

**RSPO PRINCIPLE AND CRITERIA
2nd Annual Surveillance Assessment
Public Summary Report**

Sime Darby Plantation Sdn Bhd
Head Office: Level 3A, Main Block Plantation Tower, No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara Selangor, Malaysia
Strategic Operating Unit (SOU 1) Sungai Dingin Palm Oil Mill Ladang Bukit Selarong 09400 Padang Serai Kedah, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia Certification Unit: Strategic Operating Unit (SOU 1) – Sungai Dingin Palm Oil Mill, Ladang Bukit Selarong 09400 Padang Serai, Kedah, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Ms. Raanon Gandon (Sustainability Unit PSQM) Mr. Shahrin Sahuri (Sungai Dingin Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	raanon.gandon@simedarby.co kks.sungai.dingin@simedarby.com
Telephone	+603 7848 4463 (Head Office) +604 403 5233 (Mill)	Facsimile	+603 7848 4363 (Head Office) +604 403 3135 (Mill)

2. Certification Information			
Certificate Number	RSPO 550179	Original Certificate Issued Date	12/08/2010
		Expiry Date	11/08/2020
Scope of Certification	Palm Oil and Palm Kernel Production from Sungai Dingin Palm Oil Mill and Supply Base (Sungai Dingin, Padang Buluh, Bukit Selarong, Anak Kulim, Bukit Hijau, Jentayu & Somme Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil	n/a	n/a	n/a

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Sungai Dingin Palm Oil Mill (80 mt/hr)	Karangan, Kedah, Malaysia	100° 40' 00" E	5° 24' 00" N
Sungai Dingin Estate	Karangan, Kedah, Malaysia	100° 39' 28" E	5° 14' 28" N
Padang Buluh Estate	Sungai Petani, Kedah, Malaysia	100° 34' 24" E	5° 34' 25" N

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Bukit Selarong Estate	Padang Serai, Kedah, Malaysia	100° 40' 00" E	5° 24' 00" N
Anak Kulim Estate	Kulim, Kedah, Malaysia	100° 36' 36" E	5° 18' 32" N
Bukit Hijau Estate	Kuala Ketil, Kedah, Malaysia	100° 45' 25" E	5° 33' 04" N
Jentayu Estate	Sungai Petani, Kedah, Malaysia	100° 43' 34" E	3° 27' 24" N
Somme Estate	Serdang, Kedah, Malaysia	100° 36' 14" E	5° 15' 12" N

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infras & Other (ha)	Total Hectarage	% of Planted
Sungai Dingin Estate	3,452.30	0.00	3,452.30	3.56	795.81	4,251.67	81.20
Padang Buluh Estate	2,971.00	480.00	3,451.00	14.34	543.13	4,008.47	86.09
Bukit Selarong Estate	3,346.96	322.08	3,669.04	34.24	222.29	3,925.57	93.47
Anak Kulim Estate	661.03	0.00	661.03	1.72	859.74	1,522.49	43.42
Bukit Hijau Estate	1,776.90	0.00	1,776.90	5.33	942.77	2,725.00	65.21
Jentayu Estate	1,353.94	0.00	1,353.94	0.71	823.94	2,178.59	62.15
Somme Estate	775.96	0.00	775.96	0.00	165.60	941.56	82.41
Total	14,338.09	802.08	15,140.17	59.90	4,353.28	19,553.35	77.43

Note: Infras = infrastructure

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (May 2016 – April 2017)	Actual (May 2016 – April 2017)	Forecast (May 2017 – April 2018)
Sungai Dingin	0.00	1,262.03	1,298.27	892.00	0.00	52,202.63	50,102.17	46,112.00
Padang Buluh	480.00	0.00	2,532.00	439.00	0.00	70,286.03	65,499.91	65,079.00
Bukit Selarong	322.08	600.62	277.52	194.88	2,273.94	82,790.52	79,710.26	71,848.75
Anak Kulim	0.00	0.00	661.03	0.00	0.00	10,990.84	10,627.44	10,150.00
Bukit Hijau	0.00	293.47	900.22	390.04	193.17	35,340.01	34,941.14	32,158.43
Jentayu	0.00	258.17	1,095.77	0.00	0.00	29,308.88	21,139.43	19,660.60
Somme	0.00	519.11	256.85	0.00	0.00	14,812.60	13,039.75	16,093.41
Total	802.08	2,933.40	7,021.66	1,915.92	2,467.11	295,731.51	275,060.10	261,102.19

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6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (May 2016 – April 2017)	Actual (May 2016 – April 2017)	Forecast (May 2017 – April 2018)
Sungai Dingin Estate	52,202.63	50,102.17	46,112.00
Padang Buluh Estate	70,286.03	65,499.91	65,079.00
Bukit Selarong Estate	82,790.52	79,710.26	71,848.75
Anak Kulim Estate	10,990.84	10,627.44	10,150.00
Bukit Hijau Estate	35,340.01	34,941.14	32,158.43
Jentayu Estate	29,308.88	21,139.43	19,660.60
Somme Estate	14,812.60	13,039.75	16,093.41
Holyrood Estate*	0.00	7,721.20	0.00
Total	295,731.51	282,781.30	261,102.19

* Diverted FFB from group supply base (Chersonese Palm Oil Mill; RSPO certificate # RSPO 590800)

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (May 2016 – April 2017)	Actual (May 2016 – April 2017)	Forecast (May 2017 – April 2018)
Tang Tatt	0.00	15,318.24	0.00
CK Teik	0.00	16,774.64	0.00
Felcra	0.00	1,918.27	0.00
Total	0.00	34,011.15	0.00

8. Certified Tonnage									
Mill	Estimated (May 2016 – April 2017)			Actual (May 2016 – April 2017)			Forecast (May 2017 – April 2018)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Sungai Dingin Palm Oil Mill	331,390.32	75,225.60	18,226.47	282,781.30	61,957.38	16,175.09	261,102.19	57,703.58	13,577.31
		OER : 22.28%	KER : 5.50%		OER : 21.91%	KER : 5.72%		OER : 22.10%	KER : 5.20%

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

Assessment Methodology, Programme, Site Visits, Documents Review

This 2nd Annual Surveillance Assessment was conducted from 30 May – 2 June 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Padang Buluh, Jentayu & Somme Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2014 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 approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates while when applicable, the smallholders sample were determined following the RSPO Certification Requirement for Group Certification Standard 2016. The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix L.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of

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workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

Documents review included the review of related operational procedures documents as well as records as the evidence of implementation. Document Review conducted for applicable Principles 1 until Principles 8 (Principle 7 is not applicable for Sungai Dingin certification units) for mill including 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.. For estates, Document review for applicable Principle 1 until Principle 8 amongst all are 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).

Verification of previous nonconformities also conducted during the on-site visit. All the previous major nonconformities are remained closed while minor nonconformities were verified the effectiveness of its corrective action to ensure no recurrence. The assessment findings for the 2nd Annual Surveillance Assessment are detailed in Section 3.3.

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

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

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

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

May 14, 2018

Tentative Date of Next Visit: May 14, 2018 – May 17, 2018

Total No. of Mandays: 12 mandays

BSI Assessment Team:**Hafriazhar Mohd Mokhtar – Lead Auditor**

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

Hoo Boon Han – Team Member

He holds Master of Technology (Environmental Management) from the University Malaya and Bachelor of Science Forestry (Hons) Majored in International Tropical Forestry from University Malaysia Sabah. He has more than 3 years working experience in environmental monitoring & audit, carbon accounting & reduction, wastewater treatment, waste management and sustainable development. He has successfully completed the RSPO Lead Auditor and RSPO Supply Chain Training in April 2012. He has been involved in RSPO P&C audit in Indonesia and Malaysia as well as RSPO SC audit across different region including Asia, Europe and North America for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, social and community engagements, stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English and Mandarin.

Daniel Francis – Team Member

Daniel Francis is a fulltime employee with BSI Services Malaysia. He holds a Bachelor of Applied Science Degree in Food Science, graduated from Charles Sturt University, Australia. He has over 8 years of working experience in the oil and gas industry and 3 years in the food & beverage industry. He is an experienced auditor for several management system standards including ISO 9001, ISO 14001, OHSAS 18001 and Integrated Management System. He had completed the ISO 9001:2015 Lead Auditor Course and RSPO SCC Lead Auditor Course. He had been involved in the RSPO audits with various companies in Malaysia. During assessment, he covers the legal issues and occupational safety and health.

Accompanying Persons: Nil

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.

- Sime Darby Plantation Sdn Bhd Time Bound Plan
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO Supply Chain Certification Checklist November 2014

3.2 Progress against Time Bound Plan

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

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

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

The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period and beginning 2015. BSI is also communicating with other Certification Bodies that auditing Sime Darby's other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and

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claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

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

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes
Have there been any changes since the last audit? Are they justified?	97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and	Yes

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	Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007 .	
If there have been changes, what circumstances have occurred?	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016.</p> <p>Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019.</p> <p>Liberia- A new mill to be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps completed.</p>	Yes
Have there been any stakeholder comments?	Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Yes
Have there been any newly acquired subsidiaries?	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	Yes

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Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Indonesia - PT Mitra Austral Sejahtera has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30 th June 2016. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29 Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&C is in progress.	Yes
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?	Yes
Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	Sime Darby (Liberia) Plantation Inc. Status: Box H - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29	Yes

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Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No stakeholder comments or complaints received.	
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	None noted. No stakeholder comments or complaints received.	Complied.

3.3 Details of findings

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

During the 2nd Annual Surveillance Assessment there was 1 (one) Minor nonconformity raised. The Sungai Dingin Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1480886-201705-N1	Requirements Indicator 6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.	Minor
	Evidence of Nonconformity Sungai Dingin POM received FFB from out-grower (larger than 50ha) and also trader. However, the price for FFB publicly is not publicly available at mill/office during site visit.	
	Statement of Nonconformity Current and past prices paid for Fresh Fruit Bunches (FFB) is not publicly available.	
	Root cause: Awareness regarding to this FFB price is low to the management team because the requirement for Ip mill and Mass balance mil is not clear to them	
	Corrective Actions: The mill put the FFB price at weighbridge and to conduct the SCCS refresher training for management and new weighbridge operator	
	Assessment Conclusion CAP accepted, effectiveness of CAP will be verified in the nextcoming audit.	

Observation	
OBS #	Description
1	Nil

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Positive Findings	
PF #	Description
1	Good commitment present from management and all personnel involved were very cooperative during the assessment process
2	Good commitment and participation from stakeholders
3	Good continuous improvement program – new workers housing etc.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Sungai Dingin Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	<p>Issues: NEST (Crèche) of Somme estate in total has around 3 kids. The operation hour from 0630 to 1430. Up to date, there is no issue when request for food, drinks or repairing task in the crèche.</p> <p>Management Responses: The management will continue to support whenever they request for assistance.</p> <p>Audit Team Findings: No further comment.</p>
2	<p>Issues: Clinic of Somme estate: Medical assistant has prepared some additional first aid kit which is full equipped with the item; it is easily to exchange it with the first aid kit which required refurbish.</p> <p>Management Responses: The management will continue to give co-operation to the MA to conduct his duties.</p> <p>Audit Team Findings: VMO visit records and disposal of clinical wastes records were verified.</p>
3	<p>Issues: Police Terap (Somme estate): No major case surrounding the area. Up to date, did not have any criminal case reported in the estate area.</p> <p>Management Responses: The management will continue cooperate with the police to prevent any criminal case.</p> <p>Audit Team Findings:</p>

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	No further issue.
4	Issues: Head of Village Badlishah; No issue on the land boundary or any land dispute. Since the estate has established the trench, it help to prevent any wildlife or FFB stealing case. The Chief also ask on the status of the futsal field which budgeted 4 years ago.
	Management Responses: The management will continue maintain the good relationship with the village. The existing football field available at the community which is sufficient at this moment. Budget and proposal for the futsal field has been rejected by the management.
	Audit Team Findings: No further issue.
5	Issues: Workers and NUPW representatives: The pay and condition was according to Minimum Wage Order 2016. They were treated equally without any discrimination on nationalities.
	Management Responses: The management will ensure they are treated fairly by offer the job based on skill and capabilities.
	Audit Team Findings: No other issue.
6	Issues: Squatters issue in Jentayu Estate: Occupants at squatters area (5 unit of houses; 3 houses were occupied with 11 permanent residents) and confirmed the land they resided since 1976 during the previous land owner. However, the residents did not have any valid or legal documents for occupying the land. The occupants willing to purchase the land from Sime Darby if the management agreed for the offered options.
	Management Responses: Up to date, the discussion is still on-going and pending for the decision from the management.
	Audit Team Findings: There is no significant conflicts between the estate and occupants. It was confirmed through interview the occupants. The land belongs to Sime Darby and land ownership documents verified. The management in the discussion in seeking the best solution for the occupants at estate's land.

3.3.1 Status of Nonconformities Previously Identified and Observations

Observation	
OBS #	Description
Nil	n/a

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M1	Requirements: Indicator 4.7.1: A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.	Major
	Evidence of Nonconformity: Sungai Dingin POM Observed contractor's activities at new boiler construction area; -Permit to work issue to the contractor, Max Two dated 17/5/16 was only	

	<p>recorded for hot work. Observed there were 2 type of work carried out contractor which related to hot work and working at height.</p> <ul style="list-style-type: none"> -Unsafe act was observed where the body harness was not properly hook/locked at any structure while moving at the working platform. -No lifeline constructed near to the working platform. -Scaffolding was erected at the working platform area. No indication of approval tag by competent person for the erection and routine inspection done to the scaffolding. <p>Sungai Dingin Estate Last medical surveillance was conducted on 15/12/15 for 31 workers by DOSH registered doctor, HQ/08/DOC/00/416. Two workers (Employee identity No.: AB 4539187 and 680618-02-5501) were found unfit for work and immediate Medical Removal Protection was recommended by the OHD doctor and required for review on 14/3/2016. However, the workers were only transferred to other job on 11/5/16 (refer to the SEMUA check roll system) and was not sent for review as to date.</p> <p>Statement of Nonconformity: Implementation of the safety and health plan was not effective.</p> <p>Action: Root Cause Analysis: POM: The contractor not declaring their working at high during issuance of PTW SDE: No specific process on next course of actions after reports received. Correction : POM: Stop work order issued with regards to scaffoldings until the contractor able to provide all the requirements on working at height. Tagging and verification done by competent person during construction works on 19/05/2016. Life line for safety harness for workers to move has been erected on 19/05/2016. Weekly verification to be conducted by competent person on scaffolding structure and lifeline since the scaffolding was station at fix position.</p> <p>Sg Dingin Estate: To resend the identified workers for medical surveillance. To review reports immediately after received and share medical surveillance results (fit/unfit) during Safety Committee Meeting. Next meeting is planned in September 2016.</p> <p>Corrective action: Kick-off meeting with the contractors is required for all new projects using outsourced contractors. There is a list of specific items to be communicated and discussed during the meeting. The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/06/2016.</p> <p>Status: No activities or works on the new boiler construction observed during the point of audit. Sighted HIRARC for ESP Collection System installation prepared on 25/05/2017.</p>	
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Corrective action was effectively implemented.
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M2	<p>Requirements: Indicator 4.7.5: Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>Evidence of Nonconformity: Sg Dingin Estate and Bukit Selarong Estate: The content of first aid kit checked at workshop and chemical store were insufficient. There were only 8 items found inside the box instead of 17 items as stated in the check list.</p> <p>Similar issue found in Bukit Selarong Estate workshop, the content of first aid kit insufficient and no record of usage. During site visit to harvesting operation at field 99c. , there is no first aid kit available. Field mandore has explained that the first aid kit was send to HA for replenishment due to expiring of content.</p> <p>There were similar issue raised during the last recertification audit. As per RSPO certification system, the Minor nonconformity was upgraded to Major during this ASA1.</p> <p>Sg Dingin Oil Mill: a) Information of the content inside First Aid Box was not available. b) First aid kit at the Workshop was found to be incomplete as certain item was missing e.g. eye drop. c) Anti-septic solution was found to be expired on May 2016.</p> <p>Due to ineffective implementation of the said issue, the minor NC raised was not closed and escalated to major NC as per RSPO Certification System requirement.</p> <p>Statement of Nonconformity: First aid kit checked at workshop and chemical store were insufficient. Emergency preparedness procedures was not effectively implemented.</p> <p>Action: Root Cause Analysis: Lack of monitoring from person in charge for First Aid. Less competent person on handling First Aid.</p> <p>Correction : a) New list contains 22 items has been prepared and displayed. b) All the First Aid boxes has been verified by mill management and review process and add the necessary item inside the box.</p> <p>Corrective Action:</p>	Major

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	<p>a) Prepare checklist for First Aid box and monthly checking every Wednesday on 3rd week. b) To seek First Aider training from SOU 1 Safety Coordinator. c) Mill has collected all the First Aid box at mill to be replaced and replenished any expired and missing items. Numbers of first aid boxes have been reduced from 11 to 7 locations for better control and efficient monitoring. New layout plan has been established. The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016.</p>	
	<p>Status: Verified onsite that no recurrence of Major NC confirmed the CAP remained effective. The major remains closed during ASA2.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M3	<p>Requirements: Indicator 6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>Evidence of Nonconformity Sungai Dingin POM & Estate: Worker's contracts of employment sampled (AP550341, AP627607, AR098067, A1551226, A1753810, 0000057930, 0000027390 and 0000112074) found that the employment contract for those worked more than 3 years were expired.</p> <p>Sg Dingin Mill: Passport Number AP550341: Employment contract expired on 14/07/2014 Passport Number AP627607: Employment contract expired on 06/08/2014 Passport Number AR098067: Employment contract expired on 23/11/2014 Passport Number A1551226: Employment contract expired on 18/09/2015 Passport Number A1753810: Employment contract expired on 18/09/2015</p> <p>Sg Dingin Estate: Employee Number 0000057930: Employment contract expired on 25/11/2013 Employee Number 0000027390: Employment contract expired on 01/11/2011 Employee Number 0000112074: Employment contract expired on 14/03/2015</p> <p>There are no records or documents to confirm that the workers were given the extended contract of employment and acknowledged signed the extension of employment.</p> <p>Statement of Nonconformity Extended contracts of employment for workers extended employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) was not available.</p> <p>Action Root Cause Analysis:</p>	Major

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	<p>There was no standardized contract for renewal/extension of employment from HR Dept. which has resulted in the delay of contract renewal/extension</p> <p>Correction : Human Resources Department of SDP to issue a memo and the standardized version of contract for employment renewal/extension.</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. HR Memo/Circular on the standardized contract 2. The renewed contracts for workers highlighted 3. Briefing on the understanding of new contract <p>Relevant contracts already renew accordingly and relevant briefing record were sighted. The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016.</p>	
	<p>Status Verified onsite through checking on their contracts at mill and respective estates. All the contracts have been updated to version EMP01/INDO/2017/01. All the workers using the same contracts now. Thus, the major remain closed during ASA2.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M4	<p>Requirements: Indicator 6.12.1 There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>Evidence of Nonconformity: Sungai Dingin Estate: Sampled workers (BC0271763, BC0920936, BC0197239 and G9041493) who are on vacation leave at their home country (05/05/2016 and 06/05/2016) were sighted a security bond of RM 500 paid to the company. The workers were signed on the consent letter on 05/03/2016 and 04/05/2016.</p> <p>Anak Kulim Estate: Sampled workers (K3161716 and L5994272) signed "Akaun Penerimaan Wang" as security bond amounting to RM 500 paid to the company on 16/02/2016 and 19/02/2016 before they leave for holiday to their home country.</p> <p>The collection of security bond is mentioned in the Employment contract for foreign workers for Peninsular Malaysia (April 2013), Clause 21.5 indirectly restrict the workers from accessing their passport.</p> <p>Statement of Nonconformity: The workers are requested by the company to pay deposit RM500 for accessing their passport when they apply for vacation leave at their home country.</p> <p>Action: Root Cause Analysis: There was no standardized practices across SDP and the contract version used was outdated.</p> <p>Correction : Human Resources Department of SDP to issue a memo and the standardized</p>	Major

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	<p>version of contract for employment renewal/extension to phase out such practices</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. HR Memo/Circular on the standardized contract 2. The standard contracts for workers highlighted 3. Briefing on the understanding of new contract so that if the payment is imposed, they will deny payment themselves. <p>Sighted the HR memo, meeting minutes and attendance sheet with photo submitted as evidence.</p> <p>The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016.</p>	
	<p>Status:</p> <p>Verified onsite through interview with the workers and sampling of the documents. All the contracts have been revised to version EMP01/INDO/2017/01, relevant clause for collecting RM500 is not available in the contract. The practice for collecting RSM500 as deposit was cancelled. The major remain closed during ASA2.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123N1	<p>Requirements: Indicator 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Evidence of Nonconformity: Sungai Dingin Estate: Visit to the newly constructed schedule waste store, diesel tank area, lubricant store and chemical store found that there were no proper bunds or oil trap to mitigate any contamination in case of spillage. Oil traces and contamination were noted at the diesel storage area.</p> <p>Sungai Dingin Palm Oil Mill: Chemical drums/containers with liquid residue without proper segregation and handling were found at the schedule waste store. Spill kit not available during the inspection</p> <p>Statement of Nonconformity: Mitigation plan to avoid or reduce pollution was not effective.</p> <p>Action: Correction :</p> <ol style="list-style-type: none"> a. To rectify design issue for all highlighted areas. b. Commissioning new bigger schedule waste store to overcome space constrain. Mill started to use new Schedule Waste store. c. To prepare 3 set of spill kit and establish new oil sump at new Schedule Waste store. <p>Corrective Action:</p> <ol style="list-style-type: none"> a) Current store designate as transit point before transfer to new Schedule Waste store. b) To conduct weekly checking for SW store. 	Minor

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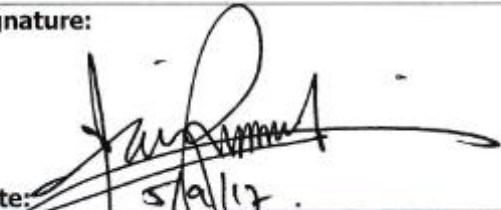

	<ul style="list-style-type: none"> i. Inventory ii. Store condition iii. Spill kit iv. Labelling 	
	<p>Status: Visited the new scheduled waste store and sighted that SW409 drums in the scheduled waste store was properly segregated. Availability of the spill kits was sighted.</p> <p>Corrective action was effectively implemented.</p> <p>The minor NC was closed on 2/6/2017.</p>	

Observation	
OBS #	Description
Nil	n/a

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01 – 4.3.2	Minor	24/07/2009	Closed out on 2/7/2011
CR02 – 6.5.3	Minor	24/7/2009	Closed out on 2/7/2011
CR03 – 4.3.2	Minor	2/7/2011	Closed out on 10/4/2012
CR04 – 5.5.3	Minor	2/7/2011	Closed out on 10/4/2012
CR05 – 5.3.2	Minor	10/4/2012	Closed out on 28/5/2013
1057519M0 - 2.1.1	Major	25/3/2014	Closed out on 18/6/2014
1057519M1 - 4.6.5	Major	25/3/2014	Closed out on 18/6/2014
1197656M1 – 2.1.1	Major	12/6/2015	Closed on 14/7/15
1197656N1 – 4.1.1	Minor	12/6/2015	Closed on 19/5/2016
1197656N2 – 4.7.5	Minor	12/6/2015	Escalated to Major.
1334123M1- 4.7.1	Major	19/5/2016	Closed on 27/6/2016
1334123M2- 4.7.5	Major	19/5/2016	Closed on 27/6/2016
1334123M3- 6.5.2	Major	19/5/2016	Closed on 27/6/2016
1334123M4- 6.12.1	Major	19/5/2016	Closed on 27/6/2016
1334123N1- 5.3.3	Minor	19/5/2016	Closed on 2/6/2017
1480886-201705-N1	Minor		“Open”

Assessment Conclusion and Recommendation:

<p>Based on the findings during the assessment Sungai Dingin Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013 (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Sungai Dingin Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr. Shahrin Sahuri	Name: Mr. Hafriazhar Mohd Mokhtar
Company name: Sime Darby Plantation Sdn Bhd Sungai Dingin Palm Oil Mill (SOU 1)	Company name: BSI Services Malaysia Sdn Bhd
Title: Mill Manager	Title: Lead Auditor
Signature: 	Signature: 
Date: 5/9/17	Date: 30/8/2017

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	- DOE visited mill two times in 2017 where first was on 10/1/2017 and latest DOE visit on 17/4/2017 as per citation form (JAS/ATOP1/08/2015) sighted available. - DOSH visited on 10/4/2017 for mill boiler inspection	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx Among the documents that were made available for viewing are:</p> <ol style="list-style-type: none"> a) Good Agricultural Practices b) Social Enhancement c) Sustainability Management Programmes d) Complaint and Grievances procedure. e) Environmental Conservation <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view</p>	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Sime Darby plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation under Corporate Policy Statement dated January 2015. Policy displayed on the notice board and communicated to employees. Code of Business Conduct (COBC) Refresher Course had provided to all the workers on 14 May 2015 (POM), 14 April 2015 (Somme Estate); 20 May 2017 (Jentayu estate); 23 May 2017 (Padang Buluh). Attendance list and signed of code of business conduct sighted during onsite visit. Interviewed with employees reveal that they are aware of the policy.</p> <p>Furthermore, annual integrity audit by the Group Corporate Assurance Department (GCAD) was conducted with no serious issue related to integrity of all operations and transactions found.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1:		
There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU1 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU1 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p>SDPOM</p> <ol style="list-style-type: none"> 1. Diesel Permit #K018382, ref KPDNKK.KLM (P) 01/2005 (13/08/2016 – 12/08/2017) Quantity: 18,500 liter. 2. Energy commission license no: 2016/02042; serial no: 18449 (validity period 19/12/2016 – 18/12/2017) for 4920 kW installation capacity. 3. DOE License: JP 004543; JPKKS/004543/2016-2017; Ref: AS(B)K 31/152/000/010 Jld 7; License: 004543; Period: 01/07/2016 – 30/06/2017. 4. Electrical Charge-man A0, PJ-T-4-B-0038-2007. 5. Steam Boiler and Steam Engine Driver <ol style="list-style-type: none"> a. JKJ 18 – PK 28/2002 (1st Grade) b. JKJ 18 – PK 91/2001 (1st Grade) 6. Certificate of Fitness for Steam Boiler (JKT15-Pin. 5/87 PMD-KD 2220) – KD PMD 1115 (valid till 02/08/2017). 7. Competent Person in CePSWaM – 850905-09-5077 (CePSWaM/01333 - 08/12/2016). 8. Competent Person in CEPPOME – 621208-10-6261 (CePPOME/14096). <p>SE</p> <ol style="list-style-type: none"> 1. MPOB license: 524666002000 (validity period 01/11/2016 - 31/10/2017). 2. Diesel Permit #K018398, ref KPDNKK.KLM (P) 14/1999 (11/12/2016 – 10/12/2017) Quantity: 7,500 liter. 3. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-KD 20253) – KD PMT 902 (valid till 13/09/2017). <p>JE</p> <ol style="list-style-type: none"> 1. MPOB license: 523647002000 (validity period 01/10/2016 - 30/09/2017). 2. Diesel Permit #K011481, ref PPDNKK (SP) 007/2016 (SK) - DIESEL (26/06/2016 – 25/06/2017) Quantity: 8,000 liter. 3. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-KD 19532) – KD PMT 4723 (valid till 28/11/2017).

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>PBE (Padang Buluh Main Div)</u></p> <ol style="list-style-type: none"> MPOB license: 554595011000 (validity period 01/11/2016 - 31/10/2017). Diesel Permit #K019034, ref PPDNKK (SP) 013/2016 (SK) - DIESEL (15/12/2016 - 14/12/2017) Quantity: 8,100 liter. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-KD/17 01647) – KD PMT 5344 (valid till 21/05/2018). DOA Permit to Purchase of Acephate Quantity: 300kg Ref#: KDH/2016/ACP/0003(GL) (validity period 12/04/2016 – 02/05/2016). <p><u>PBE (Jerai Div)</u></p> <ol style="list-style-type: none"> MPOB license: 529234002000 (validity period 01/05/2017 - 30/04/2018). Diesel Permit #K019209, ref KPDNKK (SP) 002/2017 (SK) - DIESEL (03/03/2017 - 02/03/2018) Quantity: 5,800 liter. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-KD/17 01648) – KD PMT 5345 (valid till 21/05/2018). 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p> <p>SOU1 had documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>SDPOM – Sungai Dingin Mill LORR FY 2016/2017. SE – Somme Estate LORR FY 2016/2017. JE – Jentayu Estate LORR FY 2016/2017. PBE – Padang Buluh Estate LORR FY 2016/2017.</p> <p>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>	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>SDPOM - Latest review was done on 20/02/2017. SE - Latest review was done on 13/04/2016. JE - Latest review was done on 01/08/2016. PBE - Latest review was done on 21/03/2017.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Somme Estate Holds 124 titles. Sample of quit rent pay sighted for title # 32705, 32706, 1018 & 1019 dated 20/3/2017. Jentayu Estate Holds 5 titles. Quit rent pay sighted for title # 5964, 5963, 5962, 85718 & 85717 dated 19/4/2017.	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Legal boundaries were clearly demarcated and visibly maintained by the operating unit. Sample boundary checked at Somme estate field number P13B bordering with smallholder (GPS coordinate 100° 37' 57" E; 5° 13' 38" N) found to be visibly maintained. Another sample boundary at field number P97B bordering with Kampung Badlishah (GPS coordinate 100° 36' 16" E; 5° 16' 43" N) also visibly maintained. Sample boundary checked at Jentayu estate field number P02JC bordering with forest reserve (Hutan Sungkup) smallholder found to be visibly maintained. Another sample boundary stone at field number P01JB bordering with Felcra Bukit Selabau also visibly maintained.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Based on the documents verification of Statement Area Sungai Dingin POM & Supply base at the time of audit in exception squatter issue at the Jentayu Estate. Visit and interviewed to the site the occupants at squatters area (5 unit of houses- 3 houses were occupied with 11 permanent residents & 2 abandoned houses) and confirmed the land they resided since 1976 during the previous land owner. However, the residents did not have any valid or legal documents for occupying the land. The company had organized few meetings with the occupants to discuss on the solution. All discussion and communication have been documented. The latest appeal letter from the residents dated 22 Feb 2017. The purpose of the letter is to appeal for excluding their land 2.7932 ha from the Sime Darby- Jentayu estate land title. The occupants willing to purchase the land from the company if relevant option agreed by the management. Up to date, the discussion is still on-going and pending for the decision from the management.	Complied

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2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>-Major compliance</p>	<p>There is no significant land dispute in the certification unit and supply base at the time of audit in exception the squatters issue at Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>The discussion is still on-going between the residents and the management. Interviewed with the residents during site visit and confirmed there is no conflict or issue with the estate. They actively discuss relevant land title issue with the company. Mechanism of discussion were based on the historical cases of similar issues within Sime Darby groups estates.</p>	Complied
2.2.5	<p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>-Minor compliance</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>Residents occupied on the dispute land with total 2.7932 ha. A map clearly indicated the total houses, abandoned house and building. There are total 5 unit of houses but 3 houses were occupied with 11 permanent residents. Mapping done participatorily with squatters confirmed that they were present during the consultation for mapping.</p>	Complied
2.2.6	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p>-Major compliance</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>No escalation of conflict nor the palm oil operations have instigated violence in maintaining peace and order in their current and planned operations</p>	Complied
<p>Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>			
2.3.1	<p>Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>- Major compliance -</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>A map clearly indicated the occupant's total houses, abandoned house and building. There are total 5 unit of houses but 3 houses were occupied with 11 permanent residents. Mapping was done by Sime Darby as the land owner. However the squatters agreed and confirmed during the consultation that the mapping shown their actual squatting location area correctly.</p>	Complied

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2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>The company had organized few meetings with the occupants to discuss on the solution. All discussion and communication have been documented. The latest appeal letter from the residents dated 22 Feb 2017. The letter is to appeal for excluding their land 2.7932 ha from the Sime Darby- Jentayu estate land title. The occupants willing to purchase the land from the company if relevant option agreed by the management.</p> <p>Up to date, the discussion is still on-going and pending for the decision from the management. Issues were also discussed during the latest meeting conducted on 23 Feb 2017 by Jentayu Estate management attended by all squatters.</p>	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>The company had organized few meetings with the occupants to discuss on the solution. All discussion and communication have been documented.</p>	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>The squatters issue discussion is still on-going and pending for the decision from the management.</p>	Complied
Principle 3: Commitment to long-term economic and financial viability		
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	<p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, costs of production, etc. sighted Sungai Dingin Palm Oil Mill 2017 Budget with the inclusion of crop projection from 2017 – 2022.</p>	Complied

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3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -</p>	<p>Somme Estate: No replanting program except for conversion of oil palm to rubber new planting program started from FY 2019/20 onwards. 941.56ha.</p> <p>Jentayu Estate: Latest conversion to rubber 608 ha. Feb 2017 197ha converted. Targeted FY 2021/22 100%.</p> <p>Padang Buluh Estate: LRRP Padang Buluh/Jerai Estate 2016/16– Main Division – old field # 1999F total: 32ha (new field # 2017B)</p>	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p>	<p>Palm Mill holds SOP: Mill Operation Manual includes mill SOP and work instruction as a guidance document to operate the mill. Estates have a separate SOP and Estate Manual covers land preparation, planting material, upkeep, harvesting, transport etc. OSH Guidelines for Estate and SOP. Estate operation SOPs amongst all including the operation of Rat Baiting, Harvesting (MB), FFB Evacuation, Transporting, P&D spray and etc.. Policies as per indicator 1.2.1 sighted available at all operation units under SOU 1.</p>	Complied
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	<p>Due to the restructure of company organization from centralize to regional, Sime Darby discontinued its Plantation Inspectorate visit for estates and replaced it with Performance Monitoring Plantation Management Unit (PMPUM); Quality Management Unit (QMU) and Zonal/Regional Management visit. Latest visit by GM was done on 28/12/2016 in Somme Estate. Last PA visit at Jentayu Estate was done on 10-11/3/2016.</p> <p>For mill, latest visit by Mill Advisory & Mechanization Department was on 19-21/12/2016 (Ref. No.: MLM/01/16-17). The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs.</p> <p>Internal audit was done by PSQM personnel on 28/3/2017 for Sungai Dingin POM. Internal audit for Somme estate done on 17/3/2017. For Jentayu Estate done on 16/3/2017 while Padang Buluh Estate on 15/3/2017.</p>	Complied

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<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>Mill Internal audit by sustainability team on 28/3/2017.</p> <p>Ambient Air Quality Monitoring done on 6-7/2/2017; Report ref. # L-PG-KC1702CSD-0192; Date: 20/2/2017. The results complied with Malaysia Ambient Air Quality Standard.</p> <p>Boiler Stack Flue Gas Measurement of Dust Particulate Concentration for Boiler 3 done on 7/2/2017; Report ref. # L-PG-KC1702CSD-1093; Date: 20/2/2017.</p> <p>Boiler Stack Flue Gas Measurement of Dust Particulate Concentration for Boiler 3 done on 6/10/2016; Report ref. # L-PG-KC1610D-0114; Date: 10/1-/2017.</p> <p>Latest effluent water monitoring by Sime Darby Research Sdn. Bhd., dated 9/5/2017, report ref. # EP248/2017. Sampling date 13/4/2017. 11 parameter tested (BOD, COD, AN, TN, SS, TS, pH, O&G, VFA and DO) are within the regulatory limit under mill's compliance schedule. Final discharge result for BOD taken from furrow was 106mg/l and below compliance limit of 5000 mg/l.</p> <p>Latest microbiology water monitoring by Sime Darby Research Sdn. Bhd., dated 12/5/2017, report ref. # ML183/2017. Sampling date 19/4/2017. 4 parameters tested (E Coli, Total Coliform, Fecal Coliform and TPC) are within the regulatory limit of NWQS.</p> <p>Latest industrial effluent river water monitoring by Sime Darby Research Sdn. Bhd., dated 3/5/2017, report ref. # IE443/2017. Sampling date 17/4/2017. 6 parameters tested (pH, BOD, COD, SS, AN & DO) for the upstream, midstream & downstream of Sungai Dingin river. The results shown all 6 parameters are within the NWQS limit. This indicated that the river water quality does not affected by the plantation activities.</p> <p>Latest collection of Scheduled Waste was done by Tec Cycle (P2) Sdn. Bhd. on 13/8/2016 for SW 110, SW 305, SW 306, SW 309, SW 322, SW 409, SW 410 & SW 430.</p>	<p>Complied</p>

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4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Sungai Dingin Palm Oil Mill continued to maintain and monitor daily record of 3rd party sourced FFB. The records show the origin, weight, transporters details and volume of FFB received. Sampled of weighbridge tickets (from out-grower and own supplying estate) as below: a. Weighbridge ticket: 0152315; Date: 31 Dec 2016; Out-grower Supplier: Tang Tatt; FFB Volume: 3,970 kg b. Weighbridge ticket: 0152314; Date: 31 Dec 2016; Out-grower Supplier: CK Teik Ent; FFB Volume: 19,800 kg c. Weighbridge ticket: 0152366; Date: 31 Dec 2016; Own Supply base: Jerai; FFB Volume: 20,280 kg Weighbridge ticket: 0152009; Date: 23 Dec 2016; Own Supply base: Padang Buluh; FFB Volume: 19,700 kg	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Somme Estate: Fertiliser application based on Fertilizer Recommendations Program by Technology Transfer & Advisory Services through its 2017/18 Agronomic & Fertilizer Recommendation Report from visit dated 16/3/2017. Sighted only CCM 44 compound was recommended to be used for 2017 programs. Jentayu Estate: Based on 2016/17 Agronomic & Fertilizer Recommendation Report from visit dated 16/6/2016; For Sep-Nov 16, per palm tree: 3.75kg NKCI (10.5/0/30); Jan-Feb 17: 1.75kg RP (28% P ₂ O ₅) & 1.00kg Kieserite (27% MgO); Mar-Apr 17 2.00kg AC (25% N) & 1.75kg MOP (60% K ₂ O) for field P00JA of Sg. Pedu Division. Padang Buluh Estate: Based on 2016/17 Agronomic & Fertilizer Recommendation Report from visit dated 28-29/3/2016; For Sep-Nov 16, per palm tree: 3.75kg NKCI (10.5/0/30); Jan-Feb 17: 1.75kg RP (28% P ₂ O ₅) & 1.00kg Kieserite (27% MgO); Mar-Apr 17 2.00kg AC (25% N) & 1.75kg MOP (60% K ₂ O) for field P00JA of Sg. Pedu Division.	Complied

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4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Somme Estate: Based on Agronomist visit and study through Summary of Leaf Nutritional Status of Palms dated 16/3/2017. Last soil analysis was done on 13/4/2015 through Sime Darby Research Sdn. Bhd.; test report # S27/2015.</p> <p>Jentayu Estate: Latest leaf samples were sent for analysis on 19/5/2017. Results of analysis not yet received. Previous leaf sampling done on 19/5/2016; test report # P259/2016; dated 27/7/2016.</p> <p>Padang Buluh: Latest leaf samples were sent for analysis on 19/5/2017. Results of analysis not yet received.</p>	Complied
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Somme Estate: No EFB application recommendation by agronomist since no any replanting.</p>	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>			
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.</p>	Complied
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p>	<p>Somme Estate: Slope/contour/topography map available. The slope ranging from 0°-2°: 25.83%; 2°-6°: 48.59%; 6°-12°: 17.45%; 12°-20°: 6.28%, 20°-25°: 1.83% and above 25°: 0.00%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as <i>muccuna</i> and soft grasses and ferns.</p>	Complied
4.3.3	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance -</p>	<p>Estates visited have implemented annual two rounds per year Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office.</p>	Complied
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Minor compliance -</p>	<p>There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.</p>	Complied
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance -</p>	<p>There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied												
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.															
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Estates have established water drains inside the field for rainwater harvesting which can improve its irrigation for the oil palm. It also has implementing rainwater collection program in order to reduce water usage within the estates. Plan also includes water contingency during water shortage as well as water reduction management program.	Complied												
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following: <table border="1" data-bbox="662 869 1300 1052"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> Padang Buluh Estate implemented the monitoring of river water flowing towards Sungai Lambak sampling point.	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	Complied
River width	Buffer zone														
> 40 meters	50 meters														
20 to 40 meters	40 meters														
10 to 20 meters	20 meters														
5 to 10 meters	10 meters														
< 5 meters	5 meters														
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	Treated mill effluent discharge was regularly monitored as prescribed under "Jadual Pematuhan" JPKKS 004543 (validity period 1/7/2016 - 30/6/2017) for 80mt/hr and method of POME discharge is land application & recycle with BOD final discharge limit <5000mg/l. Desludging for anaerobic pond no. 3 was approved by DOE since 11/4/16 & still on-going, in-compliance with Jadual Pematuhan frequency requirement. Sample of latest month analysis done by accredited laboratory dated report ref. # EP248/2017. Sampling date 13/4/2017 was sighted. The latest "OER" (Online Environmental Reporting) 1 st quarter of 2017 was sighted during the audit. Result was found in compliance with the regulatory limit. Somme Estate: Test report # IE542/2017 dated 24/5/2017 for rain water harvested quality – pH, TDS, Turbidity, Chloride.	Complied												
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill has monitored its water usage on daily basis and reported its consumption monthly. For the financial year from July 2016 - June 2017 (as of Apr 2017), achieved consumption was 1.26m ³ /tonne FFB process.	Complied												
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.															

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4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> . It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agriculture Reference Manual v.1 Section 15, Sub-section 5.4 Planning, appendix 5.4.2. Sighted Barn owl box program included 6 monthly censuses.	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Somme: Latest training by R&D on barn owl box training on 12/2/2017. Training were provided by the estate management for the field upkeep workers. Jentayu: Latest training by R&D on bagworm dated 1/3/2017. Training Horenzo (Continuous Improvement – Personnel) dated 24/2/2017. Inter pump training 22/3/2017. Manuring training 15/3/2017. All trainings were attended by field upkeep workers, staff and executives.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agriculture Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agriculture Reference Manual, issue 1 version 3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Section 16 : Weed Control Herbicides recommendation – Selected Weed, Immature, Mature Planting, VOP etc. Immature planting (sample) - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - <i>Stenochlaena palustris</i> : Sodium chlorate Mature planting - VOPs : glyphosate & sodium chlorate - Grass weed + <i>Asystasia</i> : Glyphosate + 2,4-D amine	Complied
4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained. <u>Somme Estate</u> Period of June 16 – Jan 17 (Ai per Ha). Record of chemical used: Ally (Metsulfuron Methyl) range 0.25 – 1.21 kg/ha & Prime (Glyphosate) 0.19 – 1.19 kg/ha only.	Complied

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4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. There were no Class I chemical were stored at visited SOU 1 estates.
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at SOU1.

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4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU1. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management of waste material disposal such as empty chemical container as in accordance with scheduled waste and domestic waste regulations and guidelines.
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p><u>SDPOM</u> Last medical check-up (Medical report: MSR2017) was conducted on 09/03/2017 by DOSH Registered doctor No.: HQ/12/DOC/00/262 for 18 workers. All workers found to be fit for work.</p> <p><u>SE</u> Last medical check-up was conducted on 21/03/2017 by DOSH Registered doctor No.: HQ/12/DOC/00/262 for 11 workers. All workers found to be fit for work.</p> <p><u>JE</u> Last medical check-up was conducted on 19/01/2017 (Selambau Div) and 15/02/2017 (Sungai Pedu Div) by DOSH Registered doctor No.: HQ/10/DOC/00/165 for 12 workers. All workers found to be fit for work.</p> <p><u>PBE</u> Last medical check-up was conducted on 13/03/2017 (Padang Buluh Main Div) and 13/04/2017 (Jerai Div) by DOSH Registered doctor No.: HQ/08/DOC/00/534 for 55 workers. All workers found to be fit for work.</p>
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	The female workers confirmed knowledge of the policy of transfer to alternative duties if wished to continue working when pregnancy was confirmed or breast-feeding.
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU1 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English. The policy also has been explained to all workers including foreign workers who does not read or speaks English.</p> <p><u>Annual & Baseline Audiometric Testing</u></p> <p>SDPOM - Annual audiometric testing completed on 20/02/2017 by specialist Mobile Safety Supplies Sdn Bhd, HQ/13/DOC/00/330. Total of 103 workers were sent for the annual testing. Results found that a total of 18 workers are with hearing impairment and 17 worker are with standard threshold shift.</p> <p><u>Positive Noise Exposure Monitoring</u></p> <p>SDPOM – The Initial Noise Exposure Monitoring was conducted on 05/11/2016 by Global Safe-T Sdn Bhd, JKPP HIE 127/5/3-1(No 88).The Positive Noise Exposure Monitoring was conducted on 07/04/2017 by Global Safe-T Sdn Bhd, JKPP HIE 127/5/3-1(No 137). Total of 12 workers were sent for the testing.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u></p> <p>SDPOM - CHRA conducted on 27/05/2016 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 08 findings/recommendations reported.</p> <p>SE - CHRA conducted on 19/04/2017 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 04 findings/recommendations reported.</p> <p>JE - CHRA conducted on 18/04/2017 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 03 findings/recommendations reported.</p> <p>PBE - CHRA conducted on 20/05/2016 by registered assessor JKPP KIM 127/453/62(8) and JKPP HIE 127/171-2(321). Based on the CHRA, a total of 01 finding/recommendation reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><u>Chemical Exposure Monitoring</u></p> <p>SDPOM - The personal and area chemical exposure monitoring was conducted on 28/04/2017 (rt001/2017/120) by JKPP HIE 127/171-3/1(183) for the laboratory and workshop was observed. The chemical exposure monitoring carried out at SOU1, n-Hexane exposure level to the personnel and area was below the PEL listed in Schedule I.</p> <p><u>LEV inspection and testing</u></p> <p>SDPOM - LEV inspection and testing was conducted on 07/04/2017 (RT013/2017/123) by registered assessor JKPP HIE 127/171-3/2(190). The LEV systems installed met the minimum required face velocity and duct transport velocity along the ducting and hoods.</p>	<p>Complied</p>

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		<p>Contractors Management SDPOM - Permit to Work (PTW) has been implemented for internal and external works involving confined space, hot work, working at height, LOTO and etc. Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented.</p>	
4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOU1 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. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p>SDPOM - HIRARC was reviewed on 18/04/2016 and approved by the Manager. Mill activities was identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities. Sighted HIRARC for ESP Collection System installation prepared on 25/05/2017.</p> <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p>SE - HIRARC was reviewed on 20/01/2017 and approved by the Manager. Revision done for harvesting activities including sickle, chisel, frond stack, LF collector and carriers.</p> <p>JE - HIRARC was reviewed on 16/03/2017 and approved by the Manager. Revision done for review accident including rubber nursery operator – bite by spider, pruner – thorn prick, harvester – thorn prick and MB driver – pinch by loader bucket.</p> <p>PBE - HIRARC was reviewed on 03/03/2017 and approved by the Asst. Manager. Revision done for harvesting activities including sickle, chisel, frond stack, LF collector and carriers. Revision also done for transportation (workers) activities including using passenger trailer and motorcycles.</p>	Complied

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<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <ol style="list-style-type: none"> 1. Environment, Safety & Health Program Sungai Dingin Palm Oil Mill FY 2016/2017 was established and approved. 2. Environment, Safety & Health Program Somme Estate FY 2016/2017 was established and approved. 3. ESH Core Competency Training SOU1 Jentayu Estate 2016/2017 was established and approved. 4. Environment, Safety & Health Program Padang Buluh Estate FY 2016/2017 was established and approved. <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ol style="list-style-type: none"> i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>Interview with workers during the on-site visit at both mill and estates confirmed that workers aware of PPE requirements and complied with the use of PPE provided.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. MSDS was placed at the chemical stores and is available. The person in charge understands the information written in MSDS.</p>	<p>Complied</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>SOU1 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><u>SDPOM</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 20/04/2017 attended by 17 persons.</p> <p>The work place inspection conducted on 05/05/2017 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2016/2017</u></p> <p>Chairman – Tuan Shahrin bin Sahuri (appointment letter dated 01/04/2016). Appointment letters for other OSH committee members dated 01/04/2016.</p> <p>OSH/EHS meeting: 20/04/2017, 23/01/2017, 18/10/2016 and 22/07/2016.</p> <p><u>SE</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 26/04/2017 attended by 27 persons.</p> <p>The work place inspection conducted on 24/03/2017 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2016/2018</u></p> <p>Chairman – Tuan Nor Azam Bin Abu Samah (appointment letter dated 01/01/2017). Appointment letters for other OSH committee members dated 03/05/2016.</p> <p>OSH/EHS meeting: 26/04/2017, 25/10/2016, 25/07/2016 and 12/04/2016.</p> <p><u>JE</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 23/05/2017 attended by 15 persons.</p> <p>The work place inspection conducted on 19/05/2017 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2017</u></p> <p>Chairman – Tuan Mohd Azman Bin Said (appointment letter dated 01/01/2017). Appointment letters for other OSH committee members dated 01/01/2017.</p> <p>OSH/EHS meeting: 23/05/2017, 23/02/2017, 05/11/2016 and 01/08/2016.</p>	<p>Complied</p>

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	<p><u>PBE</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 17/04/2017 attended by 24 persons.</p> <p>The work place inspection conducted on 04/04/2017 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2017</u></p> <p>Chairman – Tuan Noor Haizal Bin Noordin (appointment letter dated 01/01/2017). Appointment letters for other OSH committee members dated 01/01/2017.</p> <p>OSH/EHS meeting: 17/04/2017, 17/01/2017, 17/10/2016 and 19/04/2016.</p>		
<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to employees, contractors and visitors.</p> <ol style="list-style-type: none"> 1. SDPOM – MEDIVEC and fire evacuation drill was last conducted on 06/12/2016 to test the state of readiness during emergency situation. 2. SE – Fire evacuation drill was last conducted on 14/03/2017 to test the state of readiness during emergency situation. 3. JE – Fire evacuation drill was last conducted on 21/05/2017 to test the state of readiness during emergency situation. 4. PBE – Fire evacuation drill was last conducted on 10/08/2016 to test the state of readiness during emergency situation. <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> 1. Training for First Aid is conducted in annually. Sufficient first aiders trained. 2. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. 3. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. 4. Portable emergency eye wash facility available at chemical store and laboratory. Both are in good working condition. <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p>	<p>Complied</p>

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	<p><u>SDPOM</u></p> <p>01 accident reported. JKKP 6 was sent to DOSH on 07/08/2016. JKKP 8 was sent to DOSH on 06/01/2017.</p> <p>DOSH visits (10/04/2017) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><u>SE</u></p> <p>03 accidents reported. JKKP 9 was sent to DOSH on 20/09/2016. JKKP 8 was sent to DOSH on 06/01/2017.</p> <p>DOSH visits (14/06/2017) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><u>JE</u></p> <p>04 accidents reported. JKKP 8 was sent to DOSH on 10/01/2017.</p> <p>DOSH visits (08/11/2016) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><u>PBE</u></p> <p>16 accidents reported. JKKP 6 was sent to DOSH on 11/11/2016. JKKP 8 was sent to DOSH on 05/01/2017.</p> <p>DOSH visits (03/05/2017) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p>	

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<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for April 2017.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1" data-bbox="660 667 1299 1240"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (FW186443)</td> <td>27/04/2016 – 26/04/2017</td> <td>SDPOM</td> </tr> <tr> <td>RHB Insurance (FW200625)</td> <td>16/01/2017 – 15/01/2018</td> <td>SE</td> </tr> <tr> <td>RHB Insurance (FW200470)</td> <td>11/01/2017 – 10/01/2018</td> <td>SE</td> </tr> <tr> <td>RHB Insurance (MW101629)</td> <td>29/09/2016 – 28/09/2017</td> <td>JE</td> </tr> <tr> <td>RHB Insurance (MW102306)</td> <td>20/11/2016 – 19/11/2017</td> <td>JE</td> </tr> <tr> <td>RHB Insurance (MW114153)</td> <td>10/01/2017 – 09/01/2018</td> <td>PBE</td> </tr> <tr> <td>RHB Insurance (MW116215)</td> <td>05/02/2017 – 04/02/2018</td> <td>PBE</td> </tr> </tbody> </table> <p>It was confirmed during the site visit that the FWCS for mill has been renewed and pending received of certificates.</p>	Insurance	Period	Remark	RHB Insurance (FW186443)	27/04/2016 – 26/04/2017	SDPOM	RHB Insurance (FW200625)	16/01/2017 – 15/01/2018	SE	RHB Insurance (FW200470)	11/01/2017 – 10/01/2018	SE	RHB Insurance (MW101629)	29/09/2016 – 28/09/2017	JE	RHB Insurance (MW102306)	20/11/2016 – 19/11/2017	JE	RHB Insurance (MW114153)	10/01/2017 – 09/01/2018	PBE	RHB Insurance (MW116215)	05/02/2017 – 04/02/2018	PBE	<p>Complied</p>
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<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1" data-bbox="660 506 1294 869"> <thead> <tr> <th>Year to-date</th> <th>SDPOM</th> <th>SE</th> <th>JE</th> <th>PBE</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>0 (LTA 30)</td> <td>0 (LTA 0)</td> <td>5 (LTA 326)</td> <td>12 (LTA 124)</td> </tr> <tr> <td>2016</td> <td>0 (LTA 25)</td> <td>3 (LTA 27)</td> <td>2 (LTA 6)</td> <td>22 (LTA 165)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>BKPOM recorded LTI as at January 2017 – 336,000. SE recorded LTI as at January 2017 – 206,457. JE recorded LTI as at January 2017 – 687,000. PBE recorded LTI as at January 2017 – 798,371.</p>	Year to-date	SDPOM	SE	JE	PBE	2015	0 (LTA 30)	0 (LTA 0)	5 (LTA 326)	12 (LTA 124)	2016	0 (LTA 25)	3 (LTA 27)	2 (LTA 6)	22 (LTA 165)	<p>Complied</p>
Year to-date	SDPOM	SE	JE	PBE													
2015	0 (LTA 30)	0 (LTA 0)	5 (LTA 326)	12 (LTA 124)													
2016	0 (LTA 25)	3 (LTA 27)	2 (LTA 6)	22 (LTA 165)													
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>																	
<p>4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -</p>	<p>SOU1 has established an annual training program that covers all aspects of the RSPO Principles and Criteria.</p> <p>Environment, Safety & Health Program Sungai Dingin Palm Oil Mill FY2016/2017. Implementation is still on-going. 14 training needs/requirements – Training Plan FY2016/2017 identified for various categories of operating units.</p> <p>Environment, Safety & Health Program Somme Estate FY2016/2017. Implementation is still on-going. 15 training needs/requirements – Training Plan FY2016/2017 identified for various categories of operating units.</p> <p>ESH Core Competency Training SOU1 Jentayu Estate 2016/2017. Implementation is still on-going. 32 training needs/requirements – Training Schedule 2016/2017 identified for various categories of operating units.</p> <p>Environment, Safety & Health Program Padang Buluh Estate FY2016/2017. Implementation is still on-going. 15 training needs/requirements – Training Plan FY2016/2017 identified for various categories of operating units.</p>	<p>Complied</p>															

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<p>4.8.2</p> <p>Records of training for each employee shall be maintained. - Minor compliance -</p>	<p>Training records for employees available and maintained at the office. Records are verified on a sampling basis which covers all aspect of training and RSPO P&C requirement. Samples of training record as follows:</p> <p>SDPOM</p> <table border="1" data-bbox="660 566 1299 920"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>21/04/2017</td> <td>SCCS Training</td> <td>Muhamad Naquiuddin</td> </tr> <tr> <td>04/03/2017</td> <td>Gender Meeting</td> <td>M. Budwani</td> </tr> <tr> <td>12/01/2017</td> <td>Fire Protect System</td> <td>MICOMB</td> </tr> <tr> <td>16/12/2016</td> <td>First Aid Training</td> <td>KKS Sg Dingin</td> </tr> <tr> <td>11/11/2016</td> <td>SOU Rise Out Training</td> <td>Shahrin Sahuri</td> </tr> <tr> <td>10/10/2016</td> <td>OSH Talk</td> <td>SQMO</td> </tr> </tbody> </table> <p>SE</p> <table border="1" data-bbox="660 965 1299 1417"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>19/04/2017</td> <td>Drug Free Work Place Program</td> <td>Agensi AntiDadah Kebangsaan</td> </tr> <tr> <td>12/02/2017</td> <td>Barn Owl Training</td> <td>Syed Mohd Aqiel</td> </tr> <tr> <td>11/01/2017</td> <td>Manuring Accessibility Program</td> <td>Rozaini</td> </tr> <tr> <td>25/07/2016</td> <td>Safety Briefing on Inter Spraying Pump and Upkeep Tools</td> <td>MyCrop S/B</td> </tr> <tr> <td>07/06/2016</td> <td>CPR & First Aid Training SOU1</td> <td>SQMO</td> </tr> </tbody> </table>	Date	Training	Trainer	21/04/2017	SCCS Training	Muhamad Naquiuddin	04/03/2017	Gender Meeting	M. Budwani	12/01/2017	Fire Protect System	MICOMB	16/12/2016	First Aid Training	KKS Sg Dingin	11/11/2016	SOU Rise Out Training	Shahrin Sahuri	10/10/2016	OSH Talk	SQMO	Date	Training	Trainer	19/04/2017	Drug Free Work Place Program	Agensi AntiDadah Kebangsaan	12/02/2017	Barn Owl Training	Syed Mohd Aqiel	11/01/2017	Manuring Accessibility Program	Rozaini	25/07/2016	Safety Briefing on Inter Spraying Pump and Upkeep Tools	MyCrop S/B	07/06/2016	CPR & First Aid Training SOU1	SQMO	<p>Complied</p>
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Date	Training	Trainer																																				
05/05/2017	Safety Harvesting Training	Ikhwan Hamaf																																				
02/05/2017	Chemical Emergency Drill for Sprayers	Borhanuddin																																				
14/04/2017	How to treat and handling First Aid Kit Box	Borhanuddin																																				
24/03/2017	Safety, SOP, PPE and Rat Bait Training	Borhanuddin																																				
16/01/2017	Sprayers and PPE Training	Borhanuddin																																				

Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion 5.1:

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.

5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>SOU1 Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI • Appendix 5.4.1d - Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE 	Complied
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<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.</p> <p>However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and assistant managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p> <p>Review of aspect and impact register were done as following:</p> <p>SDPOM Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 05/07/2016. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p> <p>SE Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 01/07/2016. No any changes identified to the environmental aspects and impacts.</p> <p>JE Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 11/08/2016. No any changes identified to the environmental aspects and impacts.</p> <p>PBE Environmental Aspect Identification (EAI) reviewed and updated on 04/02/2017. Sighted EIA identification for replanting activities. Environmental Evaluation (EIE) reviewed and updated on 04/07/2016.</p>	<p>Complied</p>

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5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>An environmental performance indicator monitoring master list (OSH and Other requirements Plan Year 2017) has been established to monitor the effectiveness of the mitigation measures and being used for annual review. Sungai Dingin mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008.</p>	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Initial HCV assessment was carried out in May 2009. Reassessment of HCV was carried out in April 2015 and the HCV Final Report for SOU 1 March 2017 Version 2.0 (emailed 15/3/2017), a study by Nur Aida Ab Ghani a Sime Darby Plantation PSQM department executive has been produced. Site observation note recorded assessment area, GPS coordination, field & division, hectarage and observation is available. The observation note cover all the estates: Somme estate: 0 ha Jentayu estate: 0.71ha HCV 4 (Pond) Padang Buloh estate: 14.34 ha conserved area (slope > 25°)</p>	Complied
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>No any RTE species or HCVs are affected by both mill and estates operation. Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented.</p>	Complied
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Based on the HCV Final Report for SOU 1 March 2017 Version 2.0 (emailed 15/3/2017), a study by Nur Aida Ab Ghani a Sime Darby Plantation PSQM department executive. As the outcome of the study, an HCV management plan 16/17 objectives & target has been established as following:</p> <ul style="list-style-type: none"> i) Slope river – buffer zone, marker & signboard ii) Awareness – muster briefing book iii) Promote awareness on no capture, harm, collect or kill RTE species 	Complied

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5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>Monitoring programs implemented and its outcomes have been reviewed accordingly by the managers. The HCV monitoring includes:</p> <ul style="list-style-type: none"> - Encroachment/sign of trespassing - Wildlife issues/conflicts/sightings - Pollution/erosion issues @ pond, isolated forest patches, border to forest reserve & stream buffer <p>Trainings have been conducted for all employees based on the HCV report as per following: Somme Estate: COBC & HCV training – 14/4/2017 Jentayu Estate: HCV training 20/5/2017.</p>	Complied
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>There was no HCV set-aside that needs any negotiation process with the local communities.</p>	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.</p> <p>Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly.</p> <p><u>SDPOM</u></p> <p>Inventory of scheduled wastes file ref: K31152/000/010 for month of May 2017 was sighted. Waste category sighted SW110, SW305, SW306, SW309, SW322, SW409, SW410 and SW430.</p> <p><u>SE</u></p> <p>Record of medical waste SW404 disposal shown latest disposal was done on 02/03/2017 through VMO (Klinik Dr. Abdul Aziz Dan Rakan). Sighted DOE letter ref (B)50/013/911/313 Jilid 13 (8)2 dated 30/10/2011.</p> <p>Scheduled waste SW409 disposal for Somme Estate was through contractor Dhakshimoorty Manufacturing Sdn Bhd. Sighted consignment #20161222072KTM5Z dated 21/12/2016.</p> <p><u>JE</u></p> <p>Record of medical waste SW404 disposal shown latest disposal was done on 21/04/2017 through VMO (Klinik Sanan Guar Cempedak). Sighted DOE letter ref (B)50/013/911/313 Jilid 13 (8)2 dated 30/10/2011.</p> <p>Scheduled waste SW409 disposal for Jentayu Estate was through contractor Dhakshimoorty Manufacturing Sdn Bhd. Sighted tax invoice INV/SW/0026/2017 dated 30/05/2017 and DO: 90570 (BOD 8407) dated 26/05/2017.</p> <p><u>PBE</u></p> <p>Record of medical waste SW404 disposal shown latest disposal was done on 16/05/2017 through Flora Sentosa Sdn Bhd.</p> <p>Scheduled waste SW409, SW410 and SW306 disposal for Padang Buluh Estate was through contractor Dhakshimoorty Manufacturing Sdn Bhd. Sighted ticket# 1436 dated 29/12/2016.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	<p>Complied</p>
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>Scheduled waste is managed well with designated storage area at the mill and each of the estates in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector.</p> <p>Sighted SDPOM application to extend the 180 days storage of scheduled waste to DOE dated 24/05/2017.</p> <p>The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>Waste Management Action Plan 2016/2017 KKS Sungai Dingin dated 01/09/2016 including scheduled waste, domestic waste and industrial waste sighted during the visit for the mill.</p> <p>Somme Estate Waste Management Action Plan 2016/2017 dated 01/07/2016 including scheduled waste, domestic waste recycled waste and clinical waste sighted during the visit for the estate.</p> <p>Jentayu Estate Waste Management Action Plan 2016/2017 dated 15/08/2016 including scheduled waste, domestic waste recycled waste and clinical waste sighted during the visit for the estate.</p> <p>Padang Buluh Estate Waste Management Action Plan 2016/2017 dated 03/07/2016 including scheduled waste, domestic waste and clinical waste sighted during the visit for the estate.</p>	<p>Complied</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>The mill has established a Boilerman (Steam Engine Driver) Incentive Scheme which required all boilerman to monitor various operational parameters in a Daily Monitoring Compliance Sheet.</p> <p>All plans established mainly focused on reducing the consumption of fossil fuel and fully optimize the FFB processing to its maximum capacity.</p> <p><u>Jul 16-Jun 17-Diesel (as of Apr 2017)</u> Target: no specific target Achievement: 1.81lt/tonne CPO produced</p> <p><u>Jul 16-Jun 17-Fibre & Shell (as of Apr 2017)</u> Target: no specific target Achievement: 1.09lt/tonne CPO produced</p>	Complied
<p>Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted during the field visit and facility visit.	Complied
5.5.2 Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	There's no evidence of use of fire for land preparation during replanting.	Complied
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	<p>Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment, identified source was boiler chimney. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler stack monitoring of dust particulate. Boiler Stack Flue Gas Measurement of Dust Particulate Concentration for Boiler 3 done on 7/2/2017; Report ref. # L-PG-KC1702CSD-1093; Date: 20/2/2017. Previous Boiler Stack Flue Gas Measurement of Dust Particulate Concentration for Boiler 3 done on 6/10/2016; Report ref. # L-PG-KC1610D-0114; Date: 10/1-/2017. Both monitoring were done by Environmental Science (M) Sdn. Bhd.</p> <p>For effluent discharge, regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE. Refer to Indicator 4.4.3 for details.</p>	Complied

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5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	SOU 1 has continued to maintain its documented plans to mitigate environmental pollution associates to its activities. An additional plan to reduce or minimized the impacts for the identified GHG emissions has been established at the HQ level for all mills under the group company. It was noted that the plan was to install the methane capture facilities in the POME treatment that were projected for each nominated mills under the group to be completed by the year 2020. However no any confirmation on the kick-off of the plan in Sungai Dingin Oil Mill.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Final Report for Palm GHG Calculator and email dated 17 May 2016 submitted to RSPO were sighted.	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>			
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	SIA was conducted on 23 rd Feb – 5 th March 2015 conducted by Social & Environment Projects Unit, PSQM Department. The assessment was covered whole SOU 1 Sungai Dingin which consists of Sungai Dingin POM, Sungai Dingin Estate, Padang Buluh Estate, Bukit Hijau Estate, Holyrood Estate, Jentayu Estate, Bukit Selarong Estate, Anak Kulim Estate and Somme Estate. The methods of the assessment was through interview with the relevant stakeholders such as workers’ representatives, community leaders, government authorities, contractors and etc, site observations and documentation review. Attendance list of the involved stakeholders such as representative from police department, school, local community, government clinic, workers and etc was sighted	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment was involved the relevant stakeholders such as school representative, local community leaders, government authorities, internal workers and contractors. List of stakeholders and the attendance list were sighted.	Complied

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6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	<p>The management has developed a management plan for the issues raised during the Social Impact Assessment. The management plan has incorporate the area of concerns, action to be taken, status of the issue, person in charge with the completion date.</p> <p>Evidences of action taken were verified and recorded. For example, the management plan for the POM updated on 25 April 2017.</p> <p>In Somme estate, the social action plan updated on 20 March 2017. Area of concern such as installation of street light and cattle issue within the estates.</p> <p>Jentayu estate: Management plan on social impact assessment updated on 27 April 2017 has incorporated</p> <p>Some of the area of concern in Padang Buluh Estate were still under progress such as repair road damage between Kg Jerong and Kg Tanah Lincin. The plan has incorporated the input from stakeholder meeting conducted on 20/2/2017 and also NUPW meeting.</p>	Complied
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	<p>The management plan was reviewed on yearly basis. In POM, the last review was conducted on 25 April 2017 by Senior manager, senior assistant and assistant manager in the mill, March 2017 and February 2017 for both estates respectively.</p>	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	<p>No scheme smallholder involved in the Sungai Dingin POM certification unit.</p>	Not applicable
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		
6.2.1 Consultation and communication procedures shall be documented. - Major compliance -	<p>SDPSB has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/4/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p>	Complied
6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	<p>Mill and respective estates has appointed their Social officer to handle all issues related to social (internal and external). For example:</p> <p>a. At Somme estate, the estate manager has been appointed on 1 Jan 2017 as the social officer by the General Manager of the Kedah Zone</p> <p>For other estate, similar appointment letter sighted and all estate manager have been appointed as social officer.</p>	Complied

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<p>6.2.3</p> <p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -</p>	<p>Stakeholder list was updated with the inclusion of local communities, government authorities, contractors and suppliers.</p> <p>In POM, the list was updated on 10 Mar 2017. Stakeholder’s meeting was conducted on 10 Mar 2017 with the participation from the external stakeholders. Meeting minutes was sighted and the issues raised during the meeting has been diverted to the coming Zone meeting and estate. No further issue was sighted.</p> <p>In Somme estate, the stakeholder meeting conducted on 9 January 2017 and the meeting mainly focusing on the cow cattle in the estates.</p> <p>Jentayu estate: Stakeholder meeting conducted on 23 Feb 2017. Topic such as replanting of rubber and safety & health being discussed.</p> <p>Padang Buluh estate: Stakeholder meeting conducted on 20 Feb 2017. Stakeholder such as school representatives, police and attended the meeting.</p> <p>Records of requests and responses sighted as well as consultation with stakeholders made during the on-site visit confirmed that the management of SOU 1 taken actions on input from stakeholders.</p>	<p>Complied</p>
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p> <p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -</p>	<p>A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.</p> <p>In POM, a complaint book (no 11) recorded all the complaints and the process of the dispute being resolved and documented.</p> <p>In Somme estate, the complaint book is available and mainly on the housing repair issues. The latest complaint log dated 4 May 2017.</p> <p>In Jentayu estate, all the complaint logged the complaint book. However, there is no complaint in the past 2 years in exception the housing repair request.</p>	<p>Complied</p>

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6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance -</p>	<p>The mill management has implemented Internal and External Complaint logbook. Most of the internal complaints were from the internal workers, i.e. on 26 April 2017 house roof broken reported at house 26B and 5 April 2017 lamp broken reported at house 15b. The management has taken action to rectify the problem. Other than the house repairing issue, complaint such as quarrel between workers (reported on 20 June 2016) and straying dog (reported on 12 June 2016) were resolved and documented.</p> <p>The estate's management has implemented Workers' quarters/ office/ building repairs complaint book for internal workers. Most of the complaints were regarding house repair such as broken of door lock, light bulb not functioning and etc.</p>	Complied
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>SOP to identify legal and customary rights as well as people entitled to compensation has been established with titled "Handling Land Disputes" dated 1/11/2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied
6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>SOP as per indicator 6.4.1 above established as the procedure for handling land disputes to identify legal, customary rights and people entitled to compensation dated 01 Nov 2008 was sighted.</p> <p>Based on the consultation with stakeholders during the on-site visit, it was confirmed that there are no indigenous communities within or surrounding SOU 1 that holds legal or customary rights over the land.</p>	Complied
6.4.3	<p>The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance -</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit in exception the squatters issue in Jentayu estate. The land belongs to Sime Darby and land ownership documents verified.</p> <p>The process of negotiation is still in progress.</p>	Complied
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			

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<p>6.5.1 Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>The mill and estates consist of local workers, foreign workers and contractor's workers. The management has included basic pay, net pay, gross pay, deduction of salary, phone allowance, holiday pay and etc on the pay slip. Pay slip for workers have been sampled as below:</p> <p><u>Sungai Dingin POM; Sampled Month: Aug & Dec 2016 and Feb 2017)</u></p> <ul style="list-style-type: none"> a) Employee No: 0000118088 b) Employee No: 0000107397 c) Employee No: 0000118089 d) Employee No: 0000122690 e) Employee No: 0000115446 f) Employee No: 0000083355 g) Employee No: 0000030167 h) Employee No: 0000069263 <p><u>Somme Estate; Sampled Month: Aug & Dec 2016 and Feb 2017)</u></p> <ul style="list-style-type: none"> a) Employee No: 0000027588 b) Employee No: 0000097315 c) Employee No: 0000027585 d) Employee No: 0000027553 e) Employee No: 0000114823 <p><u>Jentayu Estate; Sampled Month: Aug & Dec 2016 and Feb 2017)</u></p> <ul style="list-style-type: none"> a) Employee No: 0000062180 b) Employee No: 0000112090 c) Employee No: 0000083491 d) Employee No: 0000118020 e) Employee No: 0000091619 <p><u>Padang Buluh Estate; Sampled Month: Aug & Dec 2016 and Feb 2017)</u></p> <ul style="list-style-type: none"> a) Employee No: 0000027012 b) Employee No: 0000113242 c) Employee No: 0000094068 d) Employee No: 0000073300 e) Employee No: 0000089147 <p>All the sampled workers above were achieved Minimum Wage Order.</p>	<p>Complied</p>

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<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Employment contract are available in language that understood by workers. The contract has detailing the payments and employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc. The contract was signed by the workers and sampled contracts as below:</p> <p><u>Sungai Dingin POM:</u></p> <ul style="list-style-type: none"> a) Employee No: 0000118089 expiring 1 Nov 2018 b) Employee No: 0000132902 expiring 26 April 2020 c) Employee No: 0000115446 expiring 7 Oct 2017 d) Employee No: 0000122690 expiring 18 June 2019 <p><u>Somme Estate:</u></p> <ul style="list-style-type: none"> a) Employee No: 0000132932 expiring 24 Apr 2020 b) Employee No: 0000132933 expiring 24 Apr 2020 c) Employee No: 0000125773 expiring 16 Sep 2019 d) Employee No: 0000114823 expiring 12 Jun 2018 <p><u>Jentayu Estate:</u></p> <ul style="list-style-type: none"> a) Employee No: 0000118020 expiring 22 Oct 2018 b) Employee No: 0000103716 expiring 16 Jul 2017 c) Employee No: 0000112090 expiring 12 Mar 2018 d) Employee No: 0000075854 expiring 17 Nov 2017 <p><u>Padang Buluh Estate:</u></p> <ul style="list-style-type: none"> a) Employee No: 0000089147 expiring 15 Mar 2018 b) Employee No: 0000109382 expiring 04 Dec 2017 c) Employee No: 0000112090 expiring 12 Mar 2018 d) Employee No: 0000027094 expiring 22 Feb 2018 	<p>Complied</p>
<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>The management has provided free housing and facilities such as mosque and temple for the workers. Water and electricity was supplying and the workers have to pay the bill according to the domestic rate. Medical facilities were provided free to all the workers without any discrimination. Line-site inspection was conducted:</p> <ul style="list-style-type: none"> a. POM: 25 May 2017 conducted by QA b. Somme estate: 27 May 2017 conducted by Medical assistant c. Jentayu estate: 25 May 2017 conducted by Medical Assistant d. Padang Buluh estate: 16 May 2017 conducted by Medical Assistant 	<p>Complied</p>
<p>6.5.4</p> <p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>The mill and estates were located in the main road and town where the workers were easily access to the sundry shop outside the compound. Grocery shop also available in certain housing area. Interviewed with the workers found that they were understood and satisfied with the foods and goods price selling in the operating unit's compound.</p>	<p>Complied</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	SDPSB has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively. This policy has been explained by management to all employees including foreign workers. Interview conducted with workers confirmed they understand the company's policy in recognizing freedom of association. The list of staff and workers who are the union members (AMESU and NUPW) sighted during on-site visit.	Complied
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	In POM, NUPW meeting was conducted on 5 April 2017 with total 8 participants. Meeting minute is sighted and various issues such as transport break system, reverse sensor of shovel and etc being discuss in the meeting. Interviewed with the Union representatives confirmed that no issue. Following NUPW meeting minutes were sighted: a. Somme estate: 8 May 2017; issue such as fogging in housing area was discussed b. Jentayu estate: 22 March 2017; issue such as transportation for praying and sightseeing trip of workers c. Padang Buluh estate: 12 Dec 2017; issue such as safety shall always the priority; equipment for spraying shall be checked frequently and etc	Complied
Criterion 6.7: Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The 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 on the field.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPSB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age. Policy statement has been displayed publicly on the notice boards within the mill and estate office area.	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Mill has recruited local communities, women, and foreign workers to work in the mill. All of them are given equal opportunity and treat fairly on the housing provided, job that has been offered, salary and etc. Salary of local workers and foreign workers were based on MAPA/NUPW and Minimum Wage Order 2016 and no discrimination happened.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Minor nonconformance

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Criterion / Indicator	Assessment Findings	Compliance
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	<p>There is no smallholder dealing with the Sungai Dingin palm oil mill. Mill only purchase outside FFB from trader where the trader have no contractual agreement with the mill and have freedom to sell their fruits.</p> <p>The prices of FFB paid to the estates is in accordance with the prices set by the Malaysian Palm Oil Board (MPOB) and the records of past and present prices of FFB, CPO and PK are kept by the Marketing Department.</p> <p>Total only 3 trader/out-growers available in Sg Dingin POM. Following agreement were sampled:</p> <ul style="list-style-type: none"> a. CK Teik Enterprise; signed on 11 May 2017 b. Tang Tatt Trading; signed on 30 Dec 2016 <p>At the third schedule of the agreement, it explaining the price formulation based on the MPOB monthly average traded price of CPO for Peninsular Malaysia (Delivered).</p>	Complied
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	<p>Contract agreement was verified during the audit and sampled contracts were as below:</p> <ul style="list-style-type: none"> a. Contractor: The China Engineers (Malaysia) Sdn Bhd; doc no: 4300371322 dated 02 May 2017 b. Contractor: Engcom Enterprise; doc no: 4300372076 dated 02 May 2017 c. Contractor: Mayang Bayumas Sdn Bhd; doc no: 4300372278 dated 1 May 2017 	Complied
6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -	<p>Payment will be made 30 days after upon receipt of the invoice and confirmation of the quantity of CPO delivered to destination according to the agreement signed. Payment was made through the financial department at head office. Interviewed with the contractors confirmed that the payment was made promptly. Following invoice and payment sampled:</p> <ul style="list-style-type: none"> a. Tax Invoice No: EE/JE/SD/31/17 dated 30 April 2017; PO: 4300372076 b. Tax Invoice No: 00007805 dated 30 April 2017; PO: 4300371322 c. Tax Invoice No: FFB-J/04/17 dated 30 April 2017; PO: 4300372278 	Complied
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	<p>The mill and estate's management have made contribution to the local communities, school and the internal stakeholders such as:</p> <ul style="list-style-type: none"> a. POM: Contribution of camp and prize for the yearly sport day (letter dated on 30 April 2017) b. Somme estate: Contribution of hamper for the Health Check Program on 23 December 2016. c. Jentayu Estate: Healthy and Beauty Class 2017 d. Padang Buluh estate: Tractor for praying ceremony 4 Feb 2017; using of the multipurpose hall dated 31 Jan 2017 <p>Interviewed with the local community and school representatives confirmed that the management was very supportive to provide contributions to them upon request.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	There were no scheme smallholders under the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit. It was confirmed through interview and also employment contracts verification. Sampled workers with valid permit for mill & respective estates as below: a. Permit No.: PD 6406616 expiring on 19 Oct 2017 b. Permit No.: PD 6587482 expiring on 22 Dec 2017 c. Permit No.: PD 6587493 expiring on 03 Dec 2017 d. Permit No.: PD 5495965 expiring on 06 Sep 2017 e. Permit No.: PD 6587483 expiring on 29 Dec 2017 f. Permit No.: PD 6883286 expiring on 07 Nov 2017 g. Permit No.: PD 7324847 expiring on 23 Feb 2018 h. Permit No.: PD 7167778 expiring on 20 Jan 2018 i. Permit No.: PD 6502623 expiring on 17 Nov 2018 j. Permit No.: PD 6585500 expiring on 04 Dec 2017 k. Permit No.: PD 6400960 expiring on 02 Oct 2017 l. Permit No.: PD 5808655 expiring on 29 Jul 2017	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted. It was confirmed through the document verification and also interview with the workers. All the sampled workers hold valid contracts and the work permit.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity management policy was implemented dated January 2015 and it covers the necessary aspects of human rights. Employees are aware of their rights. The policy was communicated to employees during morning muster and refresher training was conducted on 18 April 2017 (Somme, Jentayu Estate); 27 May 2017 (Padang Buluh Estate). The policy was displayed outside the mill and estate office.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.13.2	Not applicable as the site located in Peninsular Malaysia	Not applicable
<p>Principle 7: Responsible development of new plantings Sungai Dingin Palm Oil Mill and supply base did not carry out any new plantings after November 2005. Therefore, the requirement of Principle 7 is not applicable during the annual surveillance</p>		
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
8.1.1	<p>Kaizen Project 2017:</p> <ul style="list-style-type: none"> • Reduce the chemical usage per FFB processed • Reduce printing cost for PO • Recover kernel losses in destoner system • Install protecting cover at sterilizer door control panel • Improve motor drive chain guarding design in mill station • Recover oil at mill monsoon drain area • Install indicator and siren alarm at ETP ponds • New boiler complete with ESP dust collecting system – expected completion Aug 2017 	Complied
<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>		

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Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	N.A
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543543	N.A
9	West	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543594	N.A
9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	N.A
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-16	CU-RSPO-819163, SGS-RSPO/PM/MY13/01284, 824 502 16039	Recertification of Labu POM is in progress. PalmTrace License is valid till end of March 2017 in the PalmTrace system.
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been comissioned to replace Rantau Oil Mill with Certificate No: CU-RSPO-819165,

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						certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	N.A
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11 Apr '16	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	N.A
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	N.A
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	N.A
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	N.A

Legends
Certification Withdrawal

NA - NOT APPLICABLE

Note: There are 2 certificate numbers for some SOUs due to transfer of CB.

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SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	16-Jan-17	MUTU-RSPO/011	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	16-Mar-17	MUTU-RSPO/014	
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	9-Jul-17	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/016	
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/017	
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	Recertification of Rantau POM is in progress. PalmTrace License is valid till end of Feb 2017 in the PalmTrace system.
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	11-Sep-17	MUTU-RSPO/020	

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17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Iilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	10-Jul-17	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	

Legends

Pending Certification by RSPO EB	Mill down	closed
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NA - NOT APPLICABLE

Appendix C: Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn Bhd
Strategic Operating Unit (SOU 1)
Sungai Dingin Palm Oil Mill
Ladang Bukit Selarong
09400 Padang Serai
Kedah, Malaysia
RSPO membership number: 1-0008-04-000-00

BSI RSPO Certificate No. : RSPO 550179
Date of Initial Certificate Issued: 12/08/2010
Date of Expiry: 11/08/2020
Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module E
– CPO Mills: Mass Balance)

Sungai Dingin Palm Oil Mill and Supply Base						
Location Address	Strategic Operating Unit (SOU 1) – Sungai Dingin Palm Oil Mill 09400 Padang Serai, Kedah, Malaysia					
GPS Location	100° 40' 00" E ; 5° 24' 00" N					
CPO Tonnage Total	57,703.58 mt					
PK Tonnage Total	13,577.31 mt					
CPO Claimed for Certification*	57,703.58 mt					
PK Claimed for Certification *	13,577.31 mt					
Own estates FFB Tonnage	261,102.19 mt					
Scheme Smallholder FFB Tonnage	-					
Estates	Production Area		HCV (ha)	Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
Sungai Dingin	3,452.30	0.00	3.56	795.81	4,251.67	46,112.00
Padang Buluh	2,971.00	480.00	14.34	543.13	4,008.47	65,079.00
Bukit Selarong	3,346.96	322.08	34.24	222.29	3,925.57	71,848.75
Anak Kulim	661.03	0.00	1.72	859.74	1,522.49	10,150.00
Bukit Hijau	1,776.90	0.00	5.33	942.77	2,725.00	32,158.43
Jentayu	1,353.94	0.00	0.71	823.94	2,178.59	19,660.60
Somme	775.96	0.00	0.00	165.60	941.56	16,093.41
TOTAL	14,338.09	802.08	59.90	4,353.28	19,553.35	261,102.19

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Appendix D: Assessment Plan

Date	Time	Subjects	Hafri	Boon Han	Daniel
Monday 29/5/2017	PM	Audit Team travelling to the site.	✓	✓	✓
Tuesday 30/5/2017 Sg. Dingin Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation). 	✓	✓	✓
	09.00 – 12.00	Sungai Dingin Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	✓	✓	✓
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.30	Sungai Dingin Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	✓	✓	✓
	16.30-17.00	Interim Closing briefing.	✓	✓	✓
Wednesday 31/5/2017 Somme Estate	08.30 – 12.00	Somme Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	✓	-
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.30	Somme Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓
	16.30-17.00	Interim Closing Briefing	✓	✓	✓
Thursday 1/6/2017 Jentayu Estate	8.30 – 12.00	Jentayu Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.00	Jentayu Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓
	16.00-16.30	Verify any outstanding issues and preparation for Closing Meeting	✓	✓	✓
	16.30-17.00	Interim Closing Briefing	✓	✓	✓

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Date	Time	Subjects	Hafri	Boon Han	Daniel
Friday 2/6/2017 Padang Buluh Estate	8.30 – 12.00	Padang Buluh Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	12.00 – 14.30	Lunch & Friday Prayer	✓	✓	✓
	14.30 – 16.00	Padang Buluh Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓
	16.00-16.30	Verify any outstanding issues and preparation for Closing Meeting	✓	✓	✓
	16.30-17.00	Closing Meeting	✓	✓	✓
Saturday 3/6/2017	AM	Audit Team travelling back to KL	✓	✓	✓

Appendix E: Stakeholders Contacted

Internal Stakeholders	External Stakeholders
Managers Assistant Managers Staffs Workers’ Representatives NUPW Representative Gender Committee Representative Crèche Attendant Medical Assistant	Contractors/vendors VMO

Government Departments	Local Communities
Police Terap	Head of Village, Kg. Badlishah

Appendix F: CPO Mill Supply Chain Assessment Report (Module D: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Sungai Dingin Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim). Sub license ID for Sungai Dingin POM is RSPO_PO1000000104.</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Latest written documented procedures for the chain of custody is with Mass Balance (MB) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated October 2016. This developed based on the RSPO SCCS 21 November 2014.</p> <p>As per the appointment letter, the Senior Assistant Engineer has the responsibility to ensure implementation assisted by the on-site compliance executive. The MB model is used because only certified FFB from own supply base is received and processed at West Palm Oil Mill. The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Sungai Dingin Palm Oil mill has documented procedures (as per above in E 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs</p>
E.4 Purchasing and goods in	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Sungai Dingin mill have system to verify at the weighbridge. Sample of weighbridge ticket :</p> <p>a. Weighbridge ticket: 0152349; Date: 31 Dec 2016; Out-grower</p>

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	<p>Supplier: Felcra Berhad; FFB Volume: 16,500 kg</p> <p>b. Weighbridge ticket: 0152315; Date: 31 Dec 2016; Out-grower Supplier: Tang Tatt; FFB Volume: 3,970 kg</p> <p>c. Weighbridge ticket: 0152314; Date: 31 Dec 2016; Out-grower Supplier: CK Teik Ent; FFB Volume: 19,800 kg</p> <p>d. Weighbridge ticket: 0152366; Date: 31 Dec 2016; Own Supply base: Jerai; FFB Volume: 20,280 kg</p> <p>e. Weighbridge ticket: 0152009; Date: 23 Dec 2016; Own Supply base: Padang Buluh; FFB Volume: 19,700 kg</p>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The facilities aware of this procedure. In clause 15- Production Volume of the procedure, the PSQM will notify CB if there is an overproduction.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>All the inventory records are maintained and updated on daily basis and monthly and reported on monthly and 3 monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Sungai Dingin Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant, SDP Nuri. CPO sold to Sime Darby's owned refineries (SDP Joma) and the other 3rd party buyer. Daily records are prepared at the entry point at the weighbridge.</p> <p>Sample of CPO contract and WB ticket: 2-December 2016 – RSPO MB contract: S/C-PSD/1612/CPO1401B, 400 mt Date: 10/12/16, Lorry: BLB5142, WB ticket# 016154, weight: 40,080kg, RSPO cert# RSPO 543594</p> <p>January 2017 – S/C-PSD/1701/CPO0016E (SDP JOMA Refinery) 400 mt Date: 19/1/17, Lorry: NDE 455, WB ticket# 014204, weight; 38.97 mt.</p> <p>Daily summary and monthly summary documented for all the FFB received (certified and non certified). Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit. Monthly Crop Report were verified:</p> <ol style="list-style-type: none"> Monthly Crop Report for April 2017 Monthly Crop Report for Feb 2017 Monthly Crop Report for Dec 2016
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>No outsourcing activities.</p>

Actual Certified Palm Production – March 2016 – February 2017

Mill	Capacity & Supply Chain Model	CPO	PK
Sungai Dingin Palm Oil Mill	80 mt/hr Mass Balance (MB)	61,957.38 mt	16,175.09 mt

Actual Sales of Certified Palm Products – May 2016 – April 2017

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Sungai Dingin Palm Oil Mill	5,500.00 mt (Physical sales)	0.00 mt (Physical sales)	Physical sales : 5,500.00 mt (CPO) Certificates allocated: 75,225.60 mt (CPO) (Confirmed sales through PalmTrace)

Actual Tonnes Sales of Certified Palm Products (Under Other Schemes) - May 2016 - April 2017

Mill	Certified CPO Sales	Certified PK Sales	Other Scheme(s)
Sungai Dingin Palm Oil Mill	Nil	Nil	n/a

Actual Tonnes Sales of Conventional Palm Products - May 2016 - April 2017

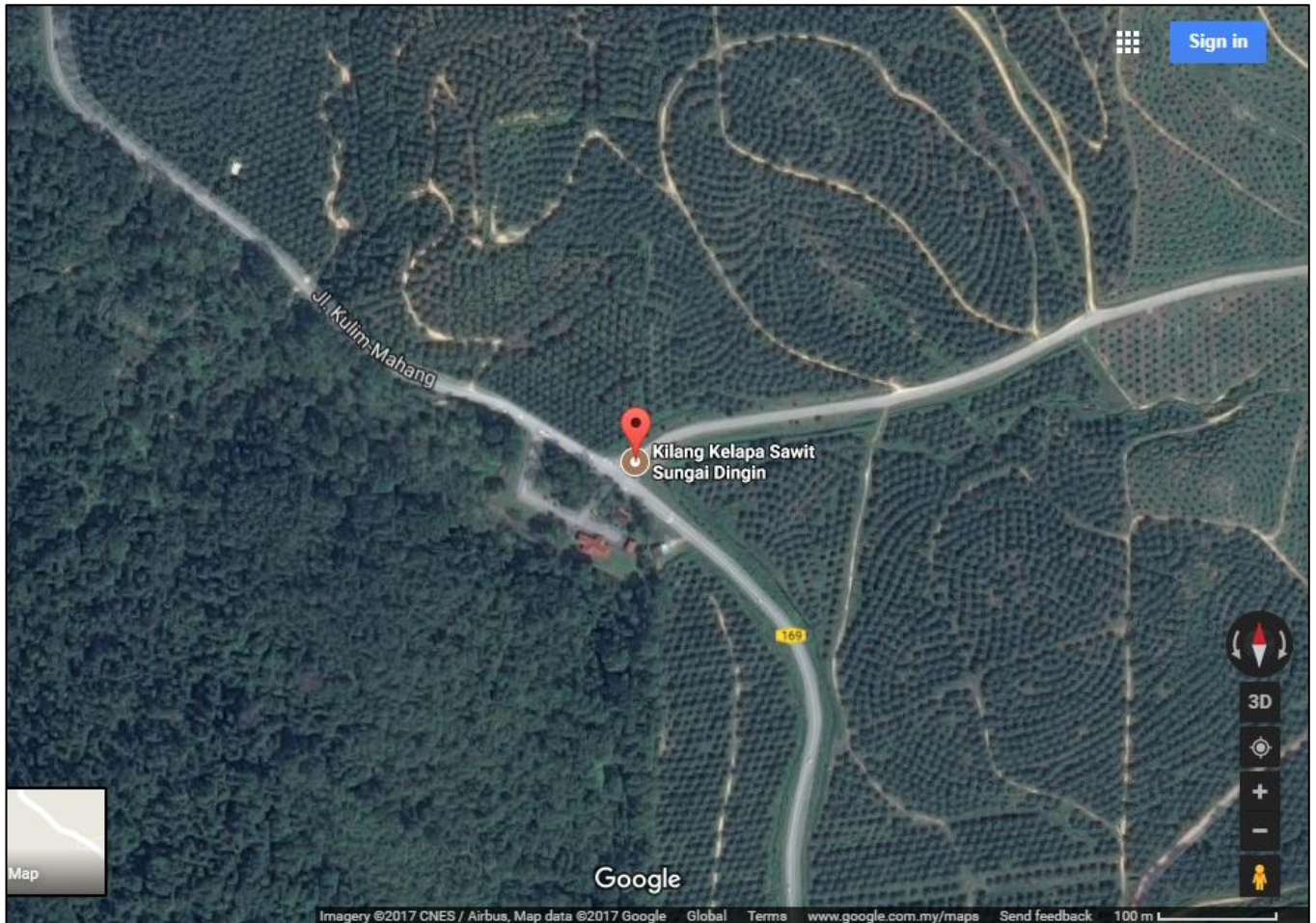
Mill	Certified CPO Sales	Certified PK Sales	Remarks
Sungai Dingin Palm Oil Mill	56,457.38 mt	16,175.09 mt	n/a

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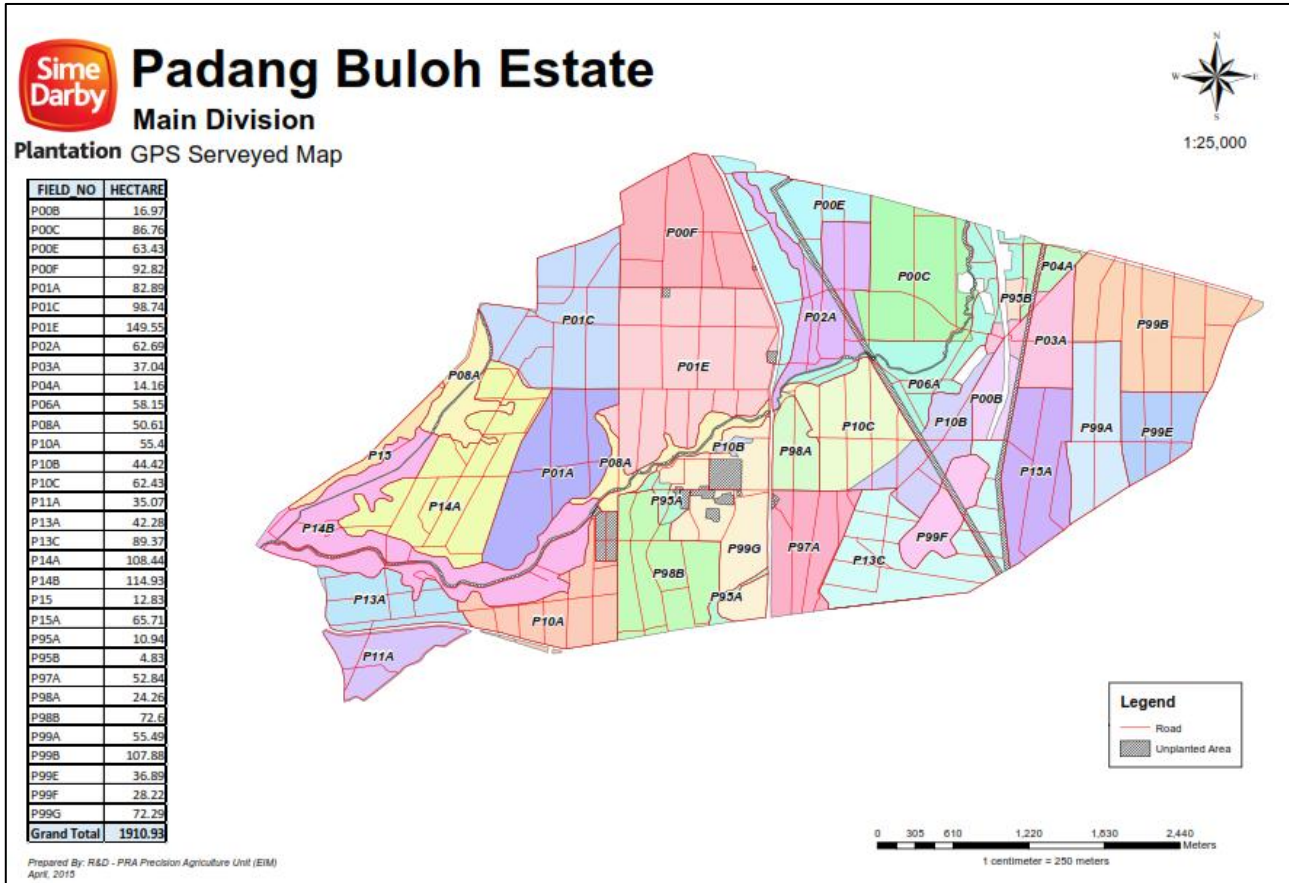
Actual Certified FFB Received Monthly – May 2016 – April 2017

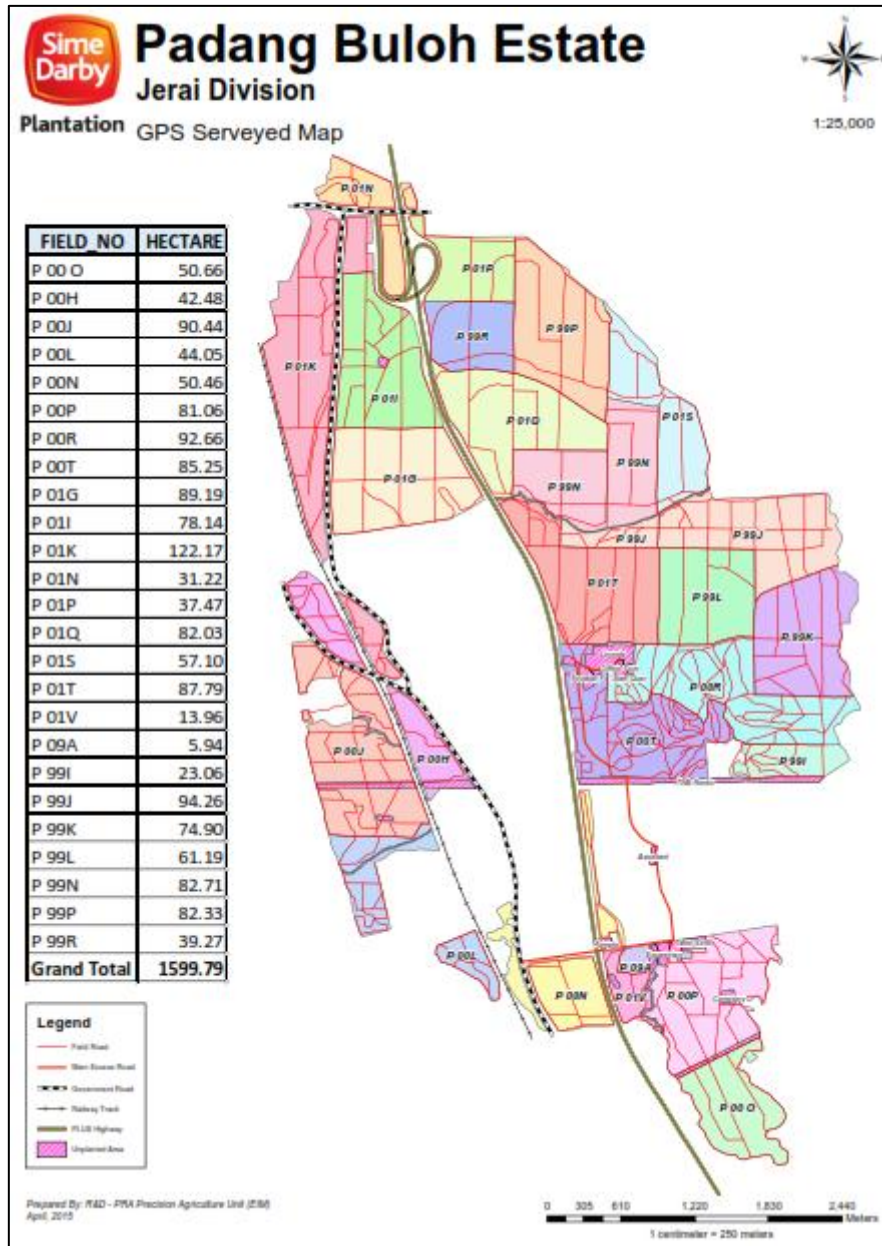
Month	Certified Supply Base (from own certificate scope; including any diversion) (mt)											Total FFB/Month (mt)
	Sg Dingin Estate	Bk Selarong Estate	Pdg Buloh Estate	Ank Kulim Estate	Jentayu Estate	Bk Hijau Estate	Somme Estate	Tang Tatt	CK Teik	Felcra	Crop diversion (Holyrood)	
May-16	3,454.59	5,781.37	4,148.16	631.30	1,424.99	3,089.41	818.92	534.81	-	-	1,236.14	21,119.69
Jun-16	3,633.49	4,836.80	3,609.91	713.91	940.56	2,557.29	997.87	629.02	27.05	-	1,797.36	19,743.26
Jul-16	3,650.35	4,797.89	3,813.04	793.32	1,026.40	2,359.44	1,162.63	803.54	1,262.26	-	1,821.45	21,490.32
Aug-16	4,262.15	5,414.48	4,801.51	960.21	1,636.12	2,382.14	1,274.00	1,026.85	1,477.83	-	2,152.05	25,387.34
Sep-16	3,984.00	5,552.80	5,480.18	1,067.21	1,697.37	2,494.24	1,168.27	885.46	1,071.13	-	-	23,400.66
Oct-16	3,743.60	5,864.16	5,041.49	1,045.25	1,943.81	2,781.62	1,001.29	926.66	397.15	-	-	22,745.03
Nov-16	4,155.13	6,459.20	5,830.99	955.70	2,030.36	3,035.93	824.29	841.55	753.06	-	-	24,886.21
Dec-16	3,779.56	6,089.36	5,058.51	975.99	1,804.11	2,790.28	1,035.15	878.72	1,388.17	428.11	-	24,227.96
Jan-17	3,767.82	6,497.39	5,059.14	889.07	1,528.96	2,718.57	822.22	1,010.85	1,161.64	327.34	-	23,783.00
Feb-17	4,067.72	7,565.40	5,537.87	759.62	1,937.44	2,833.24	1,077.73	1,392.38	2,163.99	349.42	-	27,684.81
Mar-17	5,744.42	10,502.78	8,606.37	925.57	2,748.93	4,064.42	1,489.00	3,054.38	5,064.99	383.59	714.20	43,298.65
Apr-17	5,859.34	10,348.67	8,512.74	910.29	2,420.38	3,834.56	1,368.38	3,334.02	2,007.37	429.81	-	39,025.56
Total	50,102.17	79,710.26	65,499.91	10,627.44	21,139.43	34,941.14	13,039.75	15,318.24	16,774.64	1,918.27	7,721.20	316,792.49

Appendix G: Location Map of Sungai Dingin Palm Oil Mill Certification Unit and Supply bases

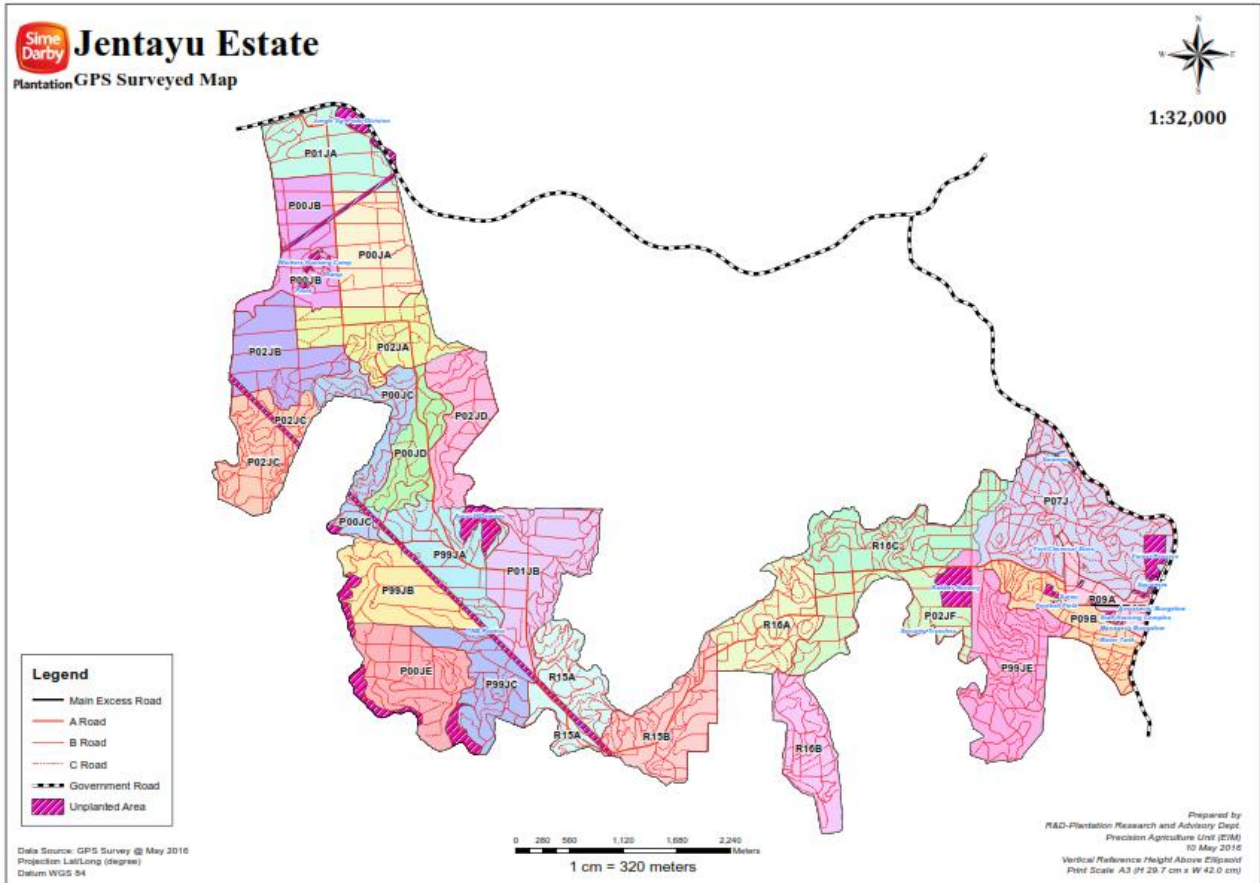


Appendix H: Padang Buluh Estate Field Map

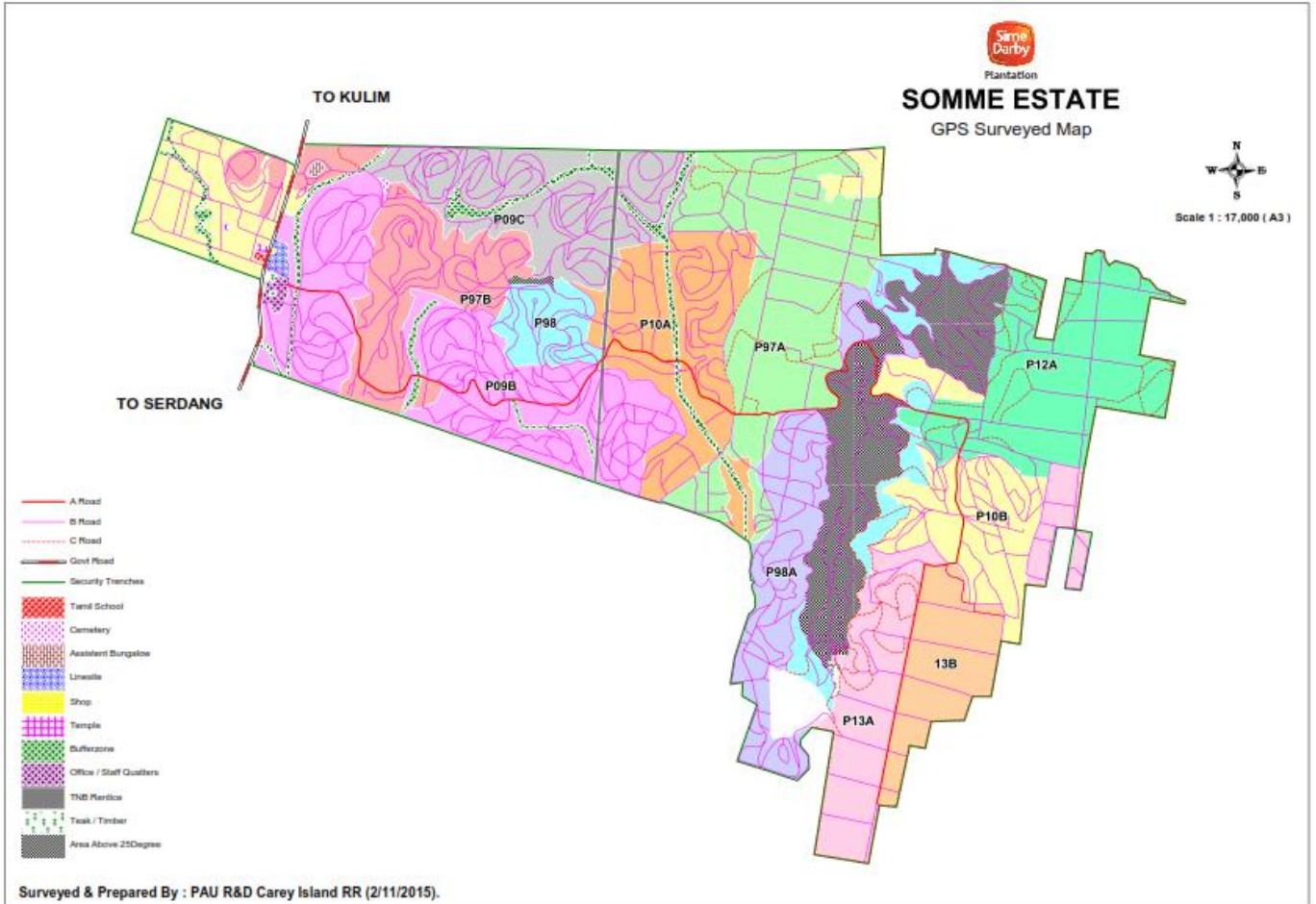




Appendix I: Jentayu Estate Field Map



Appendix J: Somme Estate Field Map



Appendix K: GHG Reporting Executive Summary

The GHG emissions that were produced in 2016 for Sungai Dingin Palm Oil Mill and supply base was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data input in the GHGpalm Calculator against operations records. Palm GHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2016 for Sungai Dingi Palm Oil Mill mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct	Extraction	%
CPO	1.49	OER	21.91
PKO	1.49	KER	5.72

Production	t/yr	Land Use	Ha
FFB Process	282,781.30	OP Planted Area	15,140.17
CPO Produced	42,183.02	OP Planted on peat	0
PKO Produced	9,092.23	Conservation (forested)	59.90
		Conservation (non-forested)	4,353.28
		Total	19,553.35

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	159826.28	0.77	7506.73	0.64	0.00	0.00	0.00	0.00
CO ₂ Emissions from Fertiliser	13223.76	0.06	565.61	0.05	0.00	0.00	0.00	0.00
N ₂ O Emissions	13129.29	0.06	317.52	0.03	0.00	0.00	0.00	0.00
Fuel Consumption	1619.28	0.01	71.78	0.01	9391.17	0.00	0.00	0.23
Peat Oxidation	0	0	0	0	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-151494.10	-0.73	-7115.38	-0.60	0.00	0.00	0.00	0.00
Sequestration in Conservation Area	0	0	0	0	0.00	0.00	0.00	0.00
Total	36304.51	0.18	1346.26	0.11	9391.17	0.00	0.00	0.23

*Note: Includes both estates and smallholders

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Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	40,413.42	0.2
Fuel Consumption	126.47	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	40539.89	0.13

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	0
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix L: List of Smallholder Sampled

- Not applicable -

Appendix M: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
COBC	Code of Business Conduct
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
JE	Jentayu Estate
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
NUPW	National Union of Plantation Workers
OSH	Occupational Safety & Health
PBE	Padang Buluh Estate
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SDPOM	Sungai Dingin Palm Oil Mill
SDPSB	Sime Darby Plantation Sdn Bhd
SE	Somme Estate
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU 1	Strategic Operating Unit 1 (Sungai Dingin Palm Oil Mill & Supply Bases)
SW	Scheduled Waste
VMO	Visiting Medical Officer