was updated as for 2019 include the government bodies, contractors, vendor/suppliers, local community heads and other interested parties. In West Estate, the stakeholders meeting were conducted separately based on issue. Examples are Meeting with AP and Cattle Owner (24.12.2018), Kg Orang Asli Sg Kurau (08.08.2018) and contractor (16.11.2018).	Yes
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	West Oil Mill is receiving FFB mainly from West Estate or within Sime Darby Group FFB, There is no outside crop received in West POM. The weighbridge ticket provided the following details:	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>Outgoing: West Estate, Carey Island Code : E-152, Consignment note# 162451, Field no: 09B, Div. Bangkok Mill tonnage: 9020 kg Transport: BDM5241W20 Product: FFB Date: 26.01.2019</p> <p>Outgoing: West POM Despatch Ticket: 017521 Buyer: SDP KCP – Sime Darby Plantation Berhad Address: KCP-Pulau Carey Contract No: S/C-PSD/1811/PK0651B Shipment date: 19/11/2018 Quantity: 28,420 KG Product: Palm Kernel RSPO IP Transport: STB Maju – STB Maju (M) Sdn Bhd The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate. The current traceability system is Sime Weigh System. The Senior Assistant Manager Senior Assistant Manager (Ahmarul Asuwad) is responsible to deal with the external communication and social issue as per appointment letter dated 02/10/2017.</p>	
<p>4.2.3.2 The management shall conduct regular inspections on compliance with the established traceability system.</p>	<p>The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2016, dated Oct 2016 documented the procedure for traceability. Procedure has</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	combined all related sustainability standard requirements of RSPO/ISCC/MSPO.	
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The responsible personal for the traceability is the Senior Assistant Manager as for letter of appointment dated 02.10.17. The training on the traceability was provided by PSQM through the MSPO awareness training on 09.07.2018 and for newly recruited worker on 25.01.2019 by Assistant Manager.	Yes
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	There is no sales of the FFB as West estate is the only supply base to West Oil Mill, and belongs to the Sime Darby Plantation Bhd. The delivery note of the FFB are kept at the operating units and will be retained for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	West Estate had identified and documented their legal register with written information on legal requirements applicable to their operation. The record titled " <i>Legal Requirement Register</i> " File 2 (F23) no QSHE/O4/5.2.4. SQM Department, based at Head Office is responsible to track changes in the law and the information was disseminated to all of its plantations and mills. The identified legal among others includes; <ul style="list-style-type: none"> • Environmental Quality Act 1974 and its Regulations, • Factories and Machinery Act 1967 and its Regulations, • Occupational Safety and Health Act 1994 and its Regulations, 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Pesticides Act, 1974, • Worker’s Min Standards of Housing & Amenities Act, 1990. • Wildlife conservation Act 2010 • Malaysian Palm Oil Board 1998 • Holiday Act 1951 • Passport Act 1966 • Workers Union Act 1959 • Estate Hospital Assistants (Registration) Act 1965 • Petroleum (safety Measures) Act 1984 • Fire Services Act 1984 • Uniform Building By Laws 1986 • Weights And Measures Act 1972 (Act 71) (Amendment 1981) <p>The acts and its regulations were evaluated for compliance annually. No new laws /regulations being introduced since the last audit except for amendment as shown in 4.3.1.4. The documented procedure has been established and implemented; reference;</p> <ul style="list-style-type: none"> a) Estate/Mill Quality Management System, Level 2: b) Standard Operating Manual, Appendix 5.2.4: c) Procedure for Legal & Other Requirements dated 10 Dec 08. <p>All operating units possessed individual Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>West Estate continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. The estate had obtained and renewed license and permits as required by the law. The licenses/permit viewed among others were:</p>	Yes

Criterion / Indicator		Assessment Findings			Compliance
		No	List of Permit & Licenses	Validity	
		1	Permit <i>Barang Kawalan</i> KPDNKK No 5857-20000 litres	13/7/18-12/7/19	
		2	LAJ Kejuruteraan Sdn Bhd – electrical installation	Annual	
		3	MPOB – menjual & mengalih BTB-52296800-2000	1/9/18-31/8/19	
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>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 West CU. SQM 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.</p> <p>Reference document;</p> <ul style="list-style-type: none"> a) Estate/Mill Quality Management System b) Level 2: Standard Operating Manual c) Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. 			Yes
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>SQM department, which is based in Kuala Lumpur, is responsible for tracking any changes to the Acts and Regulations. In addition, the CEO of Central East Region also played a role in disseminating new Acts & Regulations to all the mills and estates in the Region.</p> <ul style="list-style-type: none"> a. This was made via communication with the publisher of the documents. b. This mechanism was outlined in its procedure. c. The updating of the legal register is made on a periodical basis. 			Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>d. Changes in the legal register if any are communicated to the respective CU/SOUs</p> <p>The CU had entirely adopted the SDPB established documented system for identifying, tracking, accessing and updating the legal requirements. It had ensured that all applicable legal requirements pertaining to MSPO are established, implemented and maintained. Among others the identified applicable laws and regulations relevant to its operations included the;</p> <p>The latest revision on the LORR was made dated 29/1/19 on the following changes;</p> <ul style="list-style-type: none"> a. Minimum Wages Order 2018 b. Employment Social Security Act 1969 (Amendment 2018) c. Employment Insurance Scheme d. Factory and Machinery (Exemption of Certificate of Fitness For Unfired Pressure Vessel) Order 2017 e. Factory and Machinery (Steam Boiler and Unfired Pressure Vessel (amendment) Reg 2017 <p>The Sr Assistant <i>En Amarul Asuwad</i> being appointed as PIC Environment /QMS among others in charge of legal updating.</p>	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>There is no customary land for the portion of land. The land is belong to Sime Darby Plantations.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	West Estate operation is on freehold land and no restriction on the land use right. Copies of land titles were available and verified. A total of 4 land titles (46219, 46220, 44294 & 47697) to demonstrate the right to use the land.. The land title 47697 was shared with East estate.	Yes
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major 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/markers at West Estate, during the field inspection confirmed that they were clearly marked and maintained.	Yes
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land for the portion of land.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no customary land for the portion of land.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no customary land for the portion of land.	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	The Social & Environment Projects Unit, was conducted for West Oil Mill internally by the PSQM Department. The last SIA was conducted in 27 th – 28 th March 2014. Key areas identified in the SIA were on good practices/findings, issues, complaints, suggestions by workers and other stakeholders. The recommendation from the SIA report was transferred to action plan. The latest action plan for SOU 9 FY 2019. The action plan identified the issues & strategies, action plan, responsible person and time frame.	Yes
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	The estate's management has implemented Internal and External Complaint logbook. Other than that, the workers' quarters/office/building repairs complaint record for internal workers. Most of the complaints were regarding house repair such as pipe leaking (main pipe), broken wall and etc.	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The complaint form is available and use by the complainer and recorded in the logbook.	Yes
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no critical grievance recorded for the pass one year. Only request for maintenance and repairing housing, machine, etc. are made by workers.	Yes
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The complaint record for request for maintenance are available and kept for 5 years (communications file (internal) according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	In West Estate, sighted the records for appreciation from SMK Pulau Carey for Kejohanan Catur (M) Peringkat MSSD Kuala Langat 2018 on 06-08 March 2018,	Yes

Criterion / Indicator		Assessment Findings	Compliance
		Interviewed with the local community and school representatives confirmed that the management was very supportive to provide contributions to them upon request.	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	The Group Occupational Safety & Health Management Policy had been established and implemented for all mill and estates. a) The policy was signed by the Managing Director of Sime Darby Plantation on January 2015 and displayed prominently on notice boards in English and local language Bahasa Malaysia. b) The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office. c) Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors. In interviews with the workers and staff during the site visit revealed that the employees have been briefed and has understood the policy.	Yes
4.4.4.2	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:	Briefings to employees were made through town hall session, a standard program organised at HQ level. West Estate town hall 6.0 session was held in Sept 18 involving the entire employees. During the session subjects on safety policies, road safety, zero harm, accident history and precautionary measures, dialogue and ' <i>ikrar pekerja</i> ' were briefed and shown in slides presentation to the employees. The ' <i>ikrar pekerja</i> ' was sighted. Content includes among	Yes

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance																																								
<ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. 	<p>others to prioritise safety, execute work safely, adherence to all safety rules and regulations and to target zero accident.</p> <p>The estate identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. HIRARC is subject for a review in event of the following;</p> <ul style="list-style-type: none"> d) Change in work process e) Revision/changes in legislative requirement f) Occurrence of accidents <p>HIRARC for the estate was formalized on in 2008 with the review made annually. The significant and routine activities for the estate was adequately covered with details as follows;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Areas/Activities</th> <th>No</th> <th>Areas /Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Palm /bunch census</td> <td>10</td> <td>Harvesting & collection</td> </tr> <tr> <td>2</td> <td>Circle /selective spraying</td> <td>11</td> <td>Transportation of workers</td> </tr> <tr> <td>3</td> <td>Confined space</td> <td>12</td> <td>Walking form palm to palm</td> </tr> <tr> <td>4</td> <td>Drainage – machinery and manual</td> <td>13</td> <td>Loose fruit collection</td> </tr> <tr> <td>5</td> <td>Grass cutting</td> <td>14</td> <td>In field machine to 3mt bin</td> </tr> <tr> <td>6</td> <td>Compound sanitation</td> <td>15</td> <td>Water catchment</td> </tr> <tr> <td>7</td> <td>Manuring</td> <td>16</td> <td>Chemical mixing</td> </tr> <tr> <td>8</td> <td>Replanting</td> <td>17</td> <td>nursery</td> </tr> <tr> <td>9</td> <td>Water management - drain</td> <td>18</td> <td>Bund insp / maintenance</td> </tr> </tbody> </table>	No	Areas/Activities	No	Areas /Activities	1	Palm /bunch census	10	Harvesting & collection	2	Circle /selective spraying	11	Transportation of workers	3	Confined space	12	Walking form palm to palm	4	Drainage – machinery and manual	13	Loose fruit collection	5	Grass cutting	14	In field machine to 3mt bin	6	Compound sanitation	15	Water catchment	7	Manuring	16	Chemical mixing	8	Replanting	17	nursery	9	Water management - drain	18	Bund insp / maintenance	
No	Areas/Activities	No	Areas /Activities																																							
1	Palm /bunch census	10	Harvesting & collection																																							
2	Circle /selective spraying	11	Transportation of workers																																							
3	Confined space	12	Walking form palm to palm																																							
4	Drainage – machinery and manual	13	Loose fruit collection																																							
5	Grass cutting	14	In field machine to 3mt bin																																							
6	Compound sanitation	15	Water catchment																																							
7	Manuring	16	Chemical mixing																																							
8	Replanting	17	nursery																																							
9	Water management - drain	18	Bund insp / maintenance																																							

Criterion / Indicator	Assessment Findings	Compliance																																												
<p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>Appropriate risk control measures were determined and implemented for the respective activities and operation. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative controls such as safety signage were displayed at all work stations in the mill and estates office and workshop. In general, the control measures were appropriate to the identified risks. A person-in-charge at each site were appointed to monitor the implementation of the control measures through the 5S initiative. Sighted the following training held by the estate in relation to the pesticides handling. Included in the briefing is the precautionary measure of products organised by the manufacturer.</p> <table border="1" data-bbox="1117 818 1800 1331"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25/10/18</td> <td>MSPO awareness</td> <td>Entire</td> </tr> <tr> <td>2</td> <td>18/1/19</td> <td>HCV /Scheduled waste</td> <td>3</td> </tr> <tr> <td>3</td> <td>17/1/19</td> <td>Medical surveillance /CHRA</td> <td>30</td> </tr> <tr> <td>4</td> <td>13/8/18</td> <td>Spraying & operations</td> <td>17</td> </tr> <tr> <td>5</td> <td>14/8/18</td> <td>First Aid</td> <td>17</td> </tr> <tr> <td>6</td> <td>6/1/18</td> <td>IPM training</td> <td>30y</td> </tr> <tr> <td>7</td> <td>20/12/18</td> <td>MBS calibration</td> <td>7</td> </tr> <tr> <td>8</td> <td>15/11/18</td> <td>Nozzle calibration</td> <td>7</td> </tr> <tr> <td>9</td> <td>17/12/18</td> <td>MSDS/CSDS briefing</td> <td>6</td> </tr> <tr> <td>10</td> <td>17/12/18</td> <td>Chemical spill drill</td> <td>6</td> </tr> </tbody> </table>	No	Date	Subject	Attendees	1	25/10/18	MSPO awareness	Entire	2	18/1/19	HCV /Scheduled waste	3	3	17/1/19	Medical surveillance /CHRA	30	4	13/8/18	Spraying & operations	17	5	14/8/18	First Aid	17	6	6/1/18	IPM training	30y	7	20/12/18	MBS calibration	7	8	15/11/18	Nozzle calibration	7	9	17/12/18	MSDS/CSDS briefing	6	10	17/12/18	Chemical spill drill	6	
No	Date	Subject	Attendees																																											
1	25/10/18	MSPO awareness	Entire																																											
2	18/1/19	HCV /Scheduled waste	3																																											
3	17/1/19	Medical surveillance /CHRA	30																																											
4	13/8/18	Spraying & operations	17																																											
5	14/8/18	First Aid	17																																											
6	6/1/18	IPM training	30y																																											
7	20/12/18	MBS calibration	7																																											
8	15/11/18	Nozzle calibration	7																																											
9	17/12/18	MSDS/CSDS briefing	6																																											
10	17/12/18	Chemical spill drill	6																																											

Criterion / Indicator	Assessment Findings	Compliance												
	<p>Details of other trainings are available 4.4.6.1 under training and competency. OSH programs are also implemented. Common programs were initiated from HQ level e.g. OSH meeting, workplace inspection, inspection on PPE, training on MSPO/RSPO etc.</p> <p>The estate provides PPE to the employees such as apron, safety helmets, and safety shoes relevant to the work handled by the workers. Records of PPE issuance for both estates were sighted. During the site visit workers was observed to be in PPE. Sighted issuance of PPE record for the following employees;</p> <table border="1" data-bbox="1115 770 1807 970"> <thead> <tr> <th>No</th> <th>Employee</th> <th>Type of PPE received</th> <th>Issuance date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>K. Devi</td> <td>Apron, rubber glove, dust mask, cup, pail</td> <td>26/9/18</td> </tr> <tr> <td>2</td> <td>Subrata</td> <td>Apron, rubber gloves, dust mask</td> <td>9/7/18</td> </tr> </tbody> </table> <p>The estate has established an SOP for chemical handling. This is available in PSQM – Operational Control Procedure under subject Chemical Safety Management. This includes compliance related to</p> <ul style="list-style-type: none"> a. Conduct/reassess CHRA b. Review of chemical register c. Chemical management assessment review d. Conduct health surveillance. <p>The document was sighted and currently applicable to the estate operations.</p>	No	Employee	Type of PPE received	Issuance date	1	K. Devi	Apron, rubber glove, dust mask, cup, pail	26/9/18	2	Subrata	Apron, rubber gloves, dust mask	9/7/18	
No	Employee	Type of PPE received	Issuance date											
1	K. Devi	Apron, rubber glove, dust mask, cup, pail	26/9/18											
2	Subrata	Apron, rubber gloves, dust mask	9/7/18											

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance								
	<p>The Estate Senior Manager is appointed as the Chairman of the ESH committee through an appointment letter dated 01/1/19 signed by the Regional GM Central East. Inclusive in the duties among others to be responsible for OSH, environmental and quality aspects. Also to oversee matters pertaining to RSPO/ISCC/MSP0 implementation. The Manager subsequently assigned duties of ESH coordinator to the Assistants for the down line implementation of ESH practices in the estates. Similar appointment was made for all the estate and the mill. All identified Executives were officially given a letter for such an appointment. The estate management conduct regular two-way communication with their employees through the quarterly ESH meeting. The dates of meeting held are recorded below.</p> <table border="1" data-bbox="1223 850 1700 943"> <tr> <td>1</td> <td>10/1/19</td> <td>3</td> <td>26/6/18</td> </tr> <tr> <td>2</td> <td>11/9/18</td> <td>4</td> <td>27/3/18</td> </tr> </table> <p>The minutes of meeting dated 10/1/19, 26/6/18 were sighted and verified. Workers during the meeting participated in the discussion mainly on housing and safety. All units adopted the agenda as released SQM. This agenda list was sighted and adequate to discuss salient issues relating safety, environmental and health. The agenda as discussed during the meeting among others includes the following;</p> <ul style="list-style-type: none"> a) <i>Laporan Pemakaian PPE</i> b) <i>Laporan Prestasi ESH/Kesehatan</i> c) <i>Laporan Latihan & SOP/HIRARC</i> d) <i>Laporan Pematuhan Undang-Undang</i> e) <i>Laporan Pematuhan Oleh Kontraktor</i> 	1	10/1/19	3	26/6/18	2	11/9/18	4	27/3/18	
1	10/1/19	3	26/6/18							
2	11/9/18	4	27/3/18							

Criterion / Indicator	Assessment Findings	Compliance																																				
	<p>f) <i>Laporan Kemalangan</i> g) <i>Laporan Pemeriksaan Tempat Kerja</i> h) <i>Laporan Kesihatan & Kawasan Perumahan</i> i) <i>Laporan Bahan Buangan Terjadual/Isu Alam Sekitar</i></p> <p>Accident and emergency procedures are available in adherence to the SDPB policy on `Crisis Management & Emergency Response` plan - chapter 13 of PQMS, OSH manual and "Accident and Reporting and Investigation Procedure` in chapter 14 of the same manual. Each estates and mill had procedures emergencies situation as listed below in the table. There was formation of ERP Team & ERP for all the identified incidences. The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were issued by SQM and amended to tailor to the situation differences in the estates and mills.</p> <table border="1" data-bbox="1122 991 1794 1378"> <thead> <tr> <th>No</th> <th>Emergencies Situation</th> <th>Mill</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fire Hazard</td> <td>/</td> <td>/</td> </tr> <tr> <td>2</td> <td>Injury At Site</td> <td>/</td> <td>/</td> </tr> <tr> <td>3</td> <td>CPO spillage</td> <td>/</td> <td></td> </tr> <tr> <td>4</td> <td>Dieseline spillage</td> <td>/</td> <td>/</td> </tr> <tr> <td>5</td> <td>Explosion</td> <td>/</td> <td></td> </tr> <tr> <td>6</td> <td>Poisonous animals attack</td> <td></td> <td>/</td> </tr> <tr> <td>7</td> <td>Flood</td> <td></td> <td>/</td> </tr> <tr> <td>8</td> <td>Workers` Strike</td> <td>/</td> <td>/</td> </tr> </tbody> </table>	No	Emergencies Situation	Mill	Estate	1	Fire Hazard	/	/	2	Injury At Site	/	/	3	CPO spillage	/		4	Dieseline spillage	/	/	5	Explosion	/		6	Poisonous animals attack		/	7	Flood		/	8	Workers` Strike	/	/	
No	Emergencies Situation	Mill	Estate																																			
1	Fire Hazard	/	/																																			
2	Injury At Site	/	/																																			
3	CPO spillage	/																																				
4	Dieseline spillage	/	/																																			
5	Explosion	/																																				
6	Poisonous animals attack		/																																			
7	Flood		/																																			
8	Workers` Strike	/	/																																			

Criterion / Indicator		Assessment Findings				Compliance																												
		9	Electrocution /Electric shock	/	/																													
		10	Gas Release/Leaks	/																														
		11	Exposion Incident	/																														
		12	Rescueretrieval Worker -Confined Space	/																														
		<p>ERT members will receive training and practice in emergency procedures appropriate to their respective workplace and degree of risk. The trainings are conducted by an accredited or qualified organisation who can demonstrate their suitability to provide training. Among others the training held are as follows;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25/10/18</td> <td>MSP0 awareness</td> <td>Entire</td> </tr> <tr> <td>2</td> <td>14/8/18</td> <td>First Aid</td> <td>17</td> </tr> <tr> <td>3</td> <td>1/3/18</td> <td>Fire extinguisher</td> <td>Entire</td> </tr> <tr> <td>4</td> <td>12/6/18</td> <td>Accident awareness</td> <td>20</td> </tr> <tr> <td>5</td> <td>17/12/18</td> <td>MSDS/CSDS briefing</td> <td>6</td> </tr> <tr> <td>6</td> <td>17/12/18</td> <td>Chemical spill drill</td> <td>6</td> </tr> </tbody> </table> <p>The trained personnel for the First Aid were among the employees working in the mill on shift and the estates staff/mandores. The estate distributed the first aid box to the mandores and brought along to the</p>				No	Date	Subject	Attendees	1	25/10/18	MSP0 awareness	Entire	2	14/8/18	First Aid	17	3	1/3/18	Fire extinguisher	Entire	4	12/6/18	Accident awareness	20	5	17/12/18	MSDS/CSDS briefing	6	6	17/12/18	Chemical spill drill	6	
No	Date	Subject	Attendees																															
1	25/10/18	MSP0 awareness	Entire																															
2	14/8/18	First Aid	17																															
3	1/3/18	Fire extinguisher	Entire																															
4	12/6/18	Accident awareness	20																															
5	17/12/18	MSDS/CSDS briefing	6																															
6	17/12/18	Chemical spill drill	6																															

Criterion / Indicator		Assessment Findings	Compliance															
		<p>field during operations. In addition, there are also first aid boxes kept in the office, store and workshops.</p> <p>Records of all accidents are kept and filed. The methodology of occupational injuries is recorded using LTA. (Lost Man day MC.) This is summarized officially in the JKPP 8. Records are kept for a minimum 10 years in the office. Summary for the year is described in the JKPP 8 a mandatory requirement for submission to DOSH by Jan of the subsequent year. Cases if any are reviewed during safety meetings.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Estate</th> <th colspan="3">Accident Cases</th> </tr> <tr> <td>1</td> <td>West Estate</td> <th>LTI cases</th> <th>No of LTI</th> <th>Non-LTI Cases</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>22</td> <td>435</td> <td>3</td> </tr> </tbody> </table> <p>Mainly the high attribution of accident cases are from riding of motorcycles to and from workplace. Where required submissions of JKPP 6, & 8 to DOSH were complied with under the legislative requirement. Investigations and revision of HIRARC where appropriate were made accordingly. The estate submitted the JKPP 8 in Jan 18 complying with the DOSH statutory requirement.</p>	No	Estate	Accident Cases			1	West Estate	LTI cases	No of LTI	Non-LTI Cases			22	435	3	
No	Estate	Accident Cases																
1	West Estate	LTI cases	No of LTI	Non-LTI Cases														
		22	435	3														
Criterion 4.4.5: Employment conditions																		
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Yes															

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	In West Estate, all the SDP Policies were conducted on 09.07.2019 at Muster Ground West Division.	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	Migrant workers are recruited with 2+1 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 electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination.	Yes
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>All the workers are under direct employment and some workshops are under contracts workers. The pay slip has included basic income, allowance pay, working days, medical leave, and deduction of salary and others as per employment contract. The payroll for the following sampled workers for March, July and November 2017 were verified to be consistent with the Minimum Wages Order 2016.</p> <p>Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 17 – Annual leave: 14 days for < 5 years, 16 days for > 5 years while for India/ Indonesia – 3 years + 1 contract extension (maximum of 10 years).</p> <p>Payslip of month Dec'18, Oct'18 and Aug'18 for workers have been sampled as below:</p> <p>West Estate:</p> <p>a) Employee No.: 96415 b) Employee No.: 103990 c) Employee No.: 106039</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		d) Employee No.: 97571	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>In West Estate, it was found that the contractor's workers for YGNT Enterprise, Sobhan Talukder (Passport no: BL0057497) is receiving the normal rate for work in rest day/public holiday as sighted in pay slip for October 2018 (28 days) and November 2018 (27 days).</p>	No
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The workers master list was reviewed. The list includes date of birth, date joined, gender etc.</p>	Yes
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>The following contracts has been verified to confirm that workers have binding working agreement with the company: West Estate:</p> <p>a) Employee No.: 96415 b) Employee No.: 103990 c) Employee No.: 106039 d) Employee No.: 97571</p>	Yes
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The recording of work attendance is being done during muster call. Any overtime will be monitored and recorded by mandore and will be verified by Estate Assistant Manager/Manager. During the muster call, the previous day overtime will be verified by asking workers if they have any dispute.</p>	Yes

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times.</p> <p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.</p>	Yes
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.</p>	Yes
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>The company provides:</p> <ul style="list-style-type: none"> 10kg rice to all workers once every 2 months RM5 mobile subsidy to all workers. Free medical benefit to workers dependent at the estates clinics. Once a year festival token to all workers Yearly children Education Allowance 	Yes
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>The basic amenities and facilities at the quarters provided by the company to its workers includes electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is free with subsidize rate as per employment contract.</p> <p>During the field assessment, it was observed that the housing are in good conditions. For local workers with family, each will be given a</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>house while for foreign workers for single workers, it will be given shared house of 3-5 each people per house.</p> <p>Linesite inspection is conducted on weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990. The results of the inspection is being discussed with the estate manager for actions.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p>	
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p>	Yes
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. NUPW meeting was conducted on 26/07/2018 in West Estate with a total participant of 11 attendants. Meeting minute is sighted and no issue has been reported in the meeting.</p>	Yes
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under</p>	<p>The company has developed Child Protection policy dated January 2015. Operating units are complied with the minimum age</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>requirement. No employees below the age of 18 were sighted through the master list of active employee list and interview with worker.</p>	
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The annual training program has been established and significantly covers all aspects of the MSPO requirements. There were also additional subjects including the estate activities operating procedures, parameters of FFB, machinery maintenance etc. The training program also specified the target group of employees to be trained under the allocated subjects. The program mainly covers both requirement of the estate and mill in the SOU 9. The subjects for the training are issued and assisted by the SQM personnel. The following topics included in the annual training program 2019 among others are extracted below;</p> <ul style="list-style-type: none"> a. OSH Act & regulations 1994. b. Environmental Quality Act 1974 c. USECHH 2000 d. OSH Committee and function. e. First Aid Training f. Scheduled waste training g. RSPO/MSPO training h. Water treatment i. HCV & Biodiversity training. <p>Records of training for West Estate were sighted during this audit. Details are shown in 4.4.6.3.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Similar method for identifying the training needs is used in SOU operating units both estate and the mill. The training needs for West CU 2019 training program has been established. The details of the training needs include categories of;</p> <ul style="list-style-type: none"> a) Job descriptions, b) Sections, c) Employees' group. <p>Included in this program are subjects related to;</p> <ul style="list-style-type: none"> a) Environment e.g. environmental, safety & health policy, b) Scheduled waste management, c) Environmental responsibility, HCV & Biodiversity training, d) Field activities/operations, e) Equipment handling, vehicles maintenance etc. 	Yes

Criterion / Indicator		Assessment Findings	Compliance																												
<p>4.4.6.3</p> <p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Formal training programs for 2019 that covered aspects of the MSPO with regular assessments of training needs were available for all the audited sites. Training Plan for each operating unit were established. A training need identification matrix has been established with target dates for the training identified. The training program among others includes the following subjects:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>No</th> <th>Subjects</th> </tr> </thead> <tbody> <tr><td>1</td><td>ESH Legal & Other requirements</td></tr> <tr><td>2</td><td>Safe handling of electrical equipment</td></tr> <tr><td>3</td><td>Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000</td></tr> <tr><td>4</td><td>Accident Investigation Techniques</td></tr> <tr><td>5</td><td>Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)</td></tr> <tr><td>6</td><td>Competent First Aider Training</td></tr> <tr><td>7</td><td>First Aid Awareness Training</td></tr> <tr><td>8</td><td>Scheduled waste management</td></tr> <tr><td>9</td><td>Safe Work Procedure for All Stations.</td></tr> <tr><td>10</td><td>Defensive Driving Training</td></tr> <tr><td>11</td><td>RSPO/ISCC/MSPO Training</td></tr> <tr><td>12</td><td>MSDS/CSDS</td></tr> <tr><td>13</td><td>5 S Housekeeping</td></tr> </tbody> </table>		No	Subjects	1	ESH Legal & Other requirements	2	Safe handling of electrical equipment	3	Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000	4	Accident Investigation Techniques	5	Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)	6	Competent First Aider Training	7	First Aid Awareness Training	8	Scheduled waste management	9	Safe Work Procedure for All Stations.	10	Defensive Driving Training	11	RSPO/ISCC/MSPO Training	12	MSDS/CSDS	13	5 S Housekeeping	<p>Yes</p>
No	Subjects																														
1	ESH Legal & Other requirements																														
2	Safe handling of electrical equipment																														
3	Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000																														
4	Accident Investigation Techniques																														
5	Emergency Respond Plan Training Chemical spill, poisoning, Fire. Lightning)																														
6	Competent First Aider Training																														
7	First Aid Awareness Training																														
8	Scheduled waste management																														
9	Safe Work Procedure for All Stations.																														
10	Defensive Driving Training																														
11	RSPO/ISCC/MSPO Training																														
12	MSDS/CSDS																														
13	5 S Housekeeping																														

Criterion / Indicator		Assessment Findings		Compliance																																								
		14	IPM Training																																									
		15	LORR Awareness																																									
		16	Social / CSR Activities																																									
		17	Effective work place inspection/audit																																									
		18	Machinery Maintenance/inspection																																									
		19	HIRARC																																									
		20	Water Treatment Plant																																									
		21	Environmental Management Plan																																									
		<p>The training held by the estate since the last audit as shown below.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23/10/18</td> <td>tractors driving</td> <td>34</td> </tr> <tr> <td>2</td> <td>15-17/8</td> <td><i>Prog kesedaran bahaya denggi</i></td> <td>Entire</td> </tr> <tr> <td>3</td> <td>3/7/18</td> <td>Harvesting /safety</td> <td>48</td> </tr> <tr> <td>4</td> <td>14/8/18</td> <td>Fire extinguisher training</td> <td>52</td> </tr> <tr> <td>5</td> <td>25/10/18</td> <td>MSPO awareness</td> <td>Entire</td> </tr> <tr> <td>6</td> <td>28/9/17</td> <td>caterpillar</td> <td>4</td> </tr> <tr> <td>7</td> <td>18/1/19</td> <td>HCV /Scheduled waste</td> <td>3</td> </tr> <tr> <td>8</td> <td>17/1/19</td> <td>Medical surveillance /CHRA</td> <td>30</td> </tr> <tr> <td>9</td> <td>17/1/19</td> <td>SOCISO</td> <td>Entire</td> </tr> </tbody> </table>			No	Date	Subject	Attendee	1	23/10/18	tractors driving	34	2	15-17/8	<i>Prog kesedaran bahaya denggi</i>	Entire	3	3/7/18	Harvesting /safety	48	4	14/8/18	Fire extinguisher training	52	5	25/10/18	MSPO awareness	Entire	6	28/9/17	caterpillar	4	7	18/1/19	HCV /Scheduled waste	3	8	17/1/19	Medical surveillance /CHRA	30	9	17/1/19	SOCISO	Entire
No	Date	Subject	Attendee																																									
1	23/10/18	tractors driving	34																																									
2	15-17/8	<i>Prog kesedaran bahaya denggi</i>	Entire																																									
3	3/7/18	Harvesting /safety	48																																									
4	14/8/18	Fire extinguisher training	52																																									
5	25/10/18	MSPO awareness	Entire																																									
6	28/9/17	caterpillar	4																																									
7	18/1/19	HCV /Scheduled waste	3																																									
8	17/1/19	Medical surveillance /CHRA	30																																									
9	17/1/19	SOCISO	Entire																																									

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings				Compliance
		10	6/10/18	Harvesting techniques	40	
		11	13/8/18	Spraying & operations	17	
		12	9/7/18	SDP Policies briefing	Entire	
		13	25/1/19	RSPO/MSPO briefing	Entire	
		14	7/1/19	COBC /whistle blowing	Entire	
		15	19/1/19	Passport consent briefing	Entire FW	
		16	14/8/18	First Aid	17	
		17	23/10/18	Tractors driving	34	
		18	6/1/18	IPM training	30y	
		19	1/3/18	Fire extinguisher	Entire	
		20	20/12/18	MBS calibration	7	
		21	18/4/18	Prime mower driving 8	8	
		22	20/3/18	Safe workplace with MIMOS	40	
		23	12/6/18	Accident awareness	20	
		24	15/11/18	Nozzle calibration	7	
		25	17/12/18	MSDS/CSDS briefing	6	
		26	17/12/18	Chemical spill drill	6	
		27	9/8/18	ERP - Flood	7	
		28	26/7/18	FW induction program	5	

Criterion / Indicator	Assessment Findings	Compliance																																					
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services																																							
Criterion 4.5.1: Environmental Management Plan																																							
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>There is an environmental management policy issued on Group level signed by the Managing Director in Jan 2015. Communications to the employees were through training session and briefing at muster grounds. Trainings in relation to environmental were organized by the estate during the period of review as given below. Subjects on environmental are included the annual training program titled “environmental responsibility & biodiversity-environmental aspect impact assessment”.</p> <table border="1" data-bbox="1117 847 1800 1268"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25/10/18</td> <td>MSP0 awareness</td> <td>Entire</td> </tr> <tr> <td>2</td> <td>18/1/19</td> <td>HCV /Scheduled waste</td> <td>3</td> </tr> <tr> <td>3</td> <td>13/8/18</td> <td>Spraying & operations</td> <td>17</td> </tr> <tr> <td>4</td> <td>9/7/18</td> <td>SDP Policies briefing</td> <td>Entire</td> </tr> <tr> <td>5</td> <td>6/1/18</td> <td>IPM training</td> <td>30y</td> </tr> <tr> <td>6</td> <td>15/11/18</td> <td>Nozzle calibration</td> <td>7</td> </tr> <tr> <td>7</td> <td>17/12/18</td> <td>MSDS/CSDS briefing</td> <td>6</td> </tr> <tr> <td>8</td> <td>17/12/18</td> <td>Chemical spill drill</td> <td>6</td> </tr> </tbody> </table>	No	Date	Subject	Attendees	1	25/10/18	MSP0 awareness	Entire	2	18/1/19	HCV /Scheduled waste	3	3	13/8/18	Spraying & operations	17	4	9/7/18	SDP Policies briefing	Entire	5	6/1/18	IPM training	30y	6	15/11/18	Nozzle calibration	7	7	17/12/18	MSDS/CSDS briefing	6	8	17/12/18	Chemical spill drill	6	<p>Yes</p>
No	Date	Subject	Attendees																																				
1	25/10/18	MSP0 awareness	Entire																																				
2	18/1/19	HCV /Scheduled waste	3																																				
3	13/8/18	Spraying & operations	17																																				
4	9/7/18	SDP Policies briefing	Entire																																				
5	6/1/18	IPM training	30y																																				
6	15/11/18	Nozzle calibration	7																																				
7	17/12/18	MSDS/CSDS briefing	6																																				
8	17/12/18	Chemical spill drill	6																																				
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	<p>The EMP policy is available as shown in 4.5.1.1 above.</p>	<p>Yes</p>																																				

Criterion / Indicator		Assessment Findings	Compliance																		
	<p>b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>Objectives, target and duration are shown in the Environmental Management program (EMP) incorporating the action plan to be initiated by the estate.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Sources/objective & target</th> <th>Action steps</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Management of biodiversity river reserve & buffer zone conservation</td> <td>To train/retrain sprayers/manuring gang to avoid any chemical-related works at such areas</td> </tr> <tr> <td>2</td> <td>To monitor waste management plan for its suitability</td> <td>SW & domestic waste disposal monitoring</td> </tr> <tr> <td>3</td> <td>To improve employees awareness on pollution prevention at housing complex including zero burning policy.</td> <td>Continuous reminders</td> </tr> <tr> <td>4</td> <td>To minimise spillage of oil/chemical onto the ground</td> <td>Continuous training and use of spill trays</td> </tr> <tr> <td>5</td> <td>To review aspect identification & impact evaluation to identify significant critical points for control.</td> <td>Review through EA/EIE. Guidance also sourced from the chemical MSDS/CSDS.</td> </tr> </tbody> </table>	No	Sources/objective & target	Action steps	1	Management of biodiversity river reserve & buffer zone conservation	To train/retrain sprayers/manuring gang to avoid any chemical-related works at such areas	2	To monitor waste management plan for its suitability	SW & domestic waste disposal monitoring	3	To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders	4	To minimise spillage of oil/chemical onto the ground	Continuous training and use of spill trays	5	To review aspect identification & impact evaluation to identify significant critical points for control.	Review through EA/EIE. Guidance also sourced from the chemical MSDS/CSDS.	
No	Sources/objective & target	Action steps																			
1	Management of biodiversity river reserve & buffer zone conservation	To train/retrain sprayers/manuring gang to avoid any chemical-related works at such areas																			
2	To monitor waste management plan for its suitability	SW & domestic waste disposal monitoring																			
3	To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders																			
4	To minimise spillage of oil/chemical onto the ground	Continuous training and use of spill trays																			
5	To review aspect identification & impact evaluation to identify significant critical points for control.	Review through EA/EIE. Guidance also sourced from the chemical MSDS/CSDS.																			

Criterion / Indicator		Assessment Findings	Compliance												
		The estate identified the aspects and impacts analysis of its operations. Areas are activities at; compound / dispensary / store / scheduled waste storage / workshop / weeding / FFB transportation / manuring. Findings were discussed in ESH/EPMC meetings.													
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	<p>The improvement plans were sighted. The estate identified the following activities and areas for Improvement plan;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Activity</th> <th>Areas of activity / Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduce water usage</td> <td>Washing bay, mixing chemical bay. Consumption of water is measured by mtl/mt FFB</td> </tr> <tr> <td>2</td> <td>Reduce diesel usage</td> <td>Through SOP of PMV (planned maintenance vehicle).</td> </tr> <tr> <td>3</td> <td>Reduce herbicide & pesticide usage</td> <td>Through nephrolepis establishment, LCC establishment and growth of beneficial plant.</td> </tr> </tbody> </table> <p>Monitoring is made through data analysis and the daily field supervision.</p>	No	Activity	Areas of activity / Plan	1	Reduce water usage	Washing bay, mixing chemical bay. Consumption of water is measured by mtl/mt FFB	2	Reduce diesel usage	Through SOP of PMV (planned maintenance vehicle).	3	Reduce herbicide & pesticide usage	Through nephrolepis establishment, LCC establishment and growth of beneficial plant.	Yes
No	Activity	Areas of activity / Plan													
1	Reduce water usage	Washing bay, mixing chemical bay. Consumption of water is measured by mtl/mt FFB													
2	Reduce diesel usage	Through SOP of PMV (planned maintenance vehicle).													
3	Reduce herbicide & pesticide usage	Through nephrolepis establishment, LCC establishment and growth of beneficial plant.													
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Details as provided in 4.5.1.3 above	Yes												
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the	A training program is available in the SOU Training Program updated on a yearly basis or revised as per the management requirement.	Yes												

Criterion / Indicator		Assessment Findings	Compliance																												
	<p>policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	Included in this program are subjects related to environment e.g environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training																													
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	Similar forum are used by operating units including the estate in discussing concerns on environmental quality A management review meeting is held annually to discuss issues on water management plan, electricity use, diesel consumption, waste management, SIA plan, renewable energy, aspect/impact, HIRARC. Environmental issues were also highlighted during the safety meetings.	Yes																												
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																															
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement. Consumption of electricity is also recorded mainly reading from the meters. Diesel utilization is recorded at ratio vs the mt FFB. Graph is tabulated to see the trend of performance. The performance for the estate taken is tabled below.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB/ mt</th> <th>Diesel used L</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr> <td>Jan18</td> <td>10930</td> <td>19453</td> <td>1.78</td> </tr> <tr> <td>Feb18</td> <td>8833</td> <td>16702</td> <td>1.89</td> </tr> <tr> <td>Mac18</td> <td>10620</td> <td>16960</td> <td>1.60</td> </tr> <tr> <td>April18</td> <td>10847</td> <td>17316</td> <td>1.60</td> </tr> <tr> <td>May18</td> <td>10676</td> <td>15538</td> <td>1.46</td> </tr> <tr> <td>Jun18</td> <td>10662</td> <td>17901</td> <td>1.68</td> </tr> </tbody> </table>	Month	FFB/ mt	Diesel used L	Diesel/FFB	Jan18	10930	19453	1.78	Feb18	8833	16702	1.89	Mac18	10620	16960	1.60	April18	10847	17316	1.60	May18	10676	15538	1.46	Jun18	10662	17901	1.68	Yes
Month	FFB/ mt	Diesel used L	Diesel/FFB																												
Jan18	10930	19453	1.78																												
Feb18	8833	16702	1.89																												
Mac18	10620	16960	1.60																												
April18	10847	17316	1.60																												
May18	10676	15538	1.46																												
Jun18	10662	17901	1.68																												

Criterion / Indicator		Assessment Findings				Compliance
		July18	10828	16030	1.48	
		Aug18	10748	16804	1.56	
		Sep18	11474	17764	1.55	
		Oct18	12245	18753	1.53	
		Nov18	10676	16851	1.58	
		Dec18	10877	17389	1.60	
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	Details of compliance is shown and elaborated in 4.5.2.1 above.				Yes
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Mainly such practices are made in the mills whereby fibres and shell are used as fuel in the boiler for steam production thereafter for power generation. There is no opportunity for the estates to capitalize the utilization of fibre/shell as part of their energy production in replacement of fossil fuel with the current technology limitation.				Yes
Criterion 4.5.3: Waste management and disposal						
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2019. The compilation for 2019 was made at SOU/Regional level assisted by the SQM personnel. Details of waste generated from the estates operations among others are shown below;				Yes

Criterion / Indicator		Assessment Findings			Compliance																																						
		<table border="1"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic waste rubbish</td> <td>Line sites, office, workshop, store,</td> </tr> <tr> <td>2</td> <td>Industrial waste-fertilizer bags</td> <td>Empty bags store</td> </tr> <tr> <td>3</td> <td>Scrap metal</td> <td>workshop</td> </tr> <tr> <td>4</td> <td>SW 404 Clinical waste</td> <td>clinic</td> </tr> <tr> <td>5</td> <td>SW rags, plastics, filters</td> <td>workshop</td> </tr> <tr> <td>6</td> <td>Spent lubricant & hydraulic oil</td> <td>workshop</td> </tr> <tr> <td>7</td> <td>Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,</td> <td>Scheduled waste store</td> </tr> <tr> <td>8</td> <td>Sewage waste</td> <td>Workers /staff toilets & office</td> </tr> </tbody> </table> <p>The pollution from the estates activities as illustrated below:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Environment Issue</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Leakage of pesticides</td> <td>Activities during chemical mixing and transportation</td> </tr> <tr> <td>2</td> <td>Lubricant spillage</td> <td>Maintenance work at the workshop for estates vehicles</td> </tr> <tr> <td>3</td> <td>POME</td> <td>Spillages during application / pipe leakages</td> </tr> </tbody> </table>	No	Type of waste	Location	1	Domestic waste rubbish	Line sites, office, workshop, store,	2	Industrial waste-fertilizer bags	Empty bags store	3	Scrap metal	workshop	4	SW 404 Clinical waste	clinic	5	SW rags, plastics, filters	workshop	6	Spent lubricant & hydraulic oil	workshop	7	Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store	8	Sewage waste	Workers /staff toilets & office	No	Environment Issue	Details	1	Leakage of pesticides	Activities during chemical mixing and transportation	2	Lubricant spillage	Maintenance work at the workshop for estates vehicles	3	POME	Spillages during application / pipe leakages		
No	Type of waste	Location																																									
1	Domestic waste rubbish	Line sites, office, workshop, store,																																									
2	Industrial waste-fertilizer bags	Empty bags store																																									
3	Scrap metal	workshop																																									
4	SW 404 Clinical waste	clinic																																									
5	SW rags, plastics, filters	workshop																																									
6	Spent lubricant & hydraulic oil	workshop																																									
7	Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store																																									
8	Sewage waste	Workers /staff toilets & office																																									
No	Environment Issue	Details																																									
1	Leakage of pesticides	Activities during chemical mixing and transportation																																									
2	Lubricant spillage	Maintenance work at the workshop for estates vehicles																																									
3	POME	Spillages during application / pipe leakages																																									

Criterion / Indicator		Assessment Findings	Compliance																													
<p>4.5.3.2</p> <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<p>The details of the waste management plan is described below;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic waste</td> <td>Rubbish</td> <td>Line sites, office, workshop, store,</td> </tr> <tr> <td>2</td> <td rowspan="2">Industrial waste</td> <td>Fertilizer bags</td> <td>Empty bags store</td> </tr> <tr> <td>3</td> <td>Scrap metal</td> <td>workshop</td> </tr> <tr> <td>3</td> <td>Sewage waste</td> <td>sewage</td> <td>Workers &housing toilets & office</td> </tr> <tr> <td rowspan="4">4</td> <td rowspan="4">Scheduled Waste</td> <td>SW 404 Clinical waste</td> <td>clinic</td> </tr> <tr> <td>SW rags, plastics, filters</td> <td>workshop</td> </tr> <tr> <td>Spent lubricant & hydraulic oil</td> <td>workshop</td> </tr> <tr> <td>Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,</td> <td>Scheduled waste store</td> </tr> </tbody> </table>		No	Type of waste	Description	Location	1	Domestic waste	Rubbish	Line sites, office, workshop, store,	2	Industrial waste	Fertilizer bags	Empty bags store	3	Scrap metal	workshop	3	Sewage waste	sewage	Workers &housing toilets & office	4	Scheduled Waste	SW 404 Clinical waste	clinic	SW rags, plastics, filters	workshop	Spent lubricant & hydraulic oil	workshop	Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store	<p>Yes</p>
No	Type of waste	Description	Location																													
1	Domestic waste	Rubbish	Line sites, office, workshop, store,																													
2	Industrial waste	Fertilizer bags	Empty bags store																													
3		Scrap metal	workshop																													
3	Sewage waste	sewage	Workers &housing toilets & office																													
4	Scheduled Waste	SW 404 Clinical waste	clinic																													
		SW rags, plastics, filters	workshop																													
		Spent lubricant & hydraulic oil	workshop																													
		Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store																													

Criterion / Indicator		Assessment Findings			Compliance
		No	Type of waste	Action to be taken	
		1	Domestic waste	Collection/disposal min 2x /week internally. Disposal at Local Municipal landfill Establish collection schedule & PIC Create awareness on hygiene Monitoring of line site	
		2	Industrial waste	Inventory of bags, reuse for LF collection, sell to appointed contractor Inventory maintained, tender at zone level for sale to licensed contractor. Daily monitoring of application at designated fields a rate of 40mt/ha for mature areas.	
		3	Sewage waste	To monitor during housing inspection and residents' complaints Engagement with licensed contractor for sewage management.	
		4	Scheduled Waste	Inventory maintained. Storage in sharp bin in clinic. Disposal to <i>Kualiti Alam Sdn Bhd</i> (licensed contractor) Inventory maintained. Storage in scheduled waste store. Disposal to licensed contractor. Collection by licensed vendor. Inventory maintained. Inventory maintained. Storage in SW store. All containers are labeled. Empty containers collected by authorized vendor.	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.3.3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>The procedures for handling used chemicals classified under Environment Quality Regulation (Scheduled Waste) 2005, Environmental Quality Act, 1974 are available prepared on Group level by SQM and implemented in all estates and mills for all the applicable practices. The operational control procedures for the scheduled wastes management provides guidelines as follows;</p> <ul style="list-style-type: none"> a) Management of class 1 chemical containers b) Management of class 2 (and higher) chemical containers c) Management of fertilizer bags <p>This document was established on 28/2/2015 and remained effective for practice in all estates and mills</p>	<p>Yes</p>
<p>4.5.3.4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>The practices for handling empty pesticides are as follows;</p> <ul style="list-style-type: none"> a) All class 2 and above containers are tripled rinsed and hole punctured at the bottom only if the waste generator is to dispose as non-scheduled waste. b) Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process. <p>These guidelines are based on Department Of Agriculture ref 91/120/038/014 dated 7/11/2002</p>	<p>Yes</p>
<p>4.5.3.5 Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Under the action plan of the waste management plan, the disposal of domestic waste is made to the <i>Majlis Daerah Kuala Langat</i>. Collection is 2x-3x/week. Monitoring is made by an Executive/staff.</p>	<p>Yes</p>
<p>Criterion 4.5.4: Reduction of pollution and emission</p>		

Criterion / Indicator		Assessment Findings	Compliance												
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The estate assessed their polluting activities. It is tabulated under the environmental management program. Therein is given potential sources of pollutants, objective & targets and action to be taken. Sighted targeted area assessed among others listed below:</p> <table border="1"> <thead> <tr> <th>Sources/objective & target</th> <th>Action steps</th> </tr> </thead> <tbody> <tr> <td>Management of biodiversity of river reserve & buffer zone conservation</td> <td>To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area</td> </tr> <tr> <td>To monitor waste management plan for its suitability</td> <td>SW disposal monitoring</td> </tr> <tr> <td>To improve employees awareness on pollution prevention at housing complex including zero burning policy.</td> <td>Continuous reminders and education to employees.</td> </tr> <tr> <td>To minimise spillage of oil/chemical onto the ground</td> <td>Continuous training and use of spill trays</td> </tr> <tr> <td>To review aspect identification & impact evaluation to identify significant critical points for control.</td> <td>Review through EA/EIE</td> </tr> </tbody> </table>	Sources/objective & target	Action steps	Management of biodiversity of river reserve & buffer zone conservation	To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area	To monitor waste management plan for its suitability	SW disposal monitoring	To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders and education to employees.	To minimise spillage of oil/chemical onto the ground	Continuous training and use of spill trays	To review aspect identification & impact evaluation to identify significant critical points for control.	Review through EA/EIE	Yes
Sources/objective & target	Action steps														
Management of biodiversity of river reserve & buffer zone conservation	To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area														
To monitor waste management plan for its suitability	SW disposal monitoring														
To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders and education to employees.														
To minimise spillage of oil/chemical onto the ground	Continuous training and use of spill trays														
To review aspect identification & impact evaluation to identify significant critical points for control.	Review through EA/EIE														
4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p>	<p>Details of action plan for identified pollutants as shown in 4.5.4.1 above</p>	Yes												

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
Criterion 4.5.5: Natural water resources			
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. 	<p>West Estate had its Water Management Plan for year 2019 which was developed in order to maintain the quality and availability of natural water resources by practicing efficient water consumption through various methods; among others</p> <ul style="list-style-type: none"> a) implementation of rain water harvest, b) construction of water gate for effective management of collection/main drain, c) Establishment of <i>mucuna bracteata</i>, <i>vertivar grasses</i> to prevent erosion, side drain at field road to control water, frond stacking, enhancement of ground vegetation at bare ground area. <p>In the Water Management Plan, the CU has also identified actions to be taken in the event of water supply shortage, though the estate received supply of piped treated water from the local state authorities for the domestic consumption. Workers quarters were provided with separate tanks for rain water harvesting. This water is used for washing. Water for consumption is supplied in separate tanks and amount used being monitored. Water from triple rinsing of pesticide containers was reused for spraying. Records of rainfall data to assist in the water management plans were sighted from 2007 (10 years spectrum).</p> <ul style="list-style-type: none"> a) Contingency plan during water shortage 	Yes

Criterion / Indicator		Assessment Findings				Compliance
- Major compliance -	No	Area/incident	Action steps	PIC		
	1	Water shortage/ prolonged dry season	Fill up drains with water from water catchment areas. Use rain-harvesting tank	Estate Executives		
	2	flood	Desilt drain on regular basis Deepening and widening drains	Estate Executives		
	3	Salt water intrusion High tide	Flushing out carried out during the wet season Construction of screw gate to prevent salt water to field drain	Estate Executives		
	4	Salt water intrusion Leakage	Carry out inspection to identify any leakage of tide gate and flap door.	Estate Executives		
	5	Severe water pollution/ contamination	to obtain water from SYABAS to train/educate staff/workers to conserve water to seek assistance from SYABAS - to obtain treated water supply from mill's WTP	Estate Executives		
<p>The water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as following:</p>						

Criterion / Indicator		Assessment Findings	Compliance																		
		<table border="1"> <thead> <tr> <th>No</th> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>2</td> <td>20 - 40 meters</td> <td>40 meters</td> </tr> <tr> <td>3</td> <td>10 - 20 meters</td> <td>20 meters</td> </tr> <tr> <td>4</td> <td>5 - 10 meters</td> <td>10 meters</td> </tr> <tr> <td>5</td> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>This is also in the guidelines of the Drainage and Irrigation Dept issued in 2012</p>	No	River width	Buffer zone	1	> 40 meters	50 meters	2	20 - 40 meters	40 meters	3	10 - 20 meters	20 meters	4	5 - 10 meters	10 meters	5	< 5 meters	5 meters	
No	River width	Buffer zone																			
1	> 40 meters	50 meters																			
2	20 - 40 meters	40 meters																			
3	10 - 20 meters	20 meters																			
4	5 - 10 meters	10 meters																			
5	< 5 meters	5 meters																			
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	The estates comply to this requirement. This requirement is also audited internally by the SQM personnel/Agronomist. During the field visit no construction of such obstruction was observed.	Yes																		
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	During the site visit practices of water harvesting are noted as available in the SOP. Road side pits were available at every 3 palm rows, to divert in event of water overflowing and also to benefit the nearest palm at the pit end to obtain additional moisture. Amendment of intervals of this construction is made to suit the infrastructure /terrain of estate.	Yes																		
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value																					
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:	The HCV re-assessment was compiled by PSQM team on May 2016 for West Estate SOU 9. The report therein contained information relating to HCV identification and management. The details among others as extracted below. <ul style="list-style-type: none"> a) Overview of HCV assessment b) Description of assessment area - Landscape context 	Yes																		

Criterion / Indicator	Assessment Findings	Compliance																								
<p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> - biodiversity & conservation values - ecosystem service / social & cultural values <p>c) HCV criteria & application to agriculture</p> <ul style="list-style-type: none"> - Visual observation & supporting information - Wildlife in plantation - decision on HCV status <p>d) HCV management / Monitoring.</p> <p>The report is given in details to provide the existence of HCV, complete with photo and description The conservation and management of such identified areas are also detailed therein. The HCV areas presence as identified by the Estates within SOU 9 are given below;</p> <table border="1" data-bbox="1146 847 1771 1086"> <thead> <tr> <th>No</th> <th>Area</th> <th>Ha</th> <th>Present HCV</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Natural Ponds</td> <td>4.79</td> <td>HCV 4</td> </tr> <tr> <td>2</td> <td>Agro Forestry</td> <td>102.11</td> <td>HCV 4</td> </tr> <tr> <td>3</td> <td>Arboretum (herb)</td> <td>9.14</td> <td>HCV 4</td> </tr> <tr> <td>4</td> <td>Fringe mangroves</td> <td>39.84</td> <td>HCV 4</td> </tr> <tr> <td>5</td> <td>Hatters castle</td> <td>1.12</td> <td>HCV 6</td> </tr> </tbody> </table> <p>All areas were sighted and verified. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Map verification and site visit confirmed that west estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.</p>	No	Area	Ha	Present HCV	1	Natural Ponds	4.79	HCV 4	2	Agro Forestry	102.11	HCV 4	3	Arboretum (herb)	9.14	HCV 4	4	Fringe mangroves	39.84	HCV 4	5	Hatters castle	1.12	HCV 6	
No	Area	Ha	Present HCV																							
1	Natural Ponds	4.79	HCV 4																							
2	Agro Forestry	102.11	HCV 4																							
3	Arboretum (herb)	9.14	HCV 4																							
4	Fringe mangroves	39.84	HCV 4																							
5	Hatters castle	1.12	HCV 6																							

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance																											
<p>4.5.6.2</p> <p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>There were programs held by the estates to all employees in pertaining to the awareness of HCV areas and RTE species. Interview with the employees concluded that training and briefing made during the ad hoc session and morning muster. This is also emphasized during the training held by SQM programs. Employees are aware of the following measures;</p> <ul style="list-style-type: none"> a) An offence to capture, harm, kills any wildlife. b) Disciplinary measures shall be taken if found violating company rules. c) Riparian buffer zone to be free from any chemicals application/pollution <p>Training in relation to the HCV management are provided to the employees as follows;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Date</th> <th>Subject</th> <th>attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25/10/18</td> <td>MSPO awareness</td> <td>Entire</td> </tr> <tr> <td>2</td> <td>18/1/19</td> <td>HCV /Scheduled waste</td> <td>3</td> </tr> <tr> <td>3</td> <td>13/8/18</td> <td>Spraying & operations</td> <td>17</td> </tr> <tr> <td>4</td> <td>6/01/18</td> <td>IPM training</td> <td>30</td> </tr> <tr> <td>5</td> <td>17/12/18</td> <td>MSDS/CSDS briefing</td> <td>6</td> </tr> <tr> <td>6</td> <td>17/12/18</td> <td>Chemical spill drill</td> <td>6</td> </tr> </tbody> </table>	No	Date	Subject	attendees	1	25/10/18	MSPO awareness	Entire	2	18/1/19	HCV /Scheduled waste	3	3	13/8/18	Spraying & operations	17	4	6/01/18	IPM training	30	5	17/12/18	MSDS/CSDS briefing	6	6	17/12/18	Chemical spill drill	6	<p>Yes</p>
No	Date	Subject	attendees																											
1	25/10/18	MSPO awareness	Entire																											
2	18/1/19	HCV /Scheduled waste	3																											
3	13/8/18	Spraying & operations	17																											
4	6/01/18	IPM training	30																											
5	17/12/18	MSDS/CSDS briefing	6																											
6	17/12/18	Chemical spill drill	6																											
<p>4.5.6.3</p> <p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>No RTE species were observed, except HCVs areas of identified riparian Relevant action plans had been established and implemented concerning protection of the riparian, such as identification on map and ground, restriction of no chemicals activities, awareness training to</p>	<p>Yes</p>																												

Criterion / Indicator		Assessment Findings				Compliance												
		<p>workers and patrolling by Auxiliary Police. In records there is no RTE species observed/spotted within the member estates in SOU 9. The HCVs areas are as per the listed in 5.2.1 above. Relevant action plans had been established and implemented as described in the management and monitoring of all the identified possible threat.</p> <table border="1"> <thead> <tr> <th>No</th> <th>HCV area</th> <th>Possible threat</th> <th>Management & Monitoring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>>25 degree Rocky area</td> <td>Soil erosion (the steeper the slope the greater the erosive power) Eroded soil deposited down slope can cause road damage</td> <td>Education & awareness for workers Marking of slope on the map/in the field. Monitoring by photo of terracing in the field Monitoring of sedimentation & siltation</td> </tr> <tr> <td>2</td> <td>Water bodies</td> <td>Riverbanks erosion/sedimentation Eutrophication of aquatic environments and vegetation Over growth due to fertilizer applications. Interruption on aquatic biological health. Degradation of catchment areas</td> <td>Education/awareness for workers Monitoring of water sampling results Ensure no agrochemicals activities at bordering water bodies Cover any bare soil with planting of <i>vertivar</i> grasses, groundcovers, etc to reduce soil erosion.</td> </tr> </tbody> </table>				No	HCV area	Possible threat	Management & Monitoring	1	>25 degree Rocky area	Soil erosion (the steeper the slope the greater the erosive power) Eroded soil deposited down slope can cause road damage	Education & awareness for workers Marking of slope on the map/in the field. Monitoring by photo of terracing in the field Monitoring of sedimentation & siltation	2	Water bodies	Riverbanks erosion/sedimentation Eutrophication of aquatic environments and vegetation Over growth due to fertilizer applications. Interruption on aquatic biological health. Degradation of catchment areas	Education/awareness for workers Monitoring of water sampling results Ensure no agrochemicals activities at bordering water bodies Cover any bare soil with planting of <i>vertivar</i> grasses, groundcovers, etc to reduce soil erosion.	
No	HCV area	Possible threat	Management & Monitoring															
1	>25 degree Rocky area	Soil erosion (the steeper the slope the greater the erosive power) Eroded soil deposited down slope can cause road damage	Education & awareness for workers Marking of slope on the map/in the field. Monitoring by photo of terracing in the field Monitoring of sedimentation & siltation															
2	Water bodies	Riverbanks erosion/sedimentation Eutrophication of aquatic environments and vegetation Over growth due to fertilizer applications. Interruption on aquatic biological health. Degradation of catchment areas	Education/awareness for workers Monitoring of water sampling results Ensure no agrochemicals activities at bordering water bodies Cover any bare soil with planting of <i>vertivar</i> grasses, groundcovers, etc to reduce soil erosion.															
<p>Criterion 4.5.7: Zero burning practices</p>																		

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.1	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p>- Major compliance -</p>	<p>The Group policy of “Zero open burning” is enforced since July 2008. The operating units adhered to the policy of “Zero open burning” for any replanting. From field visits and interviews with the workers there is no open burning being practiced in the estate. Furthermore, Sime Darby Plantation assigned 1 person based in HQ being in charge to detect any open fire in the Company’s fields using the Global Spot Watch. This is the measures taken by the organization to pledge towards zero open burning.</p>	Yes
4.5.7.2	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p>- Major compliance -</p>	<p>The management maintained zero open burning and opted for other option in case of potential significant risk of disease spread for the continuation of other crop. Hence this requirement is not used in the estate practices.</p>	Yes
4.5.7.3	<p>Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.</p> <p>- Major compliance -</p>	<p>The management maintained zero open burning.</p>	Yes
4.5.7.4	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p>- Minor compliance -</p>	<p>This is in practice whenever the estate commences land preparation for its replanting works. There are adjustments where necessary as advised by the RGM / agronomist / PA in event of any practices deviation.</p>	Yes
4.6 Principle 6: Best Practices			

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The standard operation procedures for the estate operations are available which is prepared on Group basis. There are levels of the documentation identified as follows; Level 1 Estate quality management system std operation manual Level 2 EQMS quality management manual Level 3 standard operating procedure Level 4 work instruction Level 5 records. Amendments are made should there be requirement to suit the local issues/situation.	Yes
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The estate is on entire flat land located on an island. There were guidelines specified in the SOP in event planting in areas of slopes.	Yes
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	All fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers. There are both stencilled at the palm trees and also displayed in signage at the boundary/corners of every fields. This is observed during the field visit in the estate.	Yes

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.6.2: Economic and financial viability plan		
<p>4.6.2.1</p> <p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>The estate possessed a standard SDP budget format.</p> <p>Inclusive there is a 5-year budget/forecast financial plan 2019-2023 allocating categories among others;</p> <ul style="list-style-type: none"> a) Crop yielding area b) Mature cost c) General charges/upkeep/collection/depreciation d) Cost/ha & cost /mt FFB e) CAPEX <p>Separately the cost of immature areas is also shown which among others comprises of the following items;</p> <ul style="list-style-type: none"> a) Labour statement / Allocation of wages / Labour benefit summary b) Yield statement oil palm c) Summary of vehicle and running schedule / Job allocation for vehicles d) Summary of workshop running schedule e) Summary of budget f) Summary of general charges g) CAPEX <p>The five years planning horizon 2018-2022 is available.</p>	<p>Yes</p>
<p>4.6.2.2</p>	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be</p> <p>The estate maintained records of replanting for the forthcoming 5 years. Details as shown below. All figures in ha otherwise stated.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings						Compliance												
	<p>established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance -</p>	<table border="1"> <tr> <td>2019</td> <td>2020</td> <td>2021</td> <td>2022</td> <td>2023</td> <td>2024</td> </tr> <tr> <td>229.78</td> <td>323.29</td> <td>234.16</td> <td>164.38</td> <td>198.54</td> <td>286.88</td> </tr> </table>						2019	2020	2021	2022	2023	2024	229.78	323.29	234.16	164.38	198.54	286.88	
2019	2020	2021	2022	2023	2024															
229.78	323.29	234.16	164.38	198.54	286.88															
4.6.2.3	<p>The business or management plan may contain:</p> <p>a) Attention to quality of planting materials and FFB</p> <p>b) Crop projection: site yield potential, age profile, FFB yield trends</p> <p>c) Cost of production : cost per tonne of FFB</p> <p>d) Price forecast</p> <p>e) e) Financial indicators : cost benefit, discounted cash flow, return on investment</p> <p>- Major compliance -</p>	<p>This requirement i.e. crop material, crop projection, yield, production cost is available. It is provided in the business management plan shown in item 4.6.2.1 above.</p> <p>The estate had a format and guideline to calculate the returns on the field operations i.e. Income=sale of FFB (with award of CPO/CPK from the mill) less the expenditure (fixed and direct cost). This format was sighted and in hands of the respective Estate Senior Manager. It is treated as high confidentiality document</p>						Yes												
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The estate performance is recorded in the monthly progress report. Details on the actual versus budget i.e. crop production, fixed and direct cost are shown therein. The management also provides variance report on the performance and reviewed monthly. The supervisory personnel maintained a daily cost for the field operations. The SOU meeting involving the Managers sits monthly with the Regional CEO/GM Zone for the performance review.</p>						Yes												
Criterion 4.6.3: Transparent and fair price dealing																				
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p>	<p>This is available in the GPA No E4 Procurement as 29 August 2018 to effectively manage the procurement of goods and/or services for the</p>																		

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	group. All tender and pricing exercises are handled by the HQ management and also tender by Respective business units which appoint its own tender committees for budget below RM200K- <RM5m. For mill & estate, there is 3.5.3 approved vendor records and information (G.P.P.A No 3.5.3) November 2015. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the estate personnel. Sighted the contract for ATT Trading for POME Transport & Application at Mature Field: Ref No: CER/TD/013/2018-WSE dated 30.10.2018 valid from October – December 2018 and 1 year extension.	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	This requirement is in compliance. All contracts and purchases are documented i.e in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and estates.	Yes
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	West POM and Estate had informed its contractors regarding the need to follow the MSPO requirements through Townhall 5.0 & MSPO on 28.10.17. Awareness briefing was done the stakeholders including contractors on the MSPO requirements. The next MSPO training to contractor was planned on 08 February 2019 for MSPO Selangor contractors.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	This is in compliance. West Estate maintain the contract with the vendors as specified in the financial procedure. A contract between ATT Trading and West Estate was sighted. Transaction dated	Yes

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	31/12/2018 sighted as per agreed RM 7.50 price/unit for transporting POME at West Estate. Further sampled the tax invoice no ATT0345 between ATT Trading and West Estate on agreed price per unit on 31.12.2018. Inclusive in the contract, is a clause for compliance with all the relevant governing law.	
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	The requirement of accepting MSPO accredited auditors to audit against the contractors are being mentioned in the Townhall 5.0 & MSPO on 28.10.17 in the slideshow presented. Also in the contract itself, there is an agreement where the contractor need to follow MSPO guideline in accordance with the Sime Darby Plantation of Mill/Estate Quality Management System (MQMS/EQMS) on 3 rd July 2018.	Yes
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estates are checked and verified by the estates personnel. Projects where tenders are issued by HQ are checked by representative from HQ usually from the Engineering Dept.	Yes
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	On audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply. This is verified through the land title, estate map and declared sizes and the production of the estate.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			

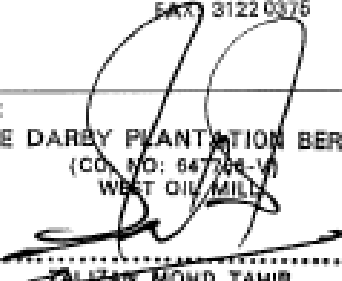

Criterion / Indicator		Assessment Findings	Compliance
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	As mentioned in 4.7.1.1 of this checklist and on audit findings, there is no new planting in West CU hence the requirement under this indicator does not apply	N/A

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Sime Darby Plantation Berhad – West POM Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013 . It is recommended that the certification of Sime Darby Plantation Berhad – West POM Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: SIME DARBY PLANTATION BERHAD (COMPANY NO: 647766-V)	Name: Elzy Ovktafia Chairul
Company name: WEST OIL MILL 42960 PULAU CAREY, SELANGOR TEL: 03-3122 0346 / 0348	Company name: BSI Services Malaysia Sdn. Bhd.
Title: FAK 3122 0375	Title: Client Manager
Signature: SIME DARBY PLANTATION BERHAD (CO. NO: 647766-V) WEST OIL MILL  TALZAN MOHD TAHIR MILL MANAGER	Signature: 
Date:	Date: 07.04.2019

Appendix A: Assessment Plan

Date	Time	Subjects	EO	RE	AB	NC
Monday 28/01/2019 West POM RSPO	0900-1200	West POM <u>RSPO Supply Chain</u> Site visit: Incoming of FFB and outgoing of CSPO & PK weighbridge, ramp, storage area, loading bays, etc.	√	-	-	-
	1230-1330	LUNCH	√	-	-	-
	1330-1630	West POM Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records. Interim Closing Briefing for RSPO Supply Chain.	√	-	-	-
Tuesday 29/01/2019 West POM RSPO	0830-0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize • Audit plan (including stakeholder’s consultation). • Verification on previous audit findings 	√	√	√	√
	0900–1230	West POM 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.	√	√	√	√
	1230–1330	LUNCH	√	√	√	√
	1330–1630	West POM Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain form 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.	√	√	√	√
	1630–1700	Interim Closing Briefing	√	√	√	√
Wednesday 30/01/2019 West Estate RSPO	0830-1230	West Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant, etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√	√

MSPO Public Summary Report
Revision 0 (Aug 2017)

Date	Time	Subjects	EO	RE	AB	NC
	1030–1230	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-	√
	1230–1330	LUNCH	√	√	√	√
	1330–1630	West Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√	√
	1630–1700	Interim Closing Briefing	√	√	√	√
Thursday 31/01/2019 West POM MSPO	0900–1230	West POM 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.	√	-	√	√
	1230–1330	LUNCH	√	-	√	√
	1330–1630	West POM Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P7: 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.	√	-	√	√
	1630–1700	Interim Closing Briefing	√	-	√	√
Friday 01/02/2019 West Estate MSPO	0830-1230	West Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	-	√	√
	1200–1430	LUNCH & Friday Prayer	√	-	√	√
	1430–1530	West Estate Document review P1 – P7: (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).	√	-	√	√

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Date	Time	Subjects	EO	RE	AB	NC
	1530-1600	Verify any outstanding issues & Preparation for closing meeting	√	-	√	√
	1630-1700	Closing Meeting	√	-	√	√

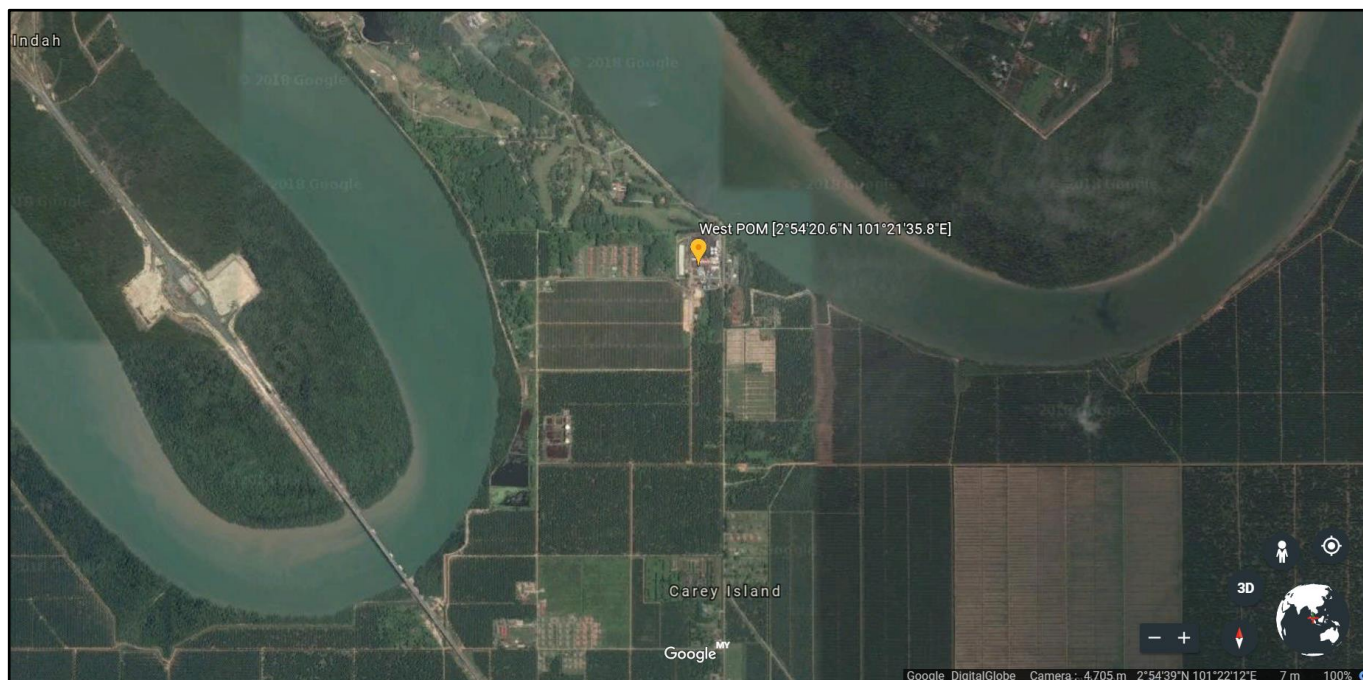
Appendix B: List of Stakeholders Contacted

<p>Government Bodies: Police Officer – Teluk Panglima Garang SMK Pulau Carey SJK (T) Pulau Carey Barat</p>	<p>Internal Stakeholders: Workers Representatives (Foreign & local workers) Gender Committee Representative NUPW Secretary NEST (daycare centre)</p>
<p>Communities: Kampung Sungai Kurau</p>	<p>Contractors/Vendors/Suppliers: Lotus Two Enterprise TK Das Enterprise</p>

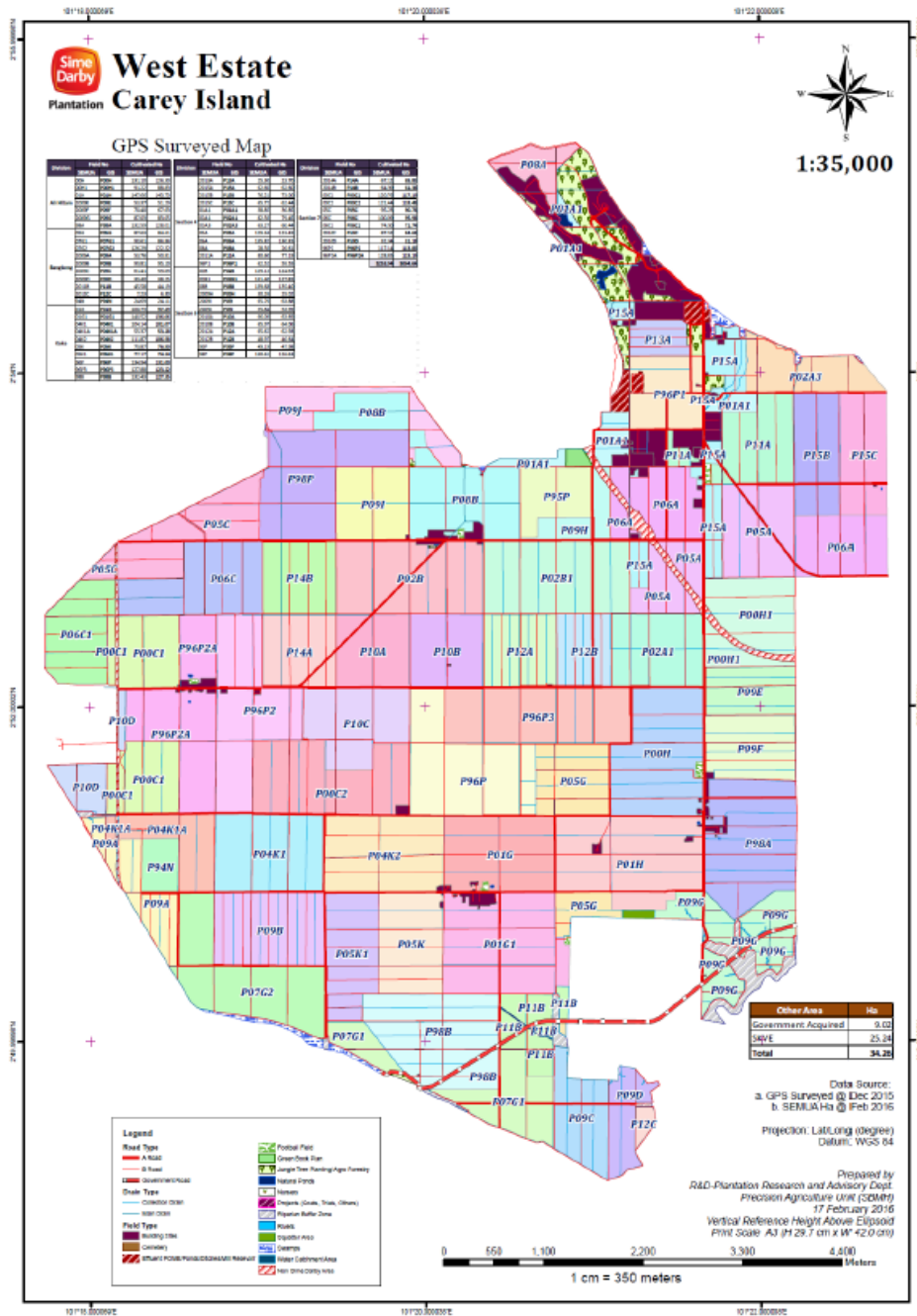
Appendix C: Smallholder Member Details

No	Name of smallholder	Year Planted	Land Area (ha)	Forecast FFB (Mt/ha/year)
1	NA. No smallholders in the scope of certification.	-	-	-
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
TOTAL				

Appendix F: Location Map of West Palm Oil Mill Certification Unit and Supply bases



Appendix G: Estate Field Map



Appendix H: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure