

**RSPO PRINCIPLE AND CRITERIA –
3rd ANNUAL SURVEILLANCE ASSESSMENT (ASA1_3)
Public Summary Report**

Sime Darby Plantation Berhad
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 27) Melalap Palm Oil Mill 14th KM, Jalan Tenom-Keningau P.O. Box 205 89908 Tenom Sabah, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	06/09/2004
Parent Company Name	Sime Darby Plantation Berhad		
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Subsidiary (Certification Unit Name)	Strategic Operating Unit (SOU 27) - Melalap Palm Oil Mill		
Address	14th KM, Jalan Tenom-Keningau, P.O. Box 205, 89908 Tenom, Sabah, Malaysia		
Contact Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr. Bukhari Bin Yusof Azuddin (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	kks.melalap@simedarby.com
Telephone	+603 7848 4463 (Head Office) +6087 302146 (Mill)	Facsimile	+603 7848 4363 (Head Office) +6087 32243 (Mill)

2. Certification Information			
Certificate Number	RSPO 547124	Date of First Certification	21/01/2011
		Certificate Start Date	21/01/2016
		Certificate Expiry Date	20/01/2021
Scope of Certification	Palm Oil and Palm Kernel Production from Melalap Palm Oil Mill and Supply Base (Melalap & Sapong Estate)		
Applicable Standards	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 685285	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn. Bhd.	06/03/2023
MSPO 682053	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4		06/03/2023

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates (Note for Auditors: Deg °, Minutes ', Seconds "; The format must be two decimal points) (Eg. 3° 51' 14.01" N)	
		Longitude	Latitude
Melalap Palm Oil Mill (45 mt/hr)	14th KM, Jalan Tenom-Keningau PO Box 205 89908 Tenom, Sabah	115° 59' 15.0"E	5° 13' 58.0"N
Melalap Estate	14th KM, Jalan Tenom-Keningau PO Box 205 89908 Tenom, Sabah	115° 58' 34.7"E	5° 12' 54.0"N
Sapong Estate	14th KM, Jalan Tenom-Keningau PO Box 70 89908 Tenom, Sabah	115° 56' 57.1"E	5° 3' 51.5"N

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Melalap Estate	1,341.58	88.29	790.50	2,220.37	60.42
Sapong Estate	2,266.15	45.72	1,105.40	3,417.27	66.00
Total	3,607.73	134.01	1,895.9	5,637.64	63.21

Note:
GPS variance from last year data for total planted ha and Infrastructure & other ha due to GPS re-surveyed by Internal GPS Team. Approved new hectarage by regional CEO on 14/6/2017.

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Melalap Estate	113.23	-	1228.35	-	-	1,228.35	113.23
Sapong Estate	105.62	-	2160.53	-	-	2,160.53	105.62
Total (ha)	218.85	-	3388.88	-	-	3,388.88	218.85

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (January 2018 – December 2018)	Actual (October 17 – September 18)	Forecast (January 2019 – December 19)
Melalap Estate	27,777.03	25,767.92	23,357.23
Sapong Estate	35,850.00	37,092.18	30,018.84
Total	63,627.03	62,860.10	53,376.07
Remarks:			
i) Actual Tonnage from Oct 17 – Dec 17 = 13,760.38 MT			
ii) Actual Tonnage from Jan 18 – Sept 18 = 49,099.72 MT			

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (January 2018 – December 2018)	Actual (October 17 – September 18)	Forecast (January 2019 – December 19)
N/A			
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Estate	Tonnage / year		
	Estimated (January 2018 – December 2018)	Actual (October 17 – September 18)	Forecast (January 2019 – December 19)
OCP	33,600.00	24,751.37	34,500.00
Total	33,600.00	24,751.37	34,500.00

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10. Certified Tonnage			
Mill Capacity: 25 MT/hr SCC Model: MB	Estimated (January 2018 – December 2018)	Actual (October 17 – September 18)	Forecast (January 2019 – December 19)
	FFB	FFB	FFB
	63,627.03 mt	62,860.10 mt	53,376.07 mt
	CPO (OER: 22.50%)	CPO (OER: 21.60%)	CPO (OER: 22.00%)
	14,316.08 mt	13,575.14 mt	11,742.87 mt
	PK (KER: 5.10%)	PK (KER: 5.13%)	PK (KER: 4.20%)
3,244.98 mt	3,226.81 mt	2,241.79 mt	

Remarks:

- i) Actual Tonnage from Oct 17 – Dec 17 for CPO = 2,974.55 MT and PK = 704.41 MT.
- ii) Actual Tonnage from Jan 18 – Sept 18 for CPO = 10,600.59 MT and PK 2,522.40 MT.

11. Actual Sold Volume (CPO) (October 17 – September 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	0	n/a	n/a	13,543.52	13,543.52

Remarks:

- i) Actual Sold Volume from Oct 17 – Dec 17, Conventional CPO = 2,972.62 MT.
- ii) Actual Sold Volume from Jan 17 – Sept 18, Conventional CPO = 10,570.90 MT.
- iii) **RSPO Credit sold – 2000 MT(included in conventional)**

12. Actual Sold Volume (PK) (October 17 – September 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2,350	n/a	n/a	820.03	3,170.03

Remarks:

- i) Actual Sold Volume from Oct 17 – Dec 17, Conventional PK = 601.96 MT.
- ii) Actual Sold Volume from Jan 17 – Sept 18, RSPO Certified PK = 2,350 MT and Conventional PK = 218.07 MT.

13. Actual Group certification Claims (October 17 – September 18)		
	Credit	Physical Volume (MT)
IS-CSPO	-	-
IS-CSPKO	-	-
IS-CSPKE	-	-

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
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 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 30/10 - 02/11/2018. 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 (Melalap & Spong 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 Major NC close out on-site assessment was conducted on 28/1/2019. The audit programmes are included in Section 2.3.

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 & Criterias 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 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 minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (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 I.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

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.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Melalap Palm Oil Mill	✓	✓	✓	✓	✓
Melalap Estate	✓	✓	✓	✓	✓
Sapong Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: October 29, 2019 - November 1, 2019

Total No. of Mandays: 10 mandays (including 1 day for mill - SC audit)

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Hu Ning Shing (HNS)	Team Leader	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social, legal and workers & stakeholders consultation. She is fluent in Bahasa Malaysia and English languages.
Mohamed Hidir (MH)	Team member	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, estate & mill best practices, safety & health, workers consultation and SCC for CPO mill. He is fluent in Bahasa Malaysia and English languages.
Mr Muhammad Fadzli (MF)	Team member	Fadzli graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. During this assessment, he assessed on the aspects of legal, estate & mill best practices, environmental and workers consultation. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons:

No.	Name	Role
	N/A	

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

PRELIMINARY AGENDA					
Date	Time	Subjects	HNS	MH	MF
Monday 29/10/2018	PM	Audit team travelling to Keningau (Juta Hotel)	√	√	√
Tuesday 30/10/2018 Melalap Palm Oil Mill	0830 - 0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). • Verification on previous audit findings 	√	√	√
	0900 - 1200	Melalap 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, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√	√
	1200 - 1300	Lunch	√	√	√
	1300 - 1630	Melalap Palm Oil Mill Document Review P1 – P8: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	1630 - 1700	Interim Closing Briefing	√	√	√
Wednesday 31/10/2018 Melalap Estate	0830 - 1200	Melalap 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.	√	√	√
	1000 - 1100	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	1200 - 1300	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	HNS	MH	MF
	1300 - 1630	Melalap Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630 - 1700	Interim Closing Briefing	√	√	√
Thursday 1/11/2018 Sapong Estate	0830 - 1200	Sapong Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	1200 - 1300	Lunch	√	√	√
	1300 - 1600	Sapong 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).	√	√	√
	1600 - 1630	Verify any outstanding issues & Preparation for closing Meeting	√	√	√
	1630 - 1730	Closing Meeting	√	√	√
	1730	Audit team travel to Kota Kinabalu (Promenade Hotel)	√	-	√
	Friday 2/11/2018 Melalap Palm Oil Mill	0900 - 1800	Supply chain audit for Melalap POM <ul style="list-style-type: none"> • General COC for supply chain • RSPO rules communication and claim • Module E: Mass Balance 	-	√
	1800 - 1830	Closing Meeting	-	√	-
	1830	Auditor travel to Kota Kinabalu (Promenade Hotel)	-	√	-

Major NC Close-Out Assessment Plan

PRELIMINARY AGENDA			
Date	Time	Subjects	VSH
Sunday 27/1/2019	1500	Audit team travelling from Kota Kinabalu to Hotel Juta, Keningau	√
Monday 28/1/2019	0845 - 0900	Opening briefing by the audit team leader	√
	0900 - 1200	Melalap POM Verification of effective implementation of corrective action for the NCR raised	√
	1200 - 1300	Lunch break	√
	1300 - 1630	Melalap and Sapong Estate Verification of effective implementation of corrective action for the NCR raised , including interview with relevant workers	√
	1630	Auditor travelling from SOU Melalap to Kota Kinabalu	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Berhad Multiple Management Units / Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance

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<p>Does the plan include all current subsidiaries, estates and mills?</p>	<p>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. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p>	<p>Yes</p>
<p>Have all the estates and mills certified within five years after obtaining RSPO membership?</p>	<p>For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p>	<p>Yes</p>
<p>Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.</p>	<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>*RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p> <p>SDPL (Liberia Operation) has undergone RSPO Main Certification audit scheduled on 19 to 23 March 2018, but the assessment was only completed conducted and put on-hold due to security & safety issue. After due consideration on the current engagement with the House of Representative in Liberia, SDP management decided to postpone the time bound plan of RSPO Certification to 2019 until satisfactory resolution and demonstration of progress towards the 15 recommendations by the Special Legislative Committee of the House of Representative, Liberia in managing the potential risks resulting from the RSPO Certification process.</p>	<p>Yes</p>

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<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>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.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p> <p>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 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</p>	<p>Yes</p>
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>No lapses.</p>	<p>Yes</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>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.</p>	<p>Yes</p>
<p>Un-Certified Units or Holdings</p>		

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<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>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).</p>	<p>Yes</p>																																																																			
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019. 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> <p>*Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p>	<p>Yes</p>																																																																			
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p> <p>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on LUCA submission stauts as per below table:</p> <p style="text-align: center;">SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</p> <table border="1" data-bbox="727 1223 1321 1722"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>PT Lahan Tani Sakti</td> <td>Submitted on 31 May 2017</td> <td>LUCA approved by reviewer</td> </tr> <tr> <td>2.</td> <td>PT Bina Sains Cemerlang</td> <td>Submitted on 29 Sept 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>3.</td> <td>PT Swadaya Andika</td> <td>Submitted on 6 Oct 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>4.</td> <td>PT Langgeng Muara Makmur</td> <td>Submitted on 8 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>5.</td> <td>PT Laguna Mandiri</td> <td>Submitted on 20 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>6.</td> <td>PT Kridatama Lancar</td> <td>Submitted on 22 Sept 2017</td> <td rowspan="19">Shapefiles to be submitted to RSPO by 17 Aug 2018</td> </tr> <tr> <td>7.</td> <td>PT Paripurna Swakarsa</td> <td>Submitted on 29 Sept 2017</td> </tr> <tr> <td>8.</td> <td>PT Sime Indo Agro</td> <td>Submitted on 10 Nov 2017</td> </tr> <tr> <td>9.</td> <td>PT Bhumireksa Nusa Sejati</td> <td>Submitted on 12 Dec 2017</td> </tr> <tr> <td>10.</td> <td>PT Budidaya Agro Lestari</td> <td>Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017</td> </tr> <tr> <td>11.</td> <td>PT Teguh Sempurna</td> <td>Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017</td> </tr> <tr> <td>12.</td> <td>PT Bahari Gembira Ria</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>13.</td> <td>PT Guthrie Pecconina Indonesia</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>14.</td> <td>PT Sajang Heulang</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>15.</td> <td>PT Bersama Sejahtera Sakti</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>16.</td> <td>PT Tunggal Mitra Plantation</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>17.</td> <td>PT Ladangrumpun Suburabadi</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>18.</td> <td>PT Aneka Inti Persada</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>19.</td> <td>PT Mitra Austral Sejahtera</td> <td>Submitted on 29 Dec 2017</td> </tr> </tbody> </table> <p>Note: SDP's LUCA is still in queue for review process pending finalization of the contract between RSPO and the reviewer. Sime Darby Plantation has also submitted its RSPO Compensation Plan (CP) for evaluation by RSPO.</p>	No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)	1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer	2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO	3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO	4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO	5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO	6.	PT Kridatama Lancar	Submitted on 22 Sept 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018	7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017	8.	PT Sime Indo Agro	Submitted on 10 Nov 2017	9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017	10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017	11.	PT Teguh Sempurna	Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017	12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017	13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017	14.	PT Sajang Heulang	Submitted on 29 Dec 2017	15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017	16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017	17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017	18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017	19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017	<p>Yes</p>
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<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																			

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Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Yes
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes	Yes

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	Not applicable	

3.4 Details of findings

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

During the Certification Assessment there were six (6) Major & one (1) Minor nonconformities raised. The Melalap 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. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1701917-201810-M1	Clause & Category (Major / Minor)	Indicator 4.7.1 Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Health and safety plan was not effectively implemented.		
Requirement Reference:	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.		
Objective Evidence:	Personal chemical exposure monitoring (PCEM) for (Hexane, Potassium Chromate, Calcium Carbonate, Iron Oxide dust) was not carried out for 2018. The last monitoring was done on 14th June 2017.		
Corrections:	Mill has appointed consultant Chemsain Konsultant Sdn Bhd to carry out Personal chemical exposure monitoring (PCEM) & will be conducted in		

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	Dec 2018.
Root Cause Analysis:	Mill do not have monitoring checklist/programme to monitor the Personal chemical exposure monitoring (PCEM) programme.
Corrective Actions:	<p>Mill to prepare checklist of mill monitoring programme which include Personal chemical exposure monitoring (PCEM).</p> <p>On-site verification: PCEM had been conducted on 13/12/2018 by Chemsain. Evidence of service delivered: - draft report from Chemsain, which monitoring was conducted on 13/12/2018 Final PCEM report is expected to be obtained in the middle of Feb 2019. Monitoring programme created on 7/11/2018 which is utilised by chief clerk to prevent overlook of renewal dates of various permits/licenses/etc.</p>
Assessment Conclusion:	The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.

Nonconformity			
NCR Ref #	1701917-201810-M2	Clause & Category (Major / Minor)	Indicator 4.7.2 Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Not all operations where health and safety is an issue were risk assessed and documented.		
Requirement Reference:	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.		
Objective Evidence:	<p>Melalap POM</p> <p>Based on HIRARC dated 18/4/18, there are revision of HIRARC for the non-LTI accident cases. Further trailed on the records e.g accident investigation logbook and first aid box usage log found that not all nonLTI cases were reviewed and incorporated in the register. Refer to first aid cases dated (18/8/18, 13/9/18 and 23/10/18).</p>		
Corrections:	<p>1) Mill has reviewed each first aid cases from January 2018 until current and investigation had been carried out by safety and health investigation team led by Corporal Yap and Melikan by interviewed user based on first aid record book. Investigation process assisted by first aid box person in charge.</p> <p>2) Based on investigation report produce by investigation team, HIRARC team led by Tn. Zaidani to review related section in HIRARC.</p>		
Root Cause Analysis:	For current mill practice, HIRARC only be reviewed after official report received from affected party. As for first aid box usage, mill safety committee did not receive any report for them to refer. No proper training done for the person in-charge of first aid box to report first aid usage/case.		
Corrective Actions:	Briefing on first aid kit usage/case reporting to all person in-charge for first aid kit box to be conducted on December 2018.		

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	<p>On-site verification: First aid kit usage on 12/1/2019 (ref.: Lab First Aid Record), reported by Clamence Katirin (ref.: training attendance name #15) to Corporal Yap (member of Accident Investigation Team) had been recorded in Investigation Report book and HIRARC was subsequently reviewed. Incident Detailed Report was also submitted to GSQM through Sime Darby's SMS-IT system (co-related to 1701917-201810-M3 issue).</p>
Assessment Conclusion:	<p>The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.</p>

Nonconformity			
NCR Ref #	1701917-201810-M3	Clause & Category (Major / Minor)	Indicator 4.7.5 Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Records of all accidents was not periodically reviewed effectively.		
Requirement Reference:	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.		
Objective Evidence:	<p>Not all accidents (near miss, LTI and non-LTI) were updated in the GSQM ESH monthly performance report from January 2018 - September 2018.</p> <p>Melalap POM : non-LTI case (18/8/18, 13/9/18, 20/9/18, 4/10/18, 23/10/18)</p> <p>Sapong Estate : non-LTI case (9/6/18, 17/7/18)</p>		
Corrections:	Non LTI case has been updated into GSQM ESH monthly report.		
Root Cause Analysis:	The person in charge lack of understanding on non LTI case should be updated in GSQM ESH monthly. No proper training on accident reporting has been conducted.		
Corrective Actions:	<p>Training on accident reporting to be conducted by SQM personnel to the person in charge on December 2018.</p> <p>On-site verification: Incident Detailed Report (Melalap POM) had been submitted to GSQM through Sime Darby's SMS-IT system which had been well updated. There has been no accident/incident at Sapong Estate ever since the last assessment visit – ref.: "Buku Rekod Penggunaan First Aid". Based on the interview with Mill QA Supervisor and Sapong Estate's MA, they were found to be able to explain clearly on accident reporting.</p>		
Assessment Conclusion:	The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.		

Nonconformity			
NCR Ref #	1701917-201810-M4	Clause & Category	Indicator 2.1.1

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		(Major / Minor)	Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Evidence of compliance with Malaysian Standard for Air Pollution Control, MS1596:2003 is not available during the audit.		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence:	In 2017, Melalap POM only conducted Dust Emission Measurement once a year as per report no UJES/MALALAP O1/ 2017-01 dated 20/4/2017. Second Dust Emission Measurement for 2017 was not conducted which not comply with 'Malaysian Standard for Air Pollution Control, MS1596:2003' which required the management to conduct the Dust Emission Measurement twice a year.		
Corrections:	1) Mill already follow up with appointed contractor to conduct stack sampling immediately. 2) Stack sampling has been conducted at Melalap POM by appointed contractor (Sahen Engineering) on 21 November 2018.		
Root Cause Analysis:	Mill do not have monitoring checklist/programme to monitor the stack sampling programme.		
Corrective Actions:	<p>Mill to prepare checklist of mill monitoring programme which include stack sampling.</p> <p>On-site verification: The second stack sampling for 2018 has been conducted on 21/11/2018 for both chimney #1 and #2 [ref. report # SAHEN/Melalap-01/18-02 and #SAHEN/Melalap-02/18-02]. For 2019, the first stack sampling for chimney #2 has been conducted on 23/1/2019 (ref.: PTW #0714 dated 23/1/2019) and pending for the report by the consultant. Chimney #1 was not in operation then and therefore it was scheduled to be stack sampled in February 2019 [ref.: Contract Form (PO) #4300452594 dated 16/1/2019. Based on the monitoring checklist, the second stack sampling for 2019 is scheduled to be conducted in June 2019.</p>		
Assessment Conclusion:	The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.		

Nonconformity			
NCR Ref #	1701917-201810-M5	Clause & Category (Major / Minor)	Indicator 6.5.2 Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Extension contract for the workers who worked more than 2 years were not available.		
Requirement Reference:	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.		

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Objective Evidence:	Workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have not signed an extension contract (version: EMP04/INDO/2017/01) as below: a. Employee No.: 54400 (SE) b. Employee No.: 87454 (SE) c. Employee No.: 99331 (SE) d. Employee No.: 119331 (SE) e. Employee No.: 46668 (SE) f. Employee No.: 82957 (SE)
Corrections:	Estate will identify all stated workers and to ensure all of them to sign the extension employment contract using latest version of employment contract release by Human Resource department in 2017.
Root Cause Analysis:	No specific Person In Charge (PIC) was appointed by estate management to monitor the renewal of workers employment contract.
Corrective Actions:	Estate management will appoint PIC to monitor the renewal of workers employment contract. On-site verification: The following workers were interviewed: 1) Employee No.: 54400 (SE) 2) Employee No.: 87454 (SE) 3) Employee No.: 99331 (SE) 4) Employee No.: 46668 (SE) The following workers were not available for interview: 1) Employee No.: 119331 (SE) (reason: resigned on 30/6/2017) 2) Employee No.: 82957 (SE) (reason: on leave to Indonesia since 14/12/2018 until 14/2/2019) Based on interview, the workers understood the contents of the contract and confirm that all the conditions were well delivered by the employer. Mechanism to monitor so that the extension of contract is given to the foreign workers is done by Mdm Rosneh (admin clerk) by having the "Senarai Nama Permit" (Workers Permit Name List) where information about permit expiry and year of service is available.
Assessment Conclusion:	The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.

Nonconformity			
NCR Ref #	1701917-201810-M6	Clause & Category (Major / Minor)	Indicator 4.4.2 Major
Date Issued	01/11/2018	Due Date	29/01/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	28/01/2019
Statement of Nonconformity:	Appropriate riparian buffer zones was not demarcated.		
Requirement Reference:	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.		

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Objective Evidence:	Melalap Estate Sighted during site visit at Sg. Makaniton, the river buffer zone was not demarcated. There are evidence of chemical application at the buffer zone area. It was not comply with Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks.
Corrections:	Demarcation to be carried out at the riparian zone of Sg Makaniton Block 02K.
Root Cause Analysis:	Riparian zone of Sg Makaniton at Block 02K was not included in the HCV monitoring, thus demarcation at this area has faded and not been redemarcate.
Corrective Actions:	1) Riparian Zone at Block 02K to be included in the HCV monitoring record. 2) Briefing to all sprayers on the area of spraying activities to be avoided. HCV training to be done for all workers. On-site verification: At Melalap Estate, Block 01MB riparian zone for Pegalan River was visited where circle spray for the field was carried out somewhere in Dec 2018 according to the information given by workers. It was observed that the palm trunks at the buffer zone were belt painted with red as demarcation and no trace of chemical spray observed at the riparian zone. The riparian zone at block 02K was also clearly demarcated. The checking of riparian zone has been included in the HCV Monitoring Checklist. Based on interview with spraying workers, they were able to demonstrate the understanding on no agrochemical application at buffer zone.
Assessment Conclusion:	The implementation of corrective action plan was found to be effective. Thus, the major NCR is closed on 28/1/2019.

Nonconformity			
NCR Ref #	1701917-201810-N1	Clause & Category (Major / Minor)	Indicator 6.8.3 Minor
Date Issued	01/11/2018	Due Date	Next Annual Surveillance Assessment
Closed (Yes / No)	No	Date of nonconformity Closure	N/A
Statement of Nonconformity:	The recruitment process of the foreign workers is not fully implemented.		
Requirement Reference:	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
Objective Evidence:	Document reviewed on the permit in Sapong Estate found that one of the worker (Employee No.: 82957) who joined on 1/9/2012 is holding Visit Pass (Social) which valid until 8/7/2019 where the employee is prohibited to employ in a form of employment as clearly stated in the visit pass. Thus, the company could not demonstrate the recruitment process is accordance to the General Process – Recruitment of Foreign Workers (Sabah) Procedure which not comply with the regulations.		
Corrections:	The worker already issued resignation letter on 31 October 2018. Her last service was on 31 October 2018.		

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Root Cause Analysis:	The workers was deploy since 2014. Verbal approval obtained by immigration department that time by previous management. The new estate management just continue her employment.
Corrective Actions:	1) Estate to establish list of workers with status of passport and permit (expiry date, date for renewal) for easy monitoring. 2) Estate management to ensure recruitments of workers to follow the procedure.
Assessment Conclusion:	Corrective action plan is accepted. Since this is a minor NC, the effectiveness of implementation shall be verified in the next assessment.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Nil

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1529814-201709-N1	Clause & Category (Major / Minor)	Indicator 4.7.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	01/11/2018
Statement of Nonconformity:	Safe working practices/procedures was not effectively implemented.		
Requirement Reference:	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.		
Objective Evidence:	Unsafe act/condition for the electrical cable connection directly to power point (without plug) at the mill control room by contractor (Berjaya Contractor). Sighted PTW dated 26/09/2017 for cementing works (area: boiler, engine room and mill). Melalap Estate Unsafe act/condition for the use of extended electrical cable on shared usage for the welding machine and the air compressor at the workshop. Electrical cables were seen on the workshop floor and on the sliding metal door floor.		
Corrective Actions:	1. Estate or mill with collaboration with regional SQM team will conduct awareness training on safe working practices/procedures for related workers. 2. Estate and mill management to include inspection on workshop electrical equipment usage in the quarterly workplace inspection.		
Assessment Conclusion:	ASA3_1 verification Melalap POM		

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	<p>i) Safety training carried out for safe work practices – Belt press operation (ETP) 1.2.18, SOP and PWI(pictorial work instruction) training (3/3/18)</p> <p>ii) Safety inspection via quarterly workplace inspection was carried out on quarterly basis. The latest inspection dated 8/10/18 was sighted which includes all work station in the mill. Workshop electrical equipment inspection reported under section 17, maintenance based on checklist "Lampiran 1, Pemeriksaan Tempat Kerja"</p> <p>Melalap Estate</p> <p>i) Verified PTW for contractor (to construct communication tower) dated 29/10/18. All necessary safety requirements were checked prior to start work.</p> <p>ii) Safety inspection via quarterly workplace inspection was carried out on quarterly basis. The latest inspection dated 28/8/18 was sighted which includes all work station in the mill. Workshop electrical equipment inspection reported under section 17, maintenance based on checklist " Lampiran 1, Pemeriksaan Tempat Kerja".</p> <p>The Minor NC was verified and closed on 1/11/2018.</p>
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Non-Conformity			
NCR Ref #	1529814-201709-N2	Clause & Category (Major / Minor)	Indicator 4.7.5 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	01/11/2018
Statement of Nonconformity:	The first aid equipment was not effectively inspected and monitored.		
Requirement Reference:	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.		
Objective Evidence:	<p>Melalap POM First aid box at ramp contained an expired antiseptic cream (expired on 07/2016).</p> <p>Melalap Estate First aid box content was insufficient (Chemical Mixing store, Workshop and P01KA). eq. Antiseptic cream was not available (as per list of content). Additional item eq. Dettol found in the first aid boxes.</p> <p>Sapong Estate First aid box contents was insufficient (old fertilizer store, chemical mixing store and workshop).</p>		
Corrective Actions:	<p>1. First aid training to be conducted by Medical Assistant for first aider/first aid box keeper.</p> <p>2. Inspection of first aid box to be done on monthly basis.</p>		
Assessment Conclusion:	ASA3_1 verification		

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	<p>First aid training was carried out by 3rd party training provider, CERT Academy Sdn Bhd on 25 July 2017 for the nominated first aider. On top of the said training, internal training by HA was given on 6/1/18 to other workers.</p> <p>Monthly first aid box inspection was sighted. All 11 units were inspected and replenished. Refer to inspection report dated 6/10/18, 8/8/18 and 6/7/18. Verified during onsite inspection at workshop and production/process area, no expired item found and all item replenished satisfactorily.</p> <p>The Minor NC was verified and closed on 1/11/2018.</p>
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Non-Conformity			
NCR Ref #	1529814-201709-N3	Clause & Category (Major / Minor)	Indicator 4.6.10 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	01/11/2018
Statement of Nonconformity:	Proper disposal of waste material according to procedures not demonstrated.		
Requirement Reference:	<ul style="list-style-type: none"> - Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Sustainable Plantation Management System; Appendix 9; Procedure for Handling of Domestic Waste; Ver. 1; Year: 2008; Issue no.: 1; Date: 1/11/2008 		
Objective Evidence:	<ul style="list-style-type: none"> - Melalap Estate Landfill site was filled with recyclable domestic wastes. - Sapong Estate field workers use empty fertilizer bags as mat in house. 		
Corrective Actions:	<p><u>Melalap Estate</u> Estate to conduct awareness training on 3R programme (Reduce, reuse and recycle) for the workers.</p> <p><u>Sapong Estate</u> Close monitoring at workers housing area during weekly line site inspection to ensure no empty fertiliser bag usage at workers housing area.</p>		
Assessment Conclusion:	<p>ASA3_1 verification</p> <p>Sighted during site visit at Sapong Estate and Melalap Estate line site, noted that no empty fertiliser bags found used in the line site. The estate has include inspection of usage of scheduled and recycle waste at the line site, it was found that no reports regarding the usage of empty fertiliser bags in the line site. The estate visited has conducted awareness training on 3R (Reduce, reuse and recycle) to the workers. Sighted the latest training records at the estate visited as follows:</p> <ul style="list-style-type: none"> i. Sapong Estate - Muster briefing records on 3R (Reduce, reuse and recycle) dated 7/6/2018, 7/9/2018 and 14/9/2018 ii. Melalap Estate - Awareness on 3R (Reduce, reuse and recycle) dated 12/9/2018 <p>Sighted during site visit at Melalap Estate, 3R bin was provided at linesite area.</p> <p>The Minor NC was verified and closed on 1/11/2018.</p>		

Opportunity for Improvement

OFI#	Description
OFI 1	<p>Indicator 2.1.1</p> <p>Sighted that Melalap POM had applied for the license from DOSH for the two (02) air receivers: Air Receiver D (ref: JKPP IS 127/453/2-2011226335(2)) and Air Receiver E (ref: JKPP IS 127/453/22011226335(2)). Sighted internal letter dated 10/04/2017, 16/02/2016 & 19/01/2015 and DOSH visit dated 08/05/2017, 10/03/2016 & 13/02/2015. License will be verified during the next audit.</p> <p>Melalap POM CePSWaM certificate serial#CePSWaM/16390 validity 01/06/2016 – 01/06/2017. Sighted email from DOE dated 18/09/2017 to submit additional information (FTR) for EIMAS on/before 07/10/2017. New certificate will be verified during the next surveillance.</p> <p>ASA3_1 Verification: Air receiver CF – CF for 2 units of compressor was verified SB PMT 14945 – valid until 18/6/19 SB PMT 14946 – valid until 18/6/19 Status of competent person – CePSWaM/01834, date issued 16/4/18</p>
OFI 2	<p>Indicator 4.7.5</p> <p>Melalap POM All fire extinguishers was sent for servicing and only temporary/stand-by units sighted in the mill. Sighted PO# MLM000228 dated 23/09/2017 and quotation dated 24/08/2017.</p> <p>ASA3_1 Verification: Fire extinguisher service and inspection was carried out every quarter. Sighted the latest report dated 8/10/18 for firefighting system inspection including fire extinguisher, hydrant and hose reel unit.</p>
OFI 3	<p>Indicator 4.4.2</p> <p>Melalap Estate Sighted the Industrial Effluent (Water) Analysis report IE864/2017 dated 15/08/2017 for Water Analysis Test report at Line-site (DM1/2) and Sungai Pegalan – Downstream (DP1/2). Report shows that the result does not conform with the NSDWQS for domestic use. However, an investigation has been initiated and arrangement for a re-sampling and analysis are on-going. Sighted letter dated 07/09/2017 for water sample re-test.</p> <p>ASA3_1 Verification: Sighted the resampled results for water sample re-test conducted on 07/09/2017. The result conform with NSDWQS for domestic use.</p> <p>Water sampling was conducted on annually basis as per Standard Operating procedure. The sample were taken at 4 sampling point. Latest water analysis for pesticides water analysis was conducted in Jun 2018. Non-pesticides detected in the water sampled test. Refer report no. PL468/2018. Latest water analysis results for microbiology test was conform with NSDWQS for domestic use. Refer report no ML300/2018.</p>

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
CR01	Major	2.1.1	20/5/2010	Closed 19/7/2010
CR02	Major	2.1.3	20/5/2010	Closed 28/1/2012
CR03	Minor	4.4.6	20/5/2010	Upgraded to Major 28/1/2012
CR04	Minor	5.3.2	20/5/2010	Closed 28/1/2012
CR05	Minor	6.5.3	20/5/2010	Closed 28/1/2012
CR06	Minor	2.1.1	28/1/2012	Closed 28/3/2012

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CR07	Minor	4.3.2	28/1/2012 Upgraded 8/1/2013	Closed 19/2/2013
CR08	Minor	6.1.2	28/1/2012	Closed 8/1/2013
CR09	Minor	5.3.2	8/1/2013	Closed 27/11/2013
CR10	Minor	5.5.3	8/1/2013	Minor Upgraded to Major. See ref. 997687M1
997687M0	Major	2.1.1	27/11/2013	Closed 24/1/2014
997687M1	Major	5.5.3	27/11/2013	Closed 24/1/2014
997687N2	Minor	6.3.2	27/11/2013	Closed on 1/12/2014
1132815M1	Major	2.1.1	3/12/2014	Closed on 31/01/2015
1132815M2	Major	5.1.1	3/12/2014	Closed on 31/01/2015
1132815N1	Minor	2.1.2	3/12/2014	Closed on 21/10/15
1245151M1	Major	4.7.2	23/10/2015	Closed on 12/11/15
1245151N1	Minor	4.1.3	23/10/2015	Closed on 27/10/16
1387085M1	Major	6.5.1	27/10/2016	Closed on 26/12/16
1529814-201709-N1	Minor	4.7.3	28/09/2017	Closed on 01/11/2018
1529814-201709-N2	Minor	4.7.5	28/09/2017	Closed on 01/11/2018
1529814-201709-N3	Minor	4.6.10	28/09/2017	Closed on 01/11/2018
1701917-201810-M1	Major	4.7.1	01/11/2018	Closed on 28/1/2019
1701917-201810-M2	Major	4.7.2	01/11/2018	Closed on 28/1/2019
1701917-201810-M3	Major	4.7.5	01/11/2018	Closed on 28/1/2019
1701917-201810-M4	Major	2.1.1	01/11/2018	Closed on 28/1/2019
1701917-201810-M5	Major	6.5.2	01/11/2018	Closed on 28/1/2019
1701917-201810-M6	Major	4.4.2	01/11/2018	Closed on 28/1/2019
1701917-201810-N1	Minor	6.8.3	01/11/2018	"Open"

3.5. Stakeholders Consultation

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

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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 below.



List of Stakeholders Contacted	
Internal Stakeholders Managers and Assistants Mill & Estate Male Mill Staff/ Workers	Union/Contractors/Local Communities Local Communities Representative Schools' Representative

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Female Mill Staff/Workers Foreign Worker Male and Female Estate workers Workers Representatives SPIEU Representatives	
Government Departments Immigration Department	NGO NIL

IS #	Description
1	<p>Feedbacks: Local Communities Representative - He informed that no land dispute case was reported. They have good relationship with the management. The villagers are passing the estate’s road to access to their village. Job opportunity was given to the local communities.</p> <p>Management Responses: The management will gives priority to the local communities for any job opportunity and will ensure no land dispute occurs.</p> <p>Audit Team Findings: No other issue.</p>
2	<p>Feedbacks: Workers’ Representatives and SPIEU Representatives - The workers are paid according to the Minimum Wage Order 2016. They were treated equally with no discrimination. They are provided with free water supply and housing facilities. The foreign workers are allowed to keep their passport by their own.</p> <p>Management Responses: The management has given freedom to the workers to keep their passport by their own.</p> <p>Audit Team Findings: No other issue.</p>
3	<p>Feedbacks: Teacher - The school teachers informed that they have good relationship with the management. The management has provided assistance to the schools whenever they requested. The activities of the plantations have no impacts to the school.</p> <p>Management Responses: The management will continue to support and provide assistance whenever needed by the school.</p> <p>Audit Team Findings: No other issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Melalap Palm Oil Mill Certification Unit has complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Melalap Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Hu Ning Shing	Name: Bukhari bin Yusof Azuddin
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Sime Darby Plantation (Sabah)
Title: Client Manager	Title: Mill Manager
Signature: 	Signature: <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> <p>GUTHRIE INDUSTRIES MALAYSIA SDN BHD (COMPANY NO 02548-U) MELALAP OIL MILL</p>  <p>BUKHARI BIN YUSOF AZUDDIN (MILL MANAGER)</p>
Date: 19/3/2019	Date: 19/3/2019

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. 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, and 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 -	Sapong Estate has implemented External Communication Book to record any visit or request by the external stakeholders. The stakeholders are normally for inspection and visit such as MPOB inspection, inspection for insurance and request for job. Stakeholders of Melalap Estate have written formal letter to communicate with the management and acknowledged by the management. For eg: Health Department has informed the management to give corporation for the inspection of water quality during their visit.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby 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 and http://www.simedarbyplantation.com/Sustainability.aspx</p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> • Good Agricultural Practices • Social Enhancement • Sustainability Management Programmes • Complaint and Grievances procedure. • Environmental Conservation <p>These documents highlight current Sime Darby 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>		

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Criterion / Indicator		Assessment Findings	Compliance
1.3.1	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. -Minor compliance -	Sime Darby Plantation Berhad has implemented Code of Business Conduct handbook which covers all operations in the plantation. Attitude of fair, integrity and ethic should be implemented during any business process. The company is strictly prohibited to have any bribery related in the business processes. Briefing of policy was given to the all the workers and contractors on 5/9/2018 in Melalap POM, 19/12/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The workers had signed on the Compliance of COBC letter to ensure that they understood the COBC implemented in the company.	Complied
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.			

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<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU27 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. SOU27 has obtained and renewed license and permits as required by the law.</p> <p>Sample of license checked at Melalap POM</p> <ul style="list-style-type: none"> i) DOE License no. 001870, Compliance Schedule ref# ASSH(B)31/152/000/145, validity period 1/7/18 -30/6/19, method of discharge: land application and composting, BOD = 20 mg/l ii) Energy Commission License reference no.: EC 5027/2016 ST(SKK)P/S/SBH/00243 and valid until 15/6/19 . iii) MPOB license no.: 535146004000 valid until 31/12/18. Approved possessing capacity: 96,000 mt iv) Certified Environmental professional in Scheduled Waste Management - (CePSWaM/01834, date issue 16/4/18) v) Latest boiler inspection, SB PMD 2092 date of inspection (24/5/18) valid until 23/8/19. vi) <i>Permit Sekatan Kerja Lebih Masa, Seksyen 104(7), Ordinan Buruh (Sabah Bab 67)</i> valid until 9/2/20. vii) <i>Permit Potongan daripada Gaji Pekerja, Seksyen 113(4), Ordinan Buruh (Sabah Bab 67), serial no.: 600-1/3/12/1(11/TNM/2018-01138)</i> valid until 23/4/20. <p><u>Sapong Estate</u></p> <ul style="list-style-type: none"> i) MPOB license, 532297002000 valid until 31/8/19 for selling and transporting/moving of FFB. ii) Certificate of fitness (CF) for air receiver, SB PMT 599 valid until 25/12/18. iii) Diesel Permit is still in the process of renewal, refer to BLESS submission, BL22018040874 dated 19/10/18. To be further verified in the next assessment. iv) Permit for Salary Deduction, Section 113(4), Labour Ordinance (Sabah Cap 67) valid until 23/4/20, ref# 600-1/2/12/2(11/TNM/2018-0141) v) Lesen Menggaji Pekerja Bukan Pemastautin (Seksyen 118, Ordinan Buruh, Sabah Bab 67) , Indonesia: 87, Philippine: 3 West Malaysia:3 and valid until 10/6/19 <p><u>Melalap Estate</u></p> <ul style="list-style-type: none"> i) Diesel Permit, ref# B.PGK.SB(KGU) 05/04 (PBKB), serial number: S0111039 approved quantity: 13,500 liter. Valid until 9/8/19 ii) Lesen Menggaji Pekerja Bukan Pemastautin (Seksyen 118, Ordinan Buruh, Sabah Bab 67) , Indonesia: 61, Philippine: 22 West Malaysia:3 and valid until 11/6/19, license 	<p>Major Non-Compliance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>no.:JTK.H.TNM:600-4/1/92112/577</p> <p>iii) MPOB license: 531977002000 valid until 31/8/19</p> <p>iv) Permit for Salary Deduction, Section 113(4), Labour Ordinance (Sabah Cap 67) valid until 23/4/20, ref# 600-1/2/12/2(11/TNM/2018-01138)</p> <p>In 2017, Melalap POM only conducted Dust Emission Measurement once a year as per report no UJES/MALALAP O1/ 2017-01 dated 20/4/2017. Second Dust Emission Measurement for 2017 was not conducted which not comply with 'Malaysian Standard for Air Pollution Control, MS1596:2003' which required the management to conduct the Dust Emission Measurement twice a year.</p> <p>Thus, a major non-conformance raised.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p> <p>List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>At all visited operating units, a summary of compliance FY2017 incorporating all the legal requirements are sighted during onsite. Latest requirements such as Employment Insurance System (EIS) 2017 and FMA (Exemption of Certificate of Fitness for Unfired Pressure Vessel) Order 2017 are registered in the list.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>Mechanism for ensuring compliance through internal audit. Based on the latest updated register dated 30/10/18, no non-compliance recorded and checked by the internal audit team.</p> <p>There were no illegal workers found in the premises. However, during interviewed with the teacher for children (local and foreign workers) in Melalap Estate confirmed that there are total 10 foreign children in the class. Further verified with two mothers of the children from Indonesia found that they don't have valid passport and visit pass for the children which reference to the Immigration Act 1959/63, Section 6, Subsection (1). According to the Immigration Act 1959/63, Section 6 Subsection (1), no person other than a citizen shall enter Malaysia unless –</p> <p>a) He is in possession of a valid Entry Permit lawfully issued to him under section 10; b) He is in possession of a valid Pass lawfully issued to him to enter Malaysia.</p> <p>Sampled of the workers as below: a. Employee No.: 68853 who has a child with passport and social pass, PD 7633310 which valid until 3/9/2018. b. Employee No.: 126292 who has a child without passport and permit.</p> <p>Thus, a minor non-conformance raised.</p>	Minor Non-Compliance
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group's Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use (agriculture) of the land were made available at all visited sites.</p> <p><u>Sapong Estate</u> Total of 8 land titles under Sabah state land and leased for 999 years with the total of 3420.4 ha of title area.</p> <p><u>Melalap Estate</u> Total of 6 land titles under Sabah state land and leased for 999 years. Sample of land title checked; 835, 17553, 17554, 28934, 29759 & 31464 under district of Tenom.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Legal boundaries are clearly demarcated and visibly maintained at site. At Sapong Estate, physical boundary demarcation such as as trenches is being practice on site. Red/white boundary pole is visibly maintained and marked. Observed at P00P1, boundary marking (legal and physical boundary) is maintained adjacent with smallholders (Gerald Bexter)	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. - Major compliance -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. - Major compliance -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
Criterion 2.3:			
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	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 -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	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 -	There is no land dispute in the SOU 27 Melalap at the time of audit. The land belongs to Sime Darby Plantation Berhad verified through land ownership documents. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	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.		

Criterion / Indicator		Assessment Findings	Compliance
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 -	SOU 27 has documented annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Melalap POM Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, OPEX, CAPEX etc. Sapong Estate and Melalap Estate Sighted the projection of 5 years business plan from 2019 - 2023. The plan contains the provision for FFB production and expenditure for Mature upkeep, Manuring, harvesting and collection, General Expense and etc.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	SOU27 estates have long range replanting program from FY 2018 - 2028. Replanting is planned for low yield field area, tall palm and older than 25 years old. Sapong Estate Replanting program was planned from FY 2018 – 2023. Program for the next financial year as follow: 2019: 145.04 ha for field P00A and P02B1A 2020: 258.89 ha for field P03AA, P03A and P02AC The replanting program was planned for field below 20 years due to low yield and staged replanting program. Melalap Estate Replanting program was planned from FY 2018 – 2023. Program for the next financial year as follow: Replanting programme for the next financial year as follow: 2019: 137.44 ha for field P02K and P02KA 2020: 121.21 ha for field P02MA	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure:</p> <ul style="list-style-type: none"> i) SPMS, Appendix 7: SOP for water quality monitoring, issue: 2 dated 1/6/16. SOP for sampling guideline ii) Water and Wastewater Sampling Guideline, issue: 1 dated 1/6/16. iii) RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version: 2, issue: 2 dated October 2016. 	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Plantation Advisory Department, Performance Monitoring Unit, Quality Management Unit (PSQM) inspect and report to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>Sime Darby has established a system to monitor the mill and estate operation. The Structured Oil Recovery Assessment (SORA) (for Mill) / Structured Crop Recovery Assessment (SCRA) (for estates) and Planning and Monitoring Unit visited the operating units quarterly. Their reports covers on all aspect of operation. In addition, visit by agronomist was made yearly. The report focusing on rainfall, yield [performing and under-performing], palm nutrition status, field observation agronomic matters and fertilizer recommendation has been included in the report. All the reports of monitoring were available at estate and mill office for references.</p> <p>Melalap POM Structured Oil Recovery Assessment (SORA) latest visit to Melalap POM was conducted on 15-17/10/2018. The report covering on process control/safety, process losses, product quality, housekeeping/upkeep/environment and security. Issue raised from the visit report has been addressed and replied back to the GSQM on 23/10/2018. Report was available for review.</p> <p>Sapong Estate Latest Plantation Advisor visit was conducted on 13-18/8/2018 for SOU 27. Refer report no. SOU 27/SE/01/17-18. No major issue raised during the visit with score ratings at 84.25.</p> <p>Melalap Estate Latest agronomist visited at field and nursery was conducted on 5/8/2018. Refer report dated 12/8/2018. No major issue raised during the visit.</p> <p>Latest Plantation Advisor visit was conducted on 13-18/8/2018 for SOU 27. Refer report no. SOU 27/ME/01/17-18. No major issue raised during the visit with score ratings at 84.38.</p> <p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 16/1/2018. The report was available at the estate for review. The report covers on crop recovery and crop quality. No major issue raised during the visit with score ratings at 4.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Melalap POM maintains a daily record of all FFB received from 3rd party source. There are total of 10 suppliers registered at the POM. Additional 1 new supplier, EHK Enterprise sighted based on list of non-certified suppliers for 2018. Refer to agreement number, P/G/0218/FFB01241L effective date 1/2/18 and valid until 31/12/18. Verification of its quantity of FFB received from non-certified third party and the relevant transportation documents such as delivery order and weighbridge ticket confirm the authenticity of the record. This is also verified against MPOB EL4 and PX4 report which require to be submitted on monthly basis.	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 according the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield has been implemented. Sighted the evidence that the implementation includes fertilizer programs, EFB manuring and etc.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.2.2</p> <p>Records of fertiliser inputs shall be maintained. - Minor compliance -</p>	<p>Fertilizer application program is based on the recommendation by Agronomist and documented in Agronomic and Fertilizer Recommendation Report. Records off application are maintained and available for review. Observed the recommendation and implementation record for FY Jul – Dec 2018:</p> <p>Sapong Estate Observed application records as per agronomist recommendation: Month program: Aug/Sept18 Field: 2001P Ha program: 92.25 ha Type: AC Rate/palm: 1.50 kg/palm Month applied: 7 - 8/9/2018 Ha applied: 92.25 ha</p> <p>Month program: Aug/Sept18 Field: 2001P1A Ha program: 122.89 ha Type: AC Rate/palm: 1.50 kg/palm Month applied: 19 - 28/9/2018 Ha applied: 122.89 ha</p> <p>Melalap Estate Observed application records as per agronomist recommendation: Month program: Sept/Oct 18 Field: P00K, P01K,Po2KB Type: AC Rate/palm: 1.75 kg/palm Month applied: 12 - 27/9/2018</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation.</p> <p>As per company SOP, the soil sampling analysis carried at 5 years interval.</p> <p>Sapong Estate</p> <p>Latest leaf sampling was conducted 12/3/2018 – 25/4/2018 by Sime Darby Research Sdn. Bhd. as per communication email dated 9/3/2018. Leaf analysis show the nutrient level was used as the guidance for the recommendation.</p> <p>Latest soil sampling was conducted by R&D Precision Agriculture units on 27/4/2015</p> <p>Melalap Estate</p> <p>Latest leaf sampling was conducted 9/1/2018 – 20/1/2018 by Sime Darby Research Sdn. Bhd. as per communication email dated 22/12/2017. Leaf analysis show the nutrient level was used as the guidance for the recommendation.</p> <p>Latest soil sampling was conducted by R&D Precision Agriculture units in Feb 2013. Next soil sampling will be conducted on 8/11/2018 as per communication email with Sime Darby Research Sdn Bhd. dated 1/11/2018</p>	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	<p>SOU27 estates continued to implement nutrient recycling strategy such as EFB mulching in the field area.</p> <p>Sapong Estate</p> <p>Sighted the EFB application for the following months:</p> <p>Jul 18: 798.55 MT</p> <p>Aug 18: 1509.31 MT</p> <p>Sep 18: 543.18 MT</p> <p>EFB application was for disposal EFB from Melalap POM.</p>	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>			

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Criterion / Indicator		Assessment Findings	Compliance												
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates. Sapong Estate Refer to soil series and manuring map dated 27/4/15 prepared by R&D Precision Agriculture Unit (NSA). Soil series identified: Talisai – 56.82%, Kelawat – 22.64%, Antulai – 10.88%, Bangawat – 5.60% and Luasong – 4.06%. Melalap Estate Soil Map available in the Soils of Melalap Estate report conducted in February 2013. Soil series identified: Kelawat – 37.56%, Talisai – 35.07%, Koyah – 20.80%, Antulai – 3.57%, Luasong – 2.76% and Local Alluvium – 0.24%	Complied												
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	The company has established SOP for planting on slopes, documented in Agricultural Reference Manual ver. 1 Section 4 issued on 1/7/2018. <table border="1"> <thead> <tr> <th>Slopes (degree)</th> <th>Terrace Width (meters)</th> </tr> </thead> <tbody> <tr> <td><2</td> <td>Straight Planting</td> </tr> <tr> <td>2 – 6</td> <td>Straight Planting. Water conservation terrace at 32m interval</td> </tr> <tr> <td>6 -12</td> <td>5</td> </tr> <tr> <td>12 – 18</td> <td>4.3</td> </tr> <tr> <td>18 - 25</td> <td>3.6</td> </tr> </tbody> </table> Areas with greater than 25 degree slopes should not be planted but be left out for biodiversity purpose. Melalap estate is flat to undulating while Sapong have slope >25° planted through terracing.	Slopes (degree)	Terrace Width (meters)	<2	Straight Planting	2 – 6	Straight Planting. Water conservation terrace at 32m interval	6 -12	5	12 – 18	4.3	18 - 25	3.6	Complied
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12 – 18	4.3														
18 - 25	3.6														
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estate visited has established road maintenance programme to ensure smooth operation in the estate. The maintenance programme include road grading, resurfacing, road side pruning and etc. Roads inspected during field visit are generally in a good condition. Road maintenance carried out internally with grader and compactor. Sapong Estate Estate has established road maintenance program for FY 2018/19 and the document was available for review. The programme include road grading, resurfacing and road side pruning. Sighted the records for road grading work done in P02A, P03A, P02C, P02CA and P02C1.	Complied												
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

<p>4.4.1</p>	<p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Melalap POM Water management plan has been established and documented in "Action Plan to Reduce Fresh Water Usage" FY 2018/19. The management plan has identified issue of concern, mitigation plan, person responsible and time frame. The management has conducted monitoring program for the management plan.</p> <p>Issue: High water consumption in mill Mitigation plan: To install water jet at designated area</p> <p>Sighted the installation of water jet at workshop. The installation of all water jets was completed in June 2018. Observed the monitoring records of water consumption in the mill as follows:</p> <table border="1" data-bbox="699 853 1254 1095"> <thead> <tr> <th>Month</th> <th>Water consumption/FFB</th> </tr> </thead> <tbody> <tr> <td>Apr 18</td> <td>1.20</td> </tr> <tr> <td>May 18</td> <td>1.38</td> </tr> <tr> <td>Jun 18</td> <td>1.31</td> </tr> <tr> <td>Jul 18</td> <td>1.38</td> </tr> <tr> <td>Aug 18</td> <td>1.34</td> </tr> <tr> <td>Sep 18</td> <td>1.39</td> </tr> </tbody> </table> <p>Sapong Estate The estate has established water management plans and was documented. The plans was reviewed on 16/8/2018. The plan identified the issue, mitigation plan, person responsible and time frame.</p> <p>Identification & Management of Wastewaters FY 2018/19:</p> <ul style="list-style-type: none"> i. Chemical mixing water spillage – recycle for chemical mixing ii. Sprayer PPE washing water – recycle for chemical mixing iii. Workshop, linesite & office and toilet water – drains and sludge collected by licensed contractor. <p>Sighted the recycling of waste water from water spillage from chemical mixing collected in water sump and pumped back to be reused for chemical mixing.</p> <p>Action Plan to Reduce Fresh Water FY 2018/19</p> <ul style="list-style-type: none"> i. Rain water collection – water spillage from chemical mixing collected in water sump <p>Contingency plan during water shortage FY 2018/19</p> <ul style="list-style-type: none"> i. Water shortage/dry spell <ul style="list-style-type: none"> - To deepen the catchment - Installation of main valve at workers quarters ii. Severe water pollution/contamination - To send water sample to R&D laboratory and health department 	Month	Water consumption/FFB	Apr 18	1.20	May 18	1.38	Jun 18	1.31	Jul 18	1.38	Aug 18	1.34	Sep 18	1.39	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Melalap Estate The estate has established water management plans and was documented. The plans was reviewed on 10/7/2018. The plan identified the issue, mitigation plan, person responsible and time frame.</p> <p>Identification & Management of Wastewaters FY 2018/19:</p> <ul style="list-style-type: none"> i. Chemical mixing water spillage – recycle for chemical mixing ii. Sprayer PPE washing water – recycle for chemical mixing iii. Workshop, linesite & office and toilet water – drains and sludge collected by licensed contractor. <p>Action Plan to Reduce Fresh Water FY 2018/19</p> <ul style="list-style-type: none"> i. Rain water collection – Rain water harvesting tank was placed at strategic location. <p>Sighted the rain water harvesting tank at placed at AP post for daily usage. The estate monitored and maintained records for rainfall. Sighted records as follows:</p> <ul style="list-style-type: none"> i. 2016 – 1353 mm ii. 2017 – 1711 mm iii. Todate 2018 – 1173 mm <p>Contingency plan during water shortage FY 2018/19</p> <ul style="list-style-type: none"> i. Water shortage/dry spell <ul style="list-style-type: none"> - To deepen the catchment - Installation of main valve at workers quarters ii. Severe water pollution/contamination - To send water sample to R&D laboratory and health department 	

<p>4.4.2</p>	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented in Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks.</p> <table border="1" data-bbox="699 488 1254 813"> <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> <tr> <td>*> 3 meters</td> <td>20 meters</td> </tr> </tbody> </table> <p>* For Sabah Plantations only</p> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/river, version 1, year 2008, issue no. 1, dated 01/11/2008.</p> <p>Melalap POM Monitoring of upstream and downstream Sungai Melalap and Sungai Pegalan was done on monthly basis as stipulated under "Jadual Pematuhan".</p> <p>Water sampling for September 2018 conducted on 26/9/2018. Refer report no. IE1173/2018 dated 18/10/2018. The result was not conform the standard of class IIA/IIB of INWQS for natural waterways. Investigation was conducted regarding the water sample result on 22/10/2018.</p> <p>Sapong Estate</p> <p>Sighted during site visit at Sg. Bunut, the buffer zone was demarcated with red color stick. Additionally, palms along the buffer zone was painted with red color rings. There are no spraying activity along the river buffer zone and the vegetation along are well preserved.</p> <p>Pesticides in water analysis was conducted every 3 months. Sighted the water analysis report for Sg. Padas as follows: i. Jun 2018 – Refer report no. PL 439/2018 date 7/6/2018, result – non detected ii. Jul 2018 – Refer report no. PL 732/2018 dated 24/9/2018, result – non detected</p> <p>Melalap Estate</p> <p>Sighted during site visit at Sg. Makaniton, the river buffer zone was not demarcated. There</p>	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	*> 3 meters	20 meters	<p>Major Non-Compliance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>are evidence of chemical application at the buffer zone area. It was not comply with Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks.</p> <p>Thus, Major NC was raised.</p>	

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<p>4.4.3</p> <p>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).</p> <p>- Minor compliance -</p>	<p>Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan" 001870. Limit of Biochemical Oxygen Demand (BOD) discharge is 20 mg/l for land irrigation. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance.</p> <p>Noted the following 2nd and 3rd quarter report in the Melalap POM:-</p> <p>2nd Quater</p> <table border="1" data-bbox="703 736 1256 1200"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Report No.</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Apr</td> <td>BOD</td> <td>Nil</td> <td rowspan="3">No discharge</td> </tr> <tr> <td>pH</td> <td>Nil</td> </tr> <tr> <td>S. Solid</td> <td>Nil</td> </tr> <tr> <td rowspan="3">May</td> <td>BOD</td> <td>18</td> <td rowspan="3">IE 139/2018</td> </tr> <tr> <td>pH</td> <td>9.5</td> </tr> <tr> <td>S. Solid</td> <td>145</td> </tr> <tr> <td rowspan="3">June</td> <td>BOD</td> <td>16</td> <td rowspan="3">IE 172/2018</td> </tr> <tr> <td>pH</td> <td>9.0</td> </tr> <tr> <td>S. Solid</td> <td>77</td> </tr> </tbody> </table> <p>3rd quater</p> <table border="1" data-bbox="699 1285 1262 1749"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Report No.</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Jul</td> <td>BOD</td> <td>18</td> <td rowspan="3">IE 204/2018</td> </tr> <tr> <td>pH</td> <td>9.3</td> </tr> <tr> <td>S. Solid</td> <td>39</td> </tr> <tr> <td rowspan="3">Aug</td> <td>BOD</td> <td>17</td> <td rowspan="3">IE 218/2018</td> </tr> <tr> <td>pH</td> <td>9.3</td> </tr> <tr> <td>S. Solid</td> <td>67</td> </tr> <tr> <td rowspan="3">Sep</td> <td>BOD</td> <td>16</td> <td rowspan="3">IE 259/2018</td> </tr> <tr> <td>pH</td> <td>8.8</td> </tr> <tr> <td>S. Solid</td> <td>96</td> </tr> </tbody> </table> <p>Results for May, Jul and Aug 2018 was not conform to parameters limit for watercourse discharge. Investigation was conducted regarding the water sample result on 22/10/2018.</p>	Month	Parameter	Results	Report No.	Apr	BOD	Nil	No discharge	pH	Nil	S. Solid	Nil	May	BOD	18	IE 139/2018	pH	9.5	S. Solid	145	June	BOD	16	IE 172/2018	pH	9.0	S. Solid	77	Month	Parameter	Results	Report No.	Jul	BOD	18	IE 204/2018	pH	9.3	S. Solid	39	Aug	BOD	17	IE 218/2018	pH	9.3	S. Solid	67	Sep	BOD	16	IE 259/2018	pH	8.8	S. Solid	96	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance														
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill water source for processing is from the owned water reservoir. In POM, the water usage monitoring for FFB/tonne. Sighted the records for the month of <table border="1" data-bbox="699 517 1249 763"> <thead> <tr> <th>Month</th> <th>Water consumption/FFB</th> </tr> </thead> <tbody> <tr> <td>Apr 18</td> <td>1.20</td> </tr> <tr> <td>May 18</td> <td>1.38</td> </tr> <tr> <td>Jun 18</td> <td>1.31</td> </tr> <tr> <td>Jul 18</td> <td>1.38</td> </tr> <tr> <td>Aug 18</td> <td>1.34</td> </tr> <tr> <td>Sep 18</td> <td>1.39</td> </tr> </tbody> </table>	Month	Water consumption/FFB	Apr 18	1.20	May 18	1.38	Jun 18	1.31	Jul 18	1.38	Aug 18	1.34	Sep 18	1.39	Complied
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Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.																	
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>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. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates are continue to plant beneficial plants such as <i>Turnera subulata</i>.</p> <p>Sapong Estate</p> <p>IP management was implemented accordingly. Sighted the implementation as follows:</p> <p>The estate has completed the 1st campaign of rat baiting for FY 2018 using Warfarin. Most of the field recorded 2 - 3 rounds of baiting with acceptance rate at 44.60 % to 15.86%.</p> <p>Sighted the planting records of beneficial plant Cassia, Tunera and Antognant at ratio of 60: 20: 20. As todate for FY Jul – Dec 2018, 41 ha of P17A, P02A1 and P00P1 was planted with beneficial plant.</p> <p>Melalap Estate</p> <p>IP management was implemented accordingly. Sighted the implementation as follows:</p> <p>The estate has completed the 1st campaign of rat baiting for FY 2018 using Warfarin. Sighted the records of bait acceptance level at field P02K – 8.3%, P02KA – 7.18% and P01K – 8.76%.</p>	Complied														

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Criterion / Indicator		Assessment Findings	Compliance
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>IPM training is given by the Plantation executives, field supervisor and chemical supplier with knowledge in agriculture. Interview with the management team confirm their understanding of the benefit of planting beneficial plant to control pest.</p> <p>Sighted the training records for IPM implementer as follows:</p> <p>Sapong Estate</p> <p>i. Rat baiting training dated 9/10/2018</p> <p>Melalap Estate</p> <p>i. IPM management – Rhinoceros Beetle damage census dated 10/8/2018</p>	Complied
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample)</p> <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate <p>Mature planting</p> <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate <p>The selection is also evaluated by the agronomist during his visit to the estate.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance																						
<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate.</p> <p>Summary sampled of Ai/Ha from estate visited for FY 2017/18 as per below:</p> <table border="1" data-bbox="699 622 1058 947"> <thead> <tr> <th>Month</th> <th>Sapong</th> </tr> </thead> <tbody> <tr> <td>Jan 18</td> <td>1.90</td> </tr> <tr> <td>Feb 18</td> <td>2.12</td> </tr> <tr> <td>Mar 18</td> <td>1.76</td> </tr> <tr> <td>Apr 18</td> <td>0.70</td> </tr> <tr> <td>May 18</td> <td>1.32</td> </tr> <tr> <td>Jun 18</td> <td>1.89</td> </tr> </tbody> </table> <p>Summary sampled of Ai/Ha from estate visited for todate FY Jul – Dec 2018 as per below:</p> <table border="1" data-bbox="699 1066 1058 1249"> <thead> <tr> <th>Month</th> <th>Sapong</th> </tr> </thead> <tbody> <tr> <td>Jul 18</td> <td>2.05</td> </tr> <tr> <td>Aufg18</td> <td>2.35</td> </tr> <tr> <td>Sep 18</td> <td>0.17</td> </tr> </tbody> </table>	Month	Sapong	Jan 18	1.90	Feb 18	2.12	Mar 18	1.76	Apr 18	0.70	May 18	1.32	Jun 18	1.89	Month	Sapong	Jul 18	2.05	Aufg18	2.35	Sep 18	0.17	<p>Complied</p>
Month	Sapong																							
Jan 18	1.90																							
Feb 18	2.12																							
Mar 18	1.76																							
Apr 18	0.70																							
May 18	1.32																							
Jun 18	1.89																							
Month	Sapong																							
Jul 18	2.05																							
Aufg18	2.35																							
Sep 18	0.17																							
<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	<p>Complied</p>																						
<p>4.6.4</p> <p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Only class III and class IV chemical was used in the estates.</p>	<p>Complied</p>																						

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.5</p> <p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Pesticides operators for all estates visited has been provided with proper Personal Protective Equipment. Observed during site visit, the PPE provided to the operators such as google, half face respirator, nitril hand glove, rubber boot and apron.</p> <p>Additional, the operators has been given training regarding the usage safety and health issue and proper way for chemical application by the plantation executives, manager, and asst. manager and chemical supplier with knowledge on chemical handling and applications. All chemical applicator attend monthly medical check-up done by the Medical Assistant. Observed the implementation during site visit and workers interview in following estate:</p> <p>Sapong Estate</p> <p>Pesticides operators has been provided with training. The latest training for pesticides operators as follows:</p> <ul style="list-style-type: none"> i. Refresher training for sprayer training dated 19/10/2018 ii. Refresher training for sprayer training by PSQM dated 19/9/2018 iii. Chemical handling training dated 10/11/2018 iv. Rat baiting application training dated 9/10/2018. <p>Melalap Estate</p> <p>The latest training for pesticides operators as follows:</p> <ul style="list-style-type: none"> i. Refresher training for sprayer training dated 12/9/2018 	<p>Complied</p>
<p>4.6.6</p> <p>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).</p> <p>- Major compliance -</p>	<p>All estates continued to ensure all new and requiring balance of remaining solution to be kept under lock and key. Special designated storage area is provided if there is any class 1A and 1B used in the estate. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Most of the empty pesticides containers are used for pre-mixing. Disposal only will be made through DOE licensed contractor.</p>	<p>Complied</p>
<p>4.6.7</p> <p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5.</p> <p>The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
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 SOU 27.	Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU 27. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan and waste management plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates. Interviewed the workers in workshop, line site and store and they aware of the proper waste handling method. The estate visited has conducted awareness training on 3R (Reduce, reuse and recycle) to the workers. Sighted the latest training records at the estate visited as follows: i. Sapong Estate – Muster briefing records on 3R (Reduce, reuse and recycle) dated 7/6/2018, 7/9/2018 and 14/9/2018 ii. Melalap Estate – Awareness on 3R (Reduce, reuse and recycle) dated 12/9/2018 Sighted during site visit at Melalap Estate, 3R bin was provided at linesite area.	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<u>Sapong Estate</u> Medical surveillance was last done on 7/12/17 for workers from chemical sprayer, mixer and workshop operator by OHD DOSH Reg. No. JKPP HQ/08/DOC/00/695 under Klinik Mansor. All workers send for medical surveillance are fit to work with no detrimental of health. <u>Melalap Estate</u> Medical surveillance was last done on 7/12/17 for workers from chemical sprayer, mixer and workshop operator by OHD DOSH Reg. No. JKPP HQ/08/DOC/00/695 under Klinik Mansor. All workers send for medical surveillance are fit to work with no detrimental of health.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Noted there were a few women working as chemical mixers and sprayers. Monthly check was carried out to check pregnancy status using UPT. Based on the month check-up summary report, there was no pregnant woman reported working as pesticides handler.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			

<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>SOU27 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Sample of Melalap Palm Oil Mill ESH programme for FY2018/2019:</p> <p><u>Annual Audiometric Testing</u></p> <p>Annual audiometric testing was carried out on 14/5/2108 by noise competent person, HQ/14/PEB/00/128 under Klinik Mansor. Total of 50 workers send for annual testing. 9 workers reported under Standard Threshold Shift. Sighted purchase order, 4300442781 dated 30/10/18 for retest issued to Ophelia Hearing Specialist. The said 9 affected workers will be send for testing and the status will be further verified in the next assessment.</p> <p><u>Medical Surveillance Programme</u></p> <p>Annual medical surveillance was last carried out on 14/5/18 for manganese and hexane exposure for 33 workers from kernel plant, workshop and laboratory under Klinik Mansor, OHD reg. no. HQ/08/DOC/00/695. Additional medical surveillance was carried out for confined space competent person (AGT and AESP). This medical check to be repeated every 2 years.</p> <p><u>Chemical Hazard Risk Assessment (CHRA)</u></p> <p>CHRA was last revisited in June 2014 by registered DOSH assessor, JKPP HIE 127/171-2(253). 6 work units were assessed and related recommendation report under from F of the report. Example of recommendation as per below:</p> <table border="1" data-bbox="699 1440 1254 1747"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> </tr> </thead> <tbody> <tr> <td>Laboratory</td> <td>Biological monitoring/medical surveillance programme PCEM for n-Hexane exposure.</td> </tr> <tr> <td>Workshop</td> <td>Biological monitoring/medical surveillance programme PCEM for welding fumes exposure.</td> </tr> <tr> <td>Kernel Recovery</td> <td>PCEM for Calcium Carbonate exposure.</td> </tr> </tbody> </table> <p><u>Local Exhaust Ventilation Inspection and Testing</u></p> <p>The latest testing was carried out on 14 June 2017. Based on the latest testing result, face velocity of hood 1 failed to comply with ACGIH. Assessor has recommended to install the proper LEV unit. 2 units of LEV unit will be installed in 2018 and in progress of tendering process. Refer to tender/quotation</p>	Work unit	Recommendation	Laboratory	Biological monitoring/medical surveillance programme PCEM for n-Hexane exposure.	Workshop	Biological monitoring/medical surveillance programme PCEM for welding fumes exposure.	Kernel Recovery	PCEM for Calcium Carbonate exposure.	<p>Major Non-compliance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>requisition, ref. no.: SOU27/MLM/QT/1617/FUME HOOD dated 8/10/18. This will be further verified in the next audit.</p> <p><u>Personal Chemical Exposure Monitoring (PCEM)</u></p> <p>The last chemical exposure monitoring was carried out on 14th June 2018 by industrial hygiene technician 1, JKKP HIE 127/171-3/1(179). Based on sample results for Hexane, Potassium Chromate, Calcium Carbonate, Iron Oxide dust and fume were below permissible exposure limit (TWA₈). However, the monitoring has yet to be carried out for 2018.</p> <p>Thus, a major NC was raised.</p>	

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<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOU 27 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. For example, CHRA for Sapong Estate was last revisited on 11-12 August 2015 by registered assessor, JKKP HIE 127/171-2(358). 7 work units were assessed and related recommendation report under from F of the report. Example of recommendation as per below:</p> <table border="1" data-bbox="699 705 1257 1417"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> </tr> </thead> <tbody> <tr> <td>Manuring operator</td> <td>Baseline medical surveillance programme for new workers Chemical safe handling training</td> </tr> <tr> <td>Chemical mixing</td> <td>Biological monitoring/medical surveillance programme Chemical safe handling training</td> </tr> <tr> <td>Spraying operator</td> <td>Biological monitoring/medical surveillance programme (enzyme cholinesterase) Chemical safe handling training</td> </tr> <tr> <td>Workshop operator</td> <td>Biological monitoring/medical surveillance programme (blood manganese - welder) Chemical safe handling training</td> </tr> </tbody> </table> <p>For HIRARC, summary of review dated 18/4/18 reported as per the following table for Melalap POM:</p> <table border="1" data-bbox="699 1534 1257 1966"> <thead> <tr> <th>Work Unit</th> <th>Activity</th> <th>Risk</th> <th>Risk Control</th> <th>Date review</th> </tr> </thead> <tbody> <tr> <td>Maintenance (workshop)</td> <td>Ventilation fan operation</td> <td>Body hand and body injury</td> <td>SOP review, PPE compliance, maintenance and inspection, safety memo</td> <td>18/4/18</td> </tr> </tbody> </table>	Work unit	Recommendation	Manuring operator	Baseline medical surveillance programme for new workers Chemical safe handling training	Chemical mixing	Biological monitoring/medical surveillance programme Chemical safe handling training	Spraying operator	Biological monitoring/medical surveillance programme (enzyme cholinesterase) Chemical safe handling training	Workshop operator	Biological monitoring/medical surveillance programme (blood manganese - welder) Chemical safe handling training	Work Unit	Activity	Risk	Risk Control	Date review	Maintenance (workshop)	Ventilation fan operation	Body hand and body injury	SOP review, PPE compliance, maintenance and inspection, safety memo	18/4/18	<p>Major Non-compliance</p>
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Criterion / Indicator		Assessment Findings					Compliance
		Maintenance (work shop)	Welding at EFB press	Fire outbreak	SOP review, ERP readiness check, workplace inspection	18/4/18	
		Oil room	Decanter operation (inspection) Climbing up/down stair	Body/hand injury	Anti-slip material inspection, hand railing	18/4/18	
		<p>Based on HIRARC dated 18/4/18, there are revision of HIRARC for the non-LTI accident cases. Further trailed on the records e.g accident investigation logbook and first aid box usage log found that not all non-LTI cases were reviewed and incorporated in the register. Refer to first aid cases dated [18/8/18, 13/9/18 and 23/10/18. Thus, major NC was raised.</p> <p><u>Melalap Estate</u></p> <p>CHRA was last carried out on 21/10/14 by DOSH registered assessor, JKKP HIE 127/171-2(257). 5 work units were assessed and related recommendation report under from F of the report. All necessary action has been implemented based on recommendation by assessor.</p>					

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. Suitable PPE has been provided to the workers based on the information in the MSDS/CSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i) Sterilizer and boiler/power operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff ii) Lab operator – Respirator (double cartridge) Nitrile Glove (chemical resistant), safety boots, Ear plug (NRR = 24 dB) iii) Field workers (sprayer, manurer & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. 	<p>Yes</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager and QA at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. Latest appointment letter dated 27/10/18 was verified. OSH Committees meeting conducted quarterly basis as per OSHA requirement. The latest meeting was conducted on the 9/10/18 at Melalap Palm Oil Mill. All members has attended the meeting with discussion on the accident review, inputs from workplace inspection (WPI), issues from workers consultation and action to be taken has been plan accordingly. As for Melalap POM, the 2nd and 3rd meeting were last carried out on 17/4/18 and 13/7/18.</p> <p>For estate, person in charge for appointed for OSH coordinator are Estate Hospital Assistant and Estate assistant. At Sapong Estate, the latest SHC meeting – 2018 (3rd meeting: 7/9/18) and at Melalap Estate it was done on 12/9/18. Workplace inspection carried before ESH quarterly meeting. All issues identified highlighted in the meeting for improvement.</p>	<p>Yes</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 18/19. The following Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 20/4/18 at Melalap Palm Oil Mill. Shortcoming from the drill exercise included in the post mortem report for improvement.</p> <p>Firefighting system inspection carried on quarterly basis. The inspection includes fire extinguisher inspection, fire hydrant, hose reel and firefighting engine. Inspection report dated 8/10/18 was sighted. Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations.</p> <p>Not all accidents (near miss, LTI and non-LTI) were updated in the GSQM ESH monthly performance report from January 2018 - September 2018.</p> <p>Melalap POM : non-LTI case [18/8/18, 13/9/18, 20/9/18, 4/10/18, 23/10/18]</p> <p>Sapong Estate : non-LTI case [9/6/18, 17/7/18]</p> <p>Due to the non-conformance raised against the same indicator, thus the previous minor raised as major non-conformance .</p>	<p>Major Non-compliance</p>

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Criterion / Indicator		Assessment Findings	Compliance												
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<p>Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme. Sample of insurance policies and social security (SOCSO) checked:</p> <p>Melalap POM</p> <p>No foreign migrant workers employed at Melalap POM. Checked social security payment, "Jadual Caruman" @ 8A form for September and August 2018 involving 82 workers. Refer to employer ID code, F94000003231Z</p> <p>Sapong Estate</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Policy</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>90 foreign migrant workers (Indonesia: 87, Philippine: 3)</td> <td>TWF-W5029060-W1 under Etiqa Takaful</td> <td>1/7/18 - 30/6/19</td> </tr> </tbody> </table> <p>Checked social security payment, "Jadual Caruman" @ 8A form for September and August 2018 involving 82 workers. Refer to employer ID code, F9400000061W</p> <p>Melalap Estate</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Policy</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>80 foreign migrant workers (Indonesia)</td> <td>TWF-W5029052-W1 under Etiqa Takaful</td> <td>1/7/18 - 30/6/19</td> </tr> </tbody> </table> <p>Checked social security payment, "Jadual Caruman" @ 8A form for September and August 2018 involving 85 workers. Refer to employer ID code, F9400000077F</p>	Employee	Policy	Validity	90 foreign migrant workers (Indonesia: 87, Philippine: 3)	TWF-W5029060-W1 under Etiqa Takaful	1/7/18 - 30/6/19	Employee	Policy	Validity	80 foreign migrant workers (Indonesia)	TWF-W5029052-W1 under Etiqa Takaful	1/7/18 - 30/6/19	
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80 foreign migrant workers (Indonesia)	TWF-W5029052-W1 under Etiqa Takaful	1/7/18 - 30/6/19													
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Melalap POM</th> <th>Sapong Estate</th> <th>Melalap Estate</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>1 case (46 LTI)</td> <td>7 cases (15 LTI)</td> <td>8 cases (29 LTI)</td> </tr> <tr> <td>2018 (to date)</td> <td>0 case</td> <td>4 cases (6 LTI)</td> <td>0 case</td> </tr> </tbody> </table>		Melalap POM	Sapong Estate	Melalap Estate	2017	1 case (46 LTI)	7 cases (15 LTI)	8 cases (29 LTI)	2018 (to date)	0 case	4 cases (6 LTI)	0 case	
	Melalap POM	Sapong Estate	Melalap Estate												
2017	1 case (46 LTI)	7 cases (15 LTI)	8 cases (29 LTI)												
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<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>															

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Criterion / Indicator	Assessment Findings	Compliance																																							
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 -	SOU27 has established an annual training program FY 2018/2019 that covers all aspects including OSH, environmental, machinery, emergency, 5s housekeeping as well as RSPO Principles and Criteria components.	Complied																																							
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<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><u>Melalap POM</u></p> <table border="1" data-bbox="700 797 1254 1249"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>13/12/17</td> <td>Scheduled Waste Training</td> <td>Assistant Manager</td> </tr> <tr> <td>6/1/18</td> <td>First Aid Training</td> <td>Estate Hospital Assistant</td> </tr> <tr> <td>1/2/18</td> <td>Belt Press Operation (ETP)</td> <td>Mill Manager</td> </tr> <tr> <td>7/1/18</td> <td>OSH Data Verification and Validation</td> <td>SHO Sabah Region</td> </tr> <tr> <td>3/3/18</td> <td>SOP and PWI Training</td> <td>Assistant Manager</td> </tr> </tbody> </table> <p><u>Sapong & Melalap Estate</u></p> <table border="1" data-bbox="700 1341 1254 1839"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>14/9/18</td> <td>Fire Drill Training</td> <td>Assistant Manager</td> </tr> <tr> <td>9/3/18</td> <td>RSPO refresher training</td> <td>Medical Assistant</td> </tr> <tr> <td>26/5/18</td> <td>RISE training</td> <td>Assistant Manager</td> </tr> <tr> <td>13/2/18</td> <td>3R training</td> <td>Assistant Manager</td> </tr> <tr> <td>12/9/18</td> <td>First Aid Training</td> <td>Medical Assistant</td> </tr> <tr> <td>12/9/18</td> <td>Sprayers Training</td> <td>Assistant Manager</td> </tr> </tbody> </table>	Date	Training	Trainer	13/12/17	Scheduled Waste Training	Assistant Manager	6/1/18	First Aid Training	Estate Hospital Assistant	1/2/18	Belt Press Operation (ETP)	Mill Manager	7/1/18	OSH Data Verification and Validation	SHO Sabah Region	3/3/18	SOP and PWI Training	Assistant Manager	Date	Training	Trainer	14/9/18	Fire Drill Training	Assistant Manager	9/3/18	RSPO refresher training	Medical Assistant	26/5/18	RISE training	Assistant Manager	13/2/18	3R training	Assistant Manager	12/9/18	First Aid Training	Medical Assistant	12/9/18	Sprayers Training	Assistant Manager	Minor nonconformance
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14/9/18	Fire Drill Training	Assistant Manager																																							
9/3/18	RSPO refresher training	Medical Assistant																																							
26/5/18	RISE training	Assistant Manager																																							
13/2/18	3R training	Assistant Manager																																							
12/9/18	First Aid Training	Medical Assistant																																							
12/9/18	Sprayers Training	Assistant Manager																																							

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.

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.1</p> <p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. The assessment covers all main and support operation at mill and estate.</p> <p>Melalap POM a. Reception Area b. Sterilizer Bay c. EFB Ramp d. Workshop e. Schedule Waste Store f. Press station g. Construction and etc.</p> <p>Latest review was conducted on 20/10/2018 where no changes in activity at mill operation.</p> <p>The estates visited has established the Environmental Aspect Identification and Environmental Impact Evaluation. The document are available to be reviewed. The latest review was for FY Jul – Dec 2018 was on 20/7/2018 for Sapong Estate and 10/7/2018 for Melalap Estate. No changes been made since last FY 2017/18. The identification include all estate main and support operation such as replanting, field maintenance, FFB harvesting and transporting, building construction and etc.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance								
<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.</p> <p>- Minor compliance -</p>	<p>SOU 27 has established Environmental Management the document was available in the estates/mill for review. The management plan established base on operation with significant impact to the environment. The management plan was reviewed annually. The management plan stated the environmental issue, mitigation actions, monitoring plan and person responsible for monitoring implementation.</p> <p>Melalap POM The mill has established environmental management plan and documented in Pollution Prevention Plan. The plan was reviewed annually. Latest review was conducted on 15/8/2018. Sighted the implementation of the plan as follows: i. To manage waste water and land irrigation to meet target as per requirement. Sighted the effluent BOD monitoring records for final discharge as follows:</p> <table border="1" data-bbox="700 938 1123 1077"> <thead> <tr> <th>Month</th> <th>BOD < 20</th> </tr> </thead> <tbody> <tr> <td>Jul</td> <td>18</td> </tr> <tr> <td>Aug</td> <td>17</td> </tr> <tr> <td>Sep</td> <td>16</td> </tr> </tbody> </table> <p>Sapong POM The estate has established environmental management plan and documented in Pollution Prevention Plan. The plan was reviewed annually. Latest review was conducted on 22/7/2018. Sighted the implementation of the plan as follows: i. Sighted the recycling of waste water from water spillage from chemical mixing collected in water sump and pumped back to be reused for chemical mixing.</p> <p>Melalap Estate The estate has established environmental management plan and documented in Pollution Prevention Plan. The plan was reviewed annually. Latest review was conducted on 22/7/2018. Sighted the implementation of the plan as follows: i. The estate has conducted awareness training on 3R (Reduce, reuse and recycle) to the workers dated 12/9/2018. ii. Sighted during site visit, 3R bin was provided at linesite area.</p>	Month	BOD < 20	Jul	18	Aug	17	Sep	16	<p>Complied</p>
Month	BOD < 20									
Jul	18									
Aug	17									
Sep	16									

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Criterion / Indicator		Assessment Findings	Compliance
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 records of the Environment Improvement Plan / Pollution Prevention Plan / Continuous Improvement Plan are available. The plan was reviewed annually.</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>HCV Toolkit for Malaysia and Global was used for internal HCV re-assessment. There was an appropriate consultation process for identification, management and monitoring of HCVs. HCV assessment includes both the planted area and relevant landscape conducted by company's internal assessor. The review was conducted internally on 7-9 July 2015. Final report, version 2 dated January 2016 was verified. HCV area presence at SOU27 estates:</p> <p>Melalap Estate – HCV 4 & 6 (88.2945 ha) 1) Water catchment (P 01KA) – 3.67 ha – HCV 4 2) River (Pegalan) reserve – 84.25 ha – HCV 4 3) Aki Tampulan Stone – 0.0045 ha – HCV 6 4) Cemetery (P 01MA) – 0.37 ha – HCV 6</p> <p>Sapong Estate – HCV 4 & 6 (45.72 ha) 1) Stream (known as Ampat, Bunut, Biah rivers) – 41.89 ha – HCV 4 2) Slope (known as Ant Hill) area (P03AA) – 0.40 ha – HCV 4 3) Cemetery (P02A & P02BA) – 3.43 ha – HCV 6</p> <p>Total HCV = 134.0145ha</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>There are IUCN Red list and WCE 1997 identified for birds, mammals and reptiles found in SOU27. Vulnerable and least concern wildlife such as wild boar/bearded pig and oriental pied hornbill were identified. Other common species under schedule 2 & 3 were also identified such as common cobra and monitor lizard. Appropriate measures were recommended in the new HCV assessment and implemented through a management plan. Except for identified species, no sightings for other RTE wildlife species within Melalap complex</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Latest HCV training was carried out at Melalap Estate on 12/9/18. Signages were prominently displayed and maintained at HCV area identified as indication and creating awareness among employees and to maintain and restriction HCV encroachment.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <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. - Minor compliance -	Management plans were established and monitoring outcomes were reviewed by the estate managers. Biodiversity management plan for FY 2018/2019 dated 18/10/18 was verified. Ongoing monitoring of the management plan reported based on sighting and patrolling records.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities	Complied
Criterion 5.3:			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	SOU 27 has identified waste products and sources of pollution and documented in Waste Management Plan. For mill, the waste has been categorized into three group: i. Domestic Waste i.e. Rubbish and Sewage ii. Industrial Waste i.e. EFB, POME iii. Scheduled Waste i.e. used lubricant, used lubricant container, Spent Chemicals, Clinical waste. For estate, the waste has been categorized into three group: i. Domestic Waste i.e. Rubbish and Sewage ii. Mill Waste i.e. EFB iii. Scheduled Waste i.e. used lubricant, used lubricant container, Spent Chemicals, Clinical waste.	Complied

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<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>The disposal of used chemicals and containers were done in accordance with their schedule on waste management as planned. Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>Sighted the sampled scheduled waste disposal records for mill and estates visited:</p> <p>Melalap POM</p> <p>In POM, schedule waste dispose through licensed contractor: Lagenda Bumimas Sdn Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> i. 30/9/2018 for SW 409; C/N no: A 28993 : 0.143 MT ii 30/9/2018 for SW 305; C/N no: A 28996 : 0.165 MT iii. 30/9/2018 for SW 410; C/N no: A 28994 : 0.087 MT iv. 30/9/2018 for SW 306; C/N no: A 28239 : 0.050 MT <p>Scheduled waste inventory was recorded daily according to the date waste generated in SW inventory record book. Sighted the record of SW inventory for the month of July and Sept 2018. The data reported to DOE through E-SWISS.</p> <p>Sapong Estate</p> <p>In the estate, schedule waste dispose through licensed contractor: Lagenda Bumimas Sdn Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> i. 20/9/2018 for SW 409; C/N no: A 29242 : 0.043 MT ii 20/9/2018 for SW 408; C/N no: A 29247 : 0.011 MT iii. 20/9/2018 for SW 410; C/N no: A 29248 : 0.192 MT <p>Scheduled waste inventory was recorded daily according to the date waste generated in SW inventory record book. Sighted the record of SW inventory for the month of June till Sept 2018. The data reported to DOE through E-SWISS.</p> <p>Melalap Estate</p> <p>In the estate, schedule waste dispose through licensed contractor: Lagenda Bumimas Sdn Bhd.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Latest consignment note dated Consignment note for schedule waste :</p> <p>i. 20/9/2018 for SW 409; C/N no: A 29244 : 0.708 MT</p> <p>ii. 20/9/2018 for SW 410; C/N no: A 29245 : 0.008 MT</p> <p>Scheduled waste inventory was recorded daily according to the date waste generated in SW inventory record book. In the book stated the date generated, quantity and method of handling of the Scheduled waste. Sighted the record of SW inventory for the month of June till Sept 2018. The data reported to DOE through E-SWISS.</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>SOU27 has established Waste Management Plan and the plan was reviewed annually. The plan has identified the waste category, location generated, mitigation plan, person responsible and monitoring period. Sighted the implementation of the management plan at mill and estate visited as follows:</p> <p>Melalap POM The mill has established Waste Management Plan and the plan was reviewed annually. Latest review was conducted on 20/9/2018.</p> <p>Sapong Estate The estate has established Waste Management Plan and the plan was reviewed annually. Latest review was conducted on 14/10/2018. Sighted the implementation of the management plan as below: i. Briefing on housing area upkeep during muster dated 7/6/2018 ii. Briefing on 3R (reuse, reduce, recycle) during muster dated 14/9/2018</p> <p>Melalap Estate The estate has established Waste Management Plan and the plan was reviewed annually. Latest review was conducted on 10/7/2018. Sighted the implementation of the management plan as below: i. Briefing on 3R (reuse, reduce, recycle) during muster dated 12/9/2018</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
<p>5.4.1</p> <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO.</p> <p>Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel.</p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric ton of palm product at the Mill were available.</p> <p>Melalap POM</p> <p>Sighted the sample diesel usage monitoring records as follows:</p> <ul style="list-style-type: none"> a. Jul 17 – 0.54 L/ CPO(mt) b. Aug 17 – 1.47 L/ CPO(mt) c. Sep 17 – 1.61 L/ CPO(mt) d. Oct 17 – 1.77 L/ CPO(mt) e. Nov 17 - 1.07 L/ CPO(mt) f. Dec 17 – 1.21 L/ CPO(mt) <p>Sighted the sampled usage of PK Shells for fuel as follows:</p> <ul style="list-style-type: none"> a. Jul 18 – 312.047 MT b. Aug 18 – 261.221 MT c. Sep 18 – 218.119 MT 	<p>Complied</p>
<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>		
<p>5.5.1</p> <p>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.</p> <p>- Major compliance -</p>	<p>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.</p>	<p>Complied</p>
<p>5.5.2</p> <p>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.</p> <p>- Minor compliance -</p>	<p>Company have policy on no use of fire for land preparation during replanting.</p>	<p>Complied</p>
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		

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Criterion / Indicator	Assessment Findings	Compliance																																																								
<p>5.6.1</p> <p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -</p>	<p>Various monitoring has been conducted including the effluent analysis, stack monitoring and river water monitoring.</p> <p>Noted the following 2nd and 3rd quarter report in the Melalap POM:-</p> <p>2nd Quater</p> <table border="1" data-bbox="700 611 1254 1070"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Report No.</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Apr</td> <td>BOD</td> <td>Nil</td> <td rowspan="3">No discharge</td> </tr> <tr> <td>pH</td> <td>Nil</td> </tr> <tr> <td>S. Solid</td> <td>Nil</td> </tr> <tr> <td rowspan="3">May</td> <td>BOD</td> <td>18</td> <td rowspan="3">IE 139/2018</td> </tr> <tr> <td>pH</td> <td>9.5</td> </tr> <tr> <td>S. Solid</td> <td>145</td> </tr> <tr> <td rowspan="3">June</td> <td>BOD</td> <td>16</td> <td rowspan="3">IE 172/2018</td> </tr> <tr> <td>pH</td> <td>9.0</td> </tr> <tr> <td>S. Solid</td> <td>77</td> </tr> </tbody> </table> <p>3rd quater</p> <table border="1" data-bbox="700 1160 1254 1619"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Report No.</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Jul</td> <td>BOD</td> <td>18</td> <td rowspan="3">IE 204/2018</td> </tr> <tr> <td>pH</td> <td>9.3</td> </tr> <tr> <td>S. Solid</td> <td>39</td> </tr> <tr> <td rowspan="3">Aug</td> <td>BOD</td> <td>17</td> <td rowspan="3">IE 218/2018</td> </tr> <tr> <td>pH</td> <td>9.3</td> </tr> <tr> <td>S. Solid</td> <td>67</td> </tr> <tr> <td rowspan="3">Sep</td> <td>BOD</td> <td>16</td> <td rowspan="3">IE 259/2018</td> </tr> <tr> <td>pH</td> <td>8.8</td> </tr> <tr> <td>S. Solid</td> <td>96</td> </tr> </tbody> </table> <p>Results for May, Jul and Aug 2018 was not conform to parameters limit for watercourse discharge. Investigation was conducted regarding the water sample result on 22/10/2018.</p>	Month	Parameter	Results	Report No.	Apr	BOD	Nil	No discharge	pH	Nil	S. Solid	Nil	May	BOD	18	IE 139/2018	pH	9.5	S. Solid	145	June	BOD	16	IE 172/2018	pH	9.0	S. Solid	77	Month	Parameter	Results	Report No.	Jul	BOD	18	IE 204/2018	pH	9.3	S. Solid	39	Aug	BOD	17	IE 218/2018	pH	9.3	S. Solid	67	Sep	BOD	16	IE 259/2018	pH	8.8	S. Solid	96	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	For the estate, GHG emissions identified including COx, SOx and NOx from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area. For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization. 5 years plan for GHG reduction (phase I, 20 mills (Malaysia) was sighted. Programme such as feed in tariff (FIT), flaring, CNG, CaP, Co-gen was included in the plan.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented. Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied. These GHG calculations were done as per certification unit basics including 4 estate and mill. Summary emissions: a. Emission/ mt CPO= 1.35 tCO2 e/mt CPO b. Emission/ mt PK= 1.35 tCO2 e/mt PK	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social Impact Assessment has been carried out on 19-21/5/2015 by Social & Environment Projects Unit, PSQM Department for SOU 27 Melalap complex which covered Melalap POM, Melalap Estate and Sapong Estate. The objectives of the assessment were identified the existing social issues and developed management plan. Methodology of the assessment was through interviewed, site observation and reviewed of documentation. Stakeholders such as local communities, government authorities and contractors have been participated in the assessment process.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Attendance list of the relevant stakeholders that participated in the assessment was sighted where stakeholder such as local communities, contractors and government authorities have been involved.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social Management Plan was developed based on the issues and requests raised during stakeholder meeting. The action plan has included the action to be taken, person in charge and the time frame. Positive impacts have been promoted and mitigation of negative issues were recorded in the plan. SIA Action Plan was developed in Sapong Estate where the issues were raised during stakeholder meeting on 10/8/2018. Sampled of issues as below: a. Issue: Villager has requested the management to assist in grass cutting in the football field in the village. Action: The management requested the villager to submit letter. Evidence: The villager has submitted letter on 23/8/2018 and the management has replied to approve the request and grass cutting has been carried out on 27/8/2018.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The social action plan was reviewed on yearly basis and the last review was conducted on 21/8/2018 in Melalap POM and Melalap Estate, 28/8/2018 in Sapong Estate.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There is no smallholder scheme involved in the certification unit.	Not applicable
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Sime Darby Plantation Berhad has developed Procedure for External Communication, Mill Quality Management System, Sub-section 5.5, Appendix 5.5.3.2, Issue No. 1, Issue Date: 1/11/2008. The purpose of procedure is to put in place a system to effectively communicate with external interested parties. The time frame to provide feedback is within two weeks from the date of receipt of communication and within one week of the completion of the investigation.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	<p>Mill Assistant has been appointed by the Manager of Mill to be the person responsible for the social issue in the mill. Appointment letter dated 15/7/2017 was sighted.</p> <p>Senior Assistant Manager of Sapong Estate has been appointed to be the person responsible to in charge social issue and appointment letter dated 27/8/2018 was maintained.</p> <p>Senior Assistant Manager of Melalap Estate was appointed by the Senior Manager to act as the responsible person for social in Melalap Estate. Appointment letter dated 10/7/2018 was available.</p>	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	<p>Stakeholder list was developed and last updated on July 2018 where stakeholders such as local communities, government authorities, contractors and suppliers were included in the list.</p> <p>A combine stakeholder meeting for Melalap POM and Melalap Estate was carried out on 12/8/2018 with the participation of stakeholders such as local communities, government authorities, contractors and internal workers. No issue was reported during the meeting. The stakeholders have expressed their gratitude to the management for the kind support and assistance. Meeting minutes was sighted. The stakeholders have made requests to the management and the requests have been incorporated into action plan and actions have been taken accordingly.</p> <p>Sapong Estate has organized stakeholder meeting with the affected stakeholders such as local communities, government authorities, workers' representatives and contractor on 10/8/2018. Issues reported were incorporated into the Social Action Plan for further actions to be taken. Interviewed with the stakeholders confirmed that they have been invited and participated the stakeholder meeting.</p>	Complied
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue. Details of the process were outlined in the flowchart and negotiation process is required if needed.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p>	<p>Melalap POM has implemented Complaint/ Suggestion Form for Internal and External to record any complaints by the internal and external stakeholders. Most of the complains were related to housing repair. The complains on housing have been repaired and rectified accordingly. The complainant acknowledged on the complaint form once the issue has been resolved. Besides, stakeholders will lodge complaint during stakeholder meeting if there is any issue.</p> <p>Complaint on Electricity and Defect of Housing logbook was implemented in Sapong Estate to record any defects related to housing by the internal workers. Sampled of the complaint and evidence of action taken as below:</p> <p>a. House No.: A78 dated 13/8/2018 Issue: Light bulbs in the house were not function. Action: The management has replaced the light bulbs on 14/8/2018 and seen the tax invoice # IV-15345 dated 20/7/2018 for the purchased of light bulbs.</p>	<p>Complied</p>
<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>		
<p>6.4.1</p> <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>Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 and issue date: 1/11/2008. The procedure has detailing the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties’ involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	<p>Complied</p>
<p>6.4.2</p> <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.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Mill and estates have employed local and foreign workers. All the mill and estates workers are under direct employment. The payslip has included basic pay, allowances, working days, deduction of salary and overtime. Payslip for November 2017, August 2018 and September 2018 was sampled based on the crop summary as below: <ul style="list-style-type: none"> a. Employee No.: 126197 (MPOM) b. Employee No.: 114489 (MPOM) c. Employee No.: 119553 (MPOM) d. Employee No.: 034787 (MPOM) e. Employee No.: 034757 (MPOM) f. Employee No.: 33801 (SE) g. Employee No.: 33835 (SE) h. Employee No.: 117645 (SE) i. Employee No.: 119333 (SE) j. Employee No.: 54400 (SE) k. Employee No.: 68853 (ME) l. Employee No.: 85511 (ME) m. Employee No.: 66694 (ME) n. Employee No.: 33604 (ME) All the sampled workers have achieved the Minimum Wage Order 2016 of RM 920/ month or RM 35.38/day.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<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/ offer letters are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts/ offer letters as below:</p> <ul style="list-style-type: none"> a. Employee No.: 034746 (MPOM) b. Employee No.: 034780 (MPOM) c. Employee No.: 123813 (MPOM) d. Employee No.: 119553 (MPOM) e. Employee No.: 101466 (MPOM) f. Employee No.: 135508 (SE) g. Employee No.: 90358 (SE) h. Employee No.: 129067 (SE) i. Employee No.: 132508 (SE) j. Employee No.: 117645 (SE) k. Employee No.: 142578 (ME) l. Employee No.: 142570 (ME) m. Employee No.: 134818 (ME) <p>However, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have not signed an extension contract (version: EMP04/INDO/2017/01) as below:</p> <ul style="list-style-type: none"> a. Employee No.: 54400 (SE) b. Employee No.: 87454 (SE) c. Employee No.: 99331 (SE) d. Employee No.: 119331 (SE) e. Employee No.: 46668 (SE) f. Employee No.: 82957 (SE) <p>Thus, a major non-conformance was raised.</p> <p>Extension contracts were sighted for workers in Melalap Estate and sampled as below:</p> <ul style="list-style-type: none"> a. Employee No.: 68841 b. Employee No.: 72222 c. Employee No.: 68853 d. Employee No.: 85522 <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p>	<p>Major Non-Compliance</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>Linesite inspection was carried out on weekly basis by the Medical Assistant in Sapong Estate, Melalap Estate and Melalap POM. Seen the inspection checklists dated 6/10/2018, 12/10/2018, 18/10/2018 and 24/10/2018 in Sapong Estate, 30/10/2018, 20/10/2018, 10/10/2018 and 3/10/2018.</p>	<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>Interviewed with the workers confirmed that they are easily access to adequate and affordable foods. There are sundry shops in the estates’ compound and price was displayed at the goods and foods.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
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.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	SDPB has implemented Social Policy dated January 2015 in local language 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. Briefing of the policy was conducted on 3/3/2018 for the workers in Melalap POM. Besides, policy is displayed at the notice board in office area. Sime Darby Plantation (Sabah) Sdn Bhd and Sabah Plantation Industry Employees Union (SPIEU) have made a collective agreement for field/ oil palm harvester/ oil mill and other general employees which effective from 1/1/2017 to 31/12/2019. The agreement has clearly stated the benefits of the employees such as annual leave, overtime rate, medical leave and allowances.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	SPIEU meeting was carried out once a year and the last meeting was carried out on 7/9/2018 between the SOU 27 Melalap managements (Melalap POM, Melalap Estate and Sapong Estate) and the employees. Meeting minutes was sighted and issue raised during the meeting was recorded in the minutes. Actions to be taken was in progress.	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 -	Sime Darby Plantation Berhad has developed Child Protection Policy and Social Policy dated January 2015 where they are committed to comply with the minimum age of employees. The policy has been briefed to all the workers on 3/3/2018 in Melalap POM, 15/11/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The policy was displayed at the notice board outside the office. Document reviewed on the master listing of the employees found that all workers employed were above 18 years old. Interviewed with the workers confirmed that no child labour was found in the plantations.	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 -	SDPB 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. The policy has been briefed to all the workers on 3/3/2018 in Melalap POM, 15/11/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The policy was displayed at the notice board outside the office.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. The workers were provided with standard treatment such as free medical treatment, fair overtime offered to all the workers whoever want to work and free housing to everyone.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	The company has developed General Process – Recruitment of Foreign Workers (Sabah) Procedure. The recruitment process flowchart has clearly stated in the procedure where the recruitment needs to go through approval of authorities, medical fitness and interview with the workers for capabilities requirements. Document reviewed on the permit in Sapong Estate found that one of the worker (Employee No.: 82957) who joined on 1/9/2012 is holding Visit Pass (Social) which valid until 8/7/2019 where the employee is prohibited to employ in a form of employment as clearly stated in the visit pass. Thus, the company could not demonstrate the recruitment process is accordance to the procedure as above which not comply with the regulations. Thus, a minor non-conformance was raised.	Minor Non-Compliance
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 -	Sime Darby Plantation Berhad has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy has been briefed to all the workers on 3/3/2018 in Melalap POM, 15/11/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The policy was displayed at the notice board outside the office.	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 -	SDPB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy has been briefed to all the workers on 3/3/2018 in Melalap POM, 15/11/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The policy was displayed at the notice board outside the office.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>SDPB has developed Manual on Implementation of the Gender Policy to where the manual has clearly stated that all the complaints and complainants will be investigate in confidential manner and prohibited any form of retaliation against employees for bring genuine complaints or providing information about harassment. All the parties involved in the grievance will be treated in strict confidentiality.</p> <p>Gender Committee was established in Melalap POM and organization chart was sighted. The committee was chaired by the Store Clerk and appointment letters for the committee were available. Meeting was carried out once every 3 months and the last meeting was carried out on 11/10/2018. Meeting minutes was sighted and interviewed with the committee confirmed that no case of sexual harassment and violence reported. Activities such as volleyball competition, hiking and aerobic exercise were conducted.</p> <p>Sapong Estate has established Gender Committee to monitor and handle the issue related to sexual harassment and violence in the estate. Meeting was conducted on quarterly basis and the last meeting was conducted on 16/8/2018 and interviewed with the chairman of the committee confirmed that no case of sexual harassment and violence reported. Complaint Form of sexual harassment was implemented. Activities such as awareness training on the usage of LPG, exercises and futsal competition. Seen the photo evidence of the activities conducted.</p>	<p>Complied</p>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Melalap POM has received outsider FFB crops from smallholders. The price of FFB has been displayed at the notice board at weighbridge area. Pricing mechanism for FFB follows the MPOB price structure.</p>	<p>Complied</p>
<p>6.10.2</p> <p>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).</p> <p>- Major compliance -</p>	<p>There were total 6 independent smallholders sending FFB crops to Melalap POM. Sampled of contract agreements as below:</p> <ul style="list-style-type: none"> a. Agreement No.: P/G/0118/FFB01135L which expired on 31/12/2018 b. Agreement No.: P/G/0118/FFB01138L which expired on 31/12/2018 c. Agreement No.: P/G/0118/FFB01136L which expired on 31/12/2018 d. Agreement No.: P/G/0118/FFB01137L which expired on 31/12/2018 e. Agreement No.: P/G/0218/FFB01241L which expired on 31/12/2018 <p>Pricing mechanism was clearly stated in Third Schedule of the agreement. The price of FFB paid to smallholders is in accordance with the price determined by MPOB.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Sampled of the contract agreement as below: a. Company No.: 9572000 for transporting FFB which valid from 1/11/2016 to 31/10/2019. Letter of Award: T/FFB_SBH/1215/003 dated 14/9/2016 for transporting of FFB which valid from 1/11/2016 to 31/10/2019.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	For the FFB suppliers, there are two types of payment will be made which is advance payment and final payment. Advance payment will be made on weekly basis which the payment of 70% of the value equivalent to the total FFB delivered every 7 days or more during delivery month at any time prior to the end of the week of the month. Final payment will be made on or before 10 th day of the following month. The payment will be made by Head Office to OCP. The payment was made promptly as per the agreement. For other contractors, they need to submit invoice within first week of every month for the services performed in preceding month and company will pay the contractors within 30 days from date of receipt of the invoice. Sampled of the invoice of payment as below: INV# IV-00490 dated 30/9/2018, Payment Voucher# 1600000328 dated 8/10/2018	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Melalap POM has made contribution to the communities such as supplied empty drum to firefighting station upon request. Besides, the management has borrowed tables to the worker for functions, donation to the activities organized by the community and schools. Management of Melalap Estate has made contribution to the communities such as donated to the authorities upon request for the activities, provided free education to children of workers and provided transport to send the workers to work.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	There is no scheme smallholders involved in the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			

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Criterion / Indicator		Assessment Findings	Compliance
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	The company has employed all the employees with legal identification for local and valid passport and work permit for foreign workers. Contract of employment in their national language was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below: a. Permit No.: PE 0651341 valid until 8/8/2019 (SE) b. Permit No.: PD 7634092 valid until 8/3/2019 (SE) c. Permit No.: PE 0651337 valid until 1/4/2019 (SE) d. Permit No.: PD 7634218 valid until 22/1/2019 (SE) e. Permit No.: PE 0651669 valid until 20/6/2019 (SE) f. Permit No.: PD 9602995 valid until 20/3/2019 (ME) g. Permit No.: PE 0651954 valid until 4/10/2019 (ME) h. Permit No.: PE 0651489 valid until 1/9/2019 (ME) i. Permit No.: PE 0651230 valid until 29/7/2019 (ME) j. Permit No.: PE 0651847 valid until 23/10/2019 (ME) Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day. They have the choice to surrender passport to the management or to keep the passport by themselves.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	Interviewed with the workers confirmed that no contract substitution reported. The job and terms & conditions offered in their home country was similar when they arrived in Malaysia.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	SDPB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below: a. Providing equal opportunity b. Respecting freedom of association c. Eradicating any form of exploitation d. Ensuring favourable working conditions e. Enhancing Safety and Health f. And etc. Induction training was given to all the new workers during their arrival to the plantations. Terms and conditions stated in the employment contract, company's policies, safety and health at workplace, job scope and the culture in the company were briefed to the new workers. Seen the attendance list of the new workers who have attended the induction training dated 1/6/2018 in Sapong Estate for total 11 workers.	Complied
Criterion 6.13: Growers and millers respect human rights.			

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Criterion / Indicator		Assessment Findings	Compliance
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 covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. The policy has been briefed to all the workers on 3/3/2018 in Melalap POM, 15/11/2017 in Sapong Estate and 12/9/2018 in Melalap Estate. The policy was displayed at the notice board outside the office.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	There was no HUMANA school in the estates due to minimal number of children. However, Melalap Estate has established a study area for the children of local and foreign workers to attend classes. Interviewed with the teacher confirmed that all the fees are free and she was teaching basic knowledge to the children. Total 29 children were studied in the class, 10 children are foreigners and the rest are local.	Not applicable
Principle 7: Responsible development of new plantings			
Melalap Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this annual surveillance assessment. The immature areas are replanted area.			
Principle 8: Commitment to continual improvement in key areas of activity			
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.			

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Criterion / Indicator	Assessment Findings	Compliance								
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • 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); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Action plan for continual improvement has been implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill. Sighted example of continual improvement project at SOU27:</p> <ul style="list-style-type: none"> i) Process improvement – installation of air pollution control equipment (ESP), compliance with Clean Air Regulation 2014 by June 2019. ii) Estate/operation – iii) Recycling of empty chemical container – pre-mixing iv) Continuous repair/upgrading of workers housing <p>The continual improvement plan for environmental was documented in several management plan such as Environmental Management Plan, Pollution Prevention Plan and Waste Management Plan. Sighted the implementation of the management plan established as follows:</p> <p>Melalap POM</p> <ul style="list-style-type: none"> i. To manage waste water and land irrigation to meet target as per requirement. Sighted the effluent BOD monitoring records for final discharge as follows: <table border="1" data-bbox="699 1081 1121 1223"> <thead> <tr> <th>Month</th> <th>BOD < 20</th> </tr> </thead> <tbody> <tr> <td>Jul</td> <td>18</td> </tr> <tr> <td>Aug</td> <td>17</td> </tr> <tr> <td>Sep</td> <td>16</td> </tr> </tbody> </table> <p>Sapong Estate</p> <ul style="list-style-type: none"> i. Briefing on housing area upkeep during muster dated 7/6/2018 ii. Briefing on 3R (reuse, reduce, recycle) during muster dated 14/9/2018. iii. Sighted the recycling of waste water from water spillage from chemical mixing collected in water sump and pumped back to be reused for chemical mixing. <p>Melalap Estate</p> <ul style="list-style-type: none"> i. The estate has conducted awareness training on 3R (Reduce, reuse and recycle) to the workers dated 12/9/2018. 	Month	BOD < 20	Jul	18	Aug	17	Sep	16	<p>Complied</p>
Month	BOD < 20									
Jul	18									
Aug	17									
Sep	16									

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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	Mill was closed down.
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	Mill was closed down.
10	Bukit Puteri	Raub, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020, MUTU – RSPO/091	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019, MUTU-RSPO/094	N.A
12	Jabor	Kuantan, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049, MUTU-RSPO/092	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-855480	N.A
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	

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SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
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 commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO- 819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '11	6-Jul-21	CU-RSPO- 819157, RSPO 928188, 824 502 16051, MUTU-RSPO/093	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	Mill was closed down.
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 '11	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042, BV-RSPO-20170705-01	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BV-RSPO-20170623-01	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	Mill was closed down.
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	Mill was closed down.
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	Mill was closed down.
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO- 819166, MUTU-RSPO/053	N.A

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
32	Rajawali	Bintulu, Sarawak	30 Dec '11	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.

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	15-Jan-22	SGS-RSPO/PC17-00005	N.A
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	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	N.A
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	N.A
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	N.A
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	N.A
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A

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NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
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	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU-RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	N.A
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	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	N.A
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	N.A
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	N.A
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab. Sanggau, Kalimantan Barat	NA	NA	NA	N.A

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Legends

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

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2018** for **Melalap Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG 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 **2018** for **Melalap Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.35
PKO	1.35

Extraction	%
OER	21.6
KER	4.90

Production	t/yr
FFB Process	63,200.94
CPO Produced	20,493.29
PKO Produced	4,651.04

Land Use	Ha
OP Planted Area	3,607.73
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	3,607.73

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	35,386.19	0.56	0	0	0	0	0	0
CO ₂ Emission from fertilizer	3,758.45	0.06	0	0	0	0	0	0
NO ₂ Emmision	3,241.69	0.05	0	0	0	0	0	0
Fuel Consumption	532.72	0.01	0	0	0	0	0	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-32,814.28	-0.52	0	0	0	0	0	0
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	10,104.77	0.16	0	0	4,590.25	0	0	0

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	18,593.74	0.2
Fuel Consumption	78.41	0
Grid Electricity Utilisation	590.55	0.01
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	19,262.7	0.2

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 D: General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Melalap Palm Oil Mill takes legal ownership and physically handles its RSPO certified oil palm products i.e. CPO and PK.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Melalap POM is not a trading company. Therefore, this requirement is not applicable.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	The parent company (Sime Darby Plantation Sdn Bhd) is the member of RSPO [membership no.: 1-0008-04-000-00] and the mill is registered in the Palm Trace system [member ID: RSPO_PO1000000300].	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	Processing aids are not used in the milling process.	N/A
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The FFB suppliers are of RSPO certified estates which consists of Melalap certification unit and other Sime Darby group estates. Declassification of the CPO or PK was done in accordance to the correct order.	Yes

5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Melalap POM was previously MB certified and the sales of product were MB or conventional.	Yes
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>Procedure for supply chain has been established entitled "Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability" [appendix 15 of the Sustainable Plantation Management System (SPMS)], version 2, issue:5 dated Sept 2018.</p> <p>Among the subjects covered in the procedure are</p> <ul style="list-style-type: none"> • Responsibilities • control of documents & records • delivery of FFB from the estate • receiving FFB at the mill • process monitoring • CPO and PK dispatch • Non-conforming products and/or documents • Product claims • Outsourced contractor • Training • Reclassification of mill's supply chain model • Production volume • Conversion factors • Internal audit • Complaints • Management review 	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Among the records included in the procedures are:</p> <ul style="list-style-type: none"> • Weighbridge tickets • Dispatch of CPO/PK – weighbridge ticket, delivery order, shipping document • Daily production report 	Yes

		<ul style="list-style-type: none"> Record and balance <p>All the records were found to be up-to-date.</p>	
	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization’s procedures for the implementation of this standard. 	<p>Addressed in the SOP for Sustainable Supply Chain and Traceability, clause 4.0. The assigned persons are the Head of Operating Unit where in this case the Mill Manager. Based on interview, the person in-charge was able to demonstrate the implementation of their procedures in accordance to the standard requirements. The mill assistant is appointed as person in charge to assist head of operating unit to monitor RSPO SCC implementation. Refer to letter dated 2/4/18</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Addressed in the SOP for Sustainable Supply Chain and Traceability, clause 17.0. Based on the procedure, the internal audit is to be conducted annually in accordance to Internal Audit Procedure (SD/SDP/PSQM/IAP).</p>	Yes
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>Internal audit for supply chain was last conducted on 3/4/2018 by 2 internal auditor sourced from other department (PSQM). There were 3 NCs and 2 OFIs raised as the results of the audit. All NCs were closed out on 1/6/18.</p>	Yes
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> The name and address of the buyer; The name and address of the seller; The loading or shipment/delivery date; The date on which the documents were issued; 	<p>When FFB delivered to the mill from the estates, the transporters presented Delivery Order (DO) to the mill weighbridge clerk in order the FFB to be received by the mill.</p> <p>E.g. of information available in the DO is as follows:</p> <ul style="list-style-type: none"> Consignment note no. Estate’s names Date & time of delivery Field No. No. of bunches Vehicle no. 	Yes

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	<ul style="list-style-type: none"> • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<ul style="list-style-type: none"> • Seal no. <p>E.g. of information available in the mill’s weighbridge tickets is as follows:</p> <ul style="list-style-type: none"> • Weighbridge ticket no.: • Name of estates • Field No. • Name of driver • Vehicle no. • Date & time in/out • Total bunches • Seal no. • Net weight 	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>The information was available in various documents such as delivery order and weighbridge tickets.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>The mill has a list of certified FFB suppliers which has the information about certificate number and validity period. This is applied to both second and third party FFB suppliers [ref.: clause 7.2 of SOP for Sustainable Supply Chain and Traceability]</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	<p>A check of the validity of supply chain certification of supplier is done via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org).</p>	<p>Yes</p>

	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	NA – this part is applicable for supply chain actor after refinery.	Yes
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Addressed in the SOP clause 10.0 Non-conforming Products and/or Documents. Based on the procedure, where there is contamination of RSPO certified material during receiving, processing, storage and dispatch, the mill shall downgrade the materials in such order: IP to MB to conventional.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	Ref.: Agreement between Sime Darby Plantation Bhd and Pengangkutan Bumi Sdn Bhd, effective date 1/1/17 until 31/10/20. Requirement to adhere to RSPO Supply Chain Standard is stated in clause 3 Sustainability and Traceability of Product.	Yes
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:	Not applicable. No outsourcing activity.	N/A
	<p>a. The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable</p>	Not applicable. No outsourcing activity.	N/A

	agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.		
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Not applicable. No outsourcing activity.	N/A
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Not applicable. No outsourcing activity.	N/A
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	N/A
5.6. Sales and goods out			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; 	<p>Melalap POM ensured the required information is available in document form. Sampled contract: S/GGM/1806/PK0033 dated 20/6/18, quantity 100 mt</p> <ul style="list-style-type: none"> • The name and address of the buyer; XXX • The name and address of the seller: Melalap Oil Mill, Tenom, Sabah • The loading or shipment/ delivery date; e.g. 30/6/18 • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance 	Yes

	<ul style="list-style-type: none"> Any related transport documentation; Supply chain certificate number of the seller; A unique identification number 	<p>or the approved abbreviations); Crude Palm Oil (CPO) RSPO MB</p> <ul style="list-style-type: none"> The quantity of the products delivered; e.g. 29.20 mt Any related transport documentation; e.g. Despatch note e.g. #005780 Supply chain certificate number of the seller; e.g. On weighbridge ticket e.g. RSPO 547124 A unique identification number: refer to contract no. : S/GGM/1806/PK0033. Shipping announcement will be made 3 month after shipment based on SOP, issue;3 dated September 2018. Available in a few forms e.g. DN no., seal no., etc. 	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	Information is complete and available in various documents such as sales contract, mill weighbridge ticket, delivery note, transporter collection order.	Yes
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	Since the last assessment, there were a few shipping announcements of CSPK and 1 credit allocation announcement for CSPK made.	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register 	The registration of Palm Trace is carried out by the Sime Darby's Global Trade Marketing Department, HQ. All transaction will be registered in the Palm Trace.	Yes

	their transaction in the RSPO IT platform and confirm upon receipt where applicable.		
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	Based on the announcement summary, all the registrations were found to be in order. Total registered transaction (extracted from Palm Trace) summarized as per below: CPO: nil PK: 2350 mt Detailed transaction can be found under table C of the report.	
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	Not applicable. Products are not sold beyond refinery.	Yes
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	Based on the quarterly mass balance accounting sheet, the removal of volumes was done correctly when the products were sold as conventional.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	Based on the announcement summary, all the confirmations were found to be in order.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	Training plan for 2017/2018 were available which training for RSPO Supply Chain has been included.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply	Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain	Yes

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	chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	implementation such as Assistant Managers, QA, clerk, lab supervisor & assistant, weighbridge operators. Latest RSPO training was carried out in 2018; RSPO SCCS and Mass Balance for Transporter on 12/4/18. Operation manager from CPO transporter, Pengangkutan Bumi Sdn Bhd was invited for training.	
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date and accessible.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	As spelt out in its supply chain procedure, Clause 5.4, records are to be maintained minimum of two years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Not applicable. The product of the facility is containing 100% palm oil.	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Conversion factor of CPO and PK production is depending on the actual OER and KER. Last year's average form October 2017 to September 2018 were 21.60% (OER) & 5.13% (KER).	Yes

5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims. Verified RSPO trademark logo license, RSPO-1106024 valid until 10/7/19.	Yes
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Melalap POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Yes
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Not applicable as no off-product claim made by Melalap POM as to date.	N/A
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Melalap POM as to date.	N/A
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Melalap POM as to date.	N/A

4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Melalap POM and verified through document and site review (notice board, business card, shipping documentation, procurement/purchasing document and promotional material etc).	Yes
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Yes
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated that i.e product/commodity with SCC model (Palm Kernel-RSPO MB) and RSPO certificate number; RSPO 547124. Refer to weighbridge ticket number 005692 dated 4/5/18. This also applies to CPO.	Yes
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <ul style="list-style-type: none"> a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer's SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2. 	Melalap POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	Yes

5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM.</p>	Yes
Business to consumer communication			
6.1	<p>Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.</p>	<p>No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.</p>	N/A
6.2	<p>Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.</p>	<p>No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.</p>	N/A
6.3	<p>When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.</p>	<p>No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.</p>	N/A
6.4	<p>Business to consumer communication shall not include information about the claimant's RSPO membership status.</p>	<p>No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.</p>	N/A
6.5	<p>Members shall not communicate to consumers information about their suppliers' RSPO membership status.</p>	<p>No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.</p>	N/A

6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.	N/A
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.	N/A
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org .	No business to consumer communication on product specific claim made Melalap POM and only produce crude and unfinished product. This is not applicable for POM.	N/A
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content (MB)			
	95% or above of the oil palm content must be RSPO MB-certified.	Melalap POM is producing crude palm product and does not involved in any labelling of end product.	

	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Melalap POM is only producing crude palm products.</p>	<p>Yes</p>
<p>Labelling and trademark (MB)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product</p>	<p>Yes</p>
<p>Messaging (MB)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p>	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 		
	<p>Messaging NOT ALLOWED in storytelling in product-related communications: Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</p>	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>
<p>MODULE C – PARTIAL PRODUCT CLAIMS</p>			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. 	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	Melalap POM is producing crude palm product and does not involved in any labelling of end product.	Yes
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>	Melalap POM is producing crude palm product and does not involved in any labelling of end product.	Yes
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Addressed in Section 18 of the supply chain SOP. Should there be any complaints from stakeholders pertaining supply chain issues, it will be handled through Procedure for External Communication in PQMS SOM Sub-Section 5.5 Appendix 5.5.3.2. There has been no complaint from any third party with regards to supply chain so far.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Management review was last conducted on 15/10/2018. It was chaired by Mill Manager and attended by 15 mill staff and	Yes

		executives which includes AMs, Head of AP, office clerk, lab supervisor, quality supervisor and mill supervisor.	
5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	<p>Based on the minutes of meeting, the following agendas were adequately recorded:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. (item 1.8) • Customer feedback. (item 1.0.1) • Status of preventive and corrective actions. (item 1.8) • Follow-up actions from management reviews. (item 1.0.2) • Changes that could affect the management system. (item 3.0) <p>Recommendations for improvement. (item 4.0)</p>	Yes
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	<p>Discussion about the improvement of the effectiveness of the management system and its processes, and any resource needs were found to be included in the meeting minute.</p>	Yes

Appendix E: CPO Mill Supply Chain Assessment Report (Module *E* - CPO Mills: *Mass Balance*)

E.1 Definition			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)

E.1.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Melalap Palm Oil Mill receives and process both certified and non-certified. 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.	Yes
E.2 Explanation			
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. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. Refer to table 8.	Yes
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).	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). Detail of transaction can be found under table C.	Yes
E.3 Documented procedures			
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: a. Complete and up to date procedures covering the implementation of all the elements in these requirements;	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: 4 dated September 2018. This developed based on the RSPO SCCS July 2017. The mill manager has the responsibility	Yes

		to ensure implementation assisted by the on-site compliance executive.	
	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.	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.	Yes
E.3.2	The site shall have documented procedures for receiving and processing certifies an non-certified FFBS.	The receiving and processing certified and non-certified FFBS procedure is a addressed in the same procedure mentioned in E.3.1.	Yes
E.4 Purchasing and goods in			
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBS received.	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Records verified by internal and external audit.</p> <p>The accompanying documents of incoming FFB from own estate are estate’s weighing bridge tickets which has the info about name of estate, RSPO certificate number, weighbridge ticket number, seal number, date of delivery, field number, number of bunches. Upon arrival at the mill, the mill issues its weighbridge ticket as confirmation of receipt. The estate’s ticket number is recorded in the mill’s ticket number.</p> <p>For non-certified third party crop (e.g. new supplier EHK Enterprise), they presents their DO to the mill and mill’s issues weighbridge ticket as confirmation of receipt.</p>	Yes
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facility is aware of this procedure. There was no projected overproduction for the period under review.	Yes

E.5 Record keeping			
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 real-time basis and / or three-monthly basis by RSPO.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Computerized system in place. Records verified by internal and external audit.	Yes
	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	Computerized system in place with the delivery deducted accordingly.	Yes
	c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.) For further details refer to Module C.	Based on verification of MB accounting which the mill opted for three-monthly basis recording, it was found that the certified CPO/PK was always delivered from positive stock. No negative stock recorded at the end of inventory period of 3 month.	Yes

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit (October 17 – September 18)				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	October 2017	4,445.25	1,960.05	6,405.30
2	November 2017	4,676.27	4,096.79	8,773.06
3	December 2017	4,638.86	1,858.90	6,497.76
4	January 2018	4,840.25	1,850.16	6,690.41
5	February 2018	5,179.72	2,621.87	7,801.59
6	March 2018	6,087.69	1,767.93	7,855.62
7	April 2018	6,556.63	1,190.30	7,746.93
8	May 2018	6,626.49	971.81	7,598.30
9	June 2018	6,170.99	887.71	7,058.70
10	July 2018	5,718.85	2,278.24	7,997.09
11	August 2018	4,009.86	2,636.35	6,646.21
12	September 2018	3,909.24	2,631.26	6,540.50
	Total	62,860.10	24,751.37	87,611.47

B. Monthly Records of Certified CPO & PK since the last audit (October 17 – September 18)			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	October 2017	970.33	226.15
2	November 2017	1,009.20	236.26
3	December 2017	995.02	242.00
4	January 2018	1,052.47	241.19
5	February 2018	1,105.64	259.76
6	March 2018	1,303.12	326.07
7	April 2018	1,429.63	352.00
8	May 2018	1,418.17	306.10
9	June 2018	1,336.46	321.58
10	July 2018	1,257.23	291.07
11	August 2018	886.14	203.31
12	September 2018	811.73	221.32
	Total	13,575.14	3,226.81

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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) (October 17 – September 18)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	XXX	TR-1d2bb3d6-b402	-	100
2	XXX	TR-37137e71-0511	-	200
3	XXX	TR-44956375-e485	-	100
4	XXX	TR-583071ad-061a	-	200
5	XXX	TR-7e7579c7-6561	-	100
6	XXX	TR-ce2135df-beb3	-	100
7	XXX	TR-a92f3adb-cc0a	-	200
8	XXX	TR-c1042a9d-bb8e	-	100
9	XXX	TR-d5ed6aa1-a85b	-	150
10	XXX	TR-6da87e3f-6541	-	100
11	XXX	TR-ef2a3541-e243	-	100
12	XXX	TR-56ca8a73-3fd4	-	200
13	XXX	TR-e1c38b9b-bb62	-	100
14	XXX	TR-01be510a-e561	-	200
15	XXX	TR-d6df4f96-c293	-	100
16	XXX	TR-74d95368-7b64	-	100
17	XXX	TR-a7c57c45-fb69	-	200
	Total			2,350

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any) (October 17 – October 18)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
		N/A		

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any) (October 17 – September 18)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1.	ABC	6,972.83	-
2.	DEF	1,549.62	697.45
3.	GHI	1,205.56	122.58
4.	JKL	-	-

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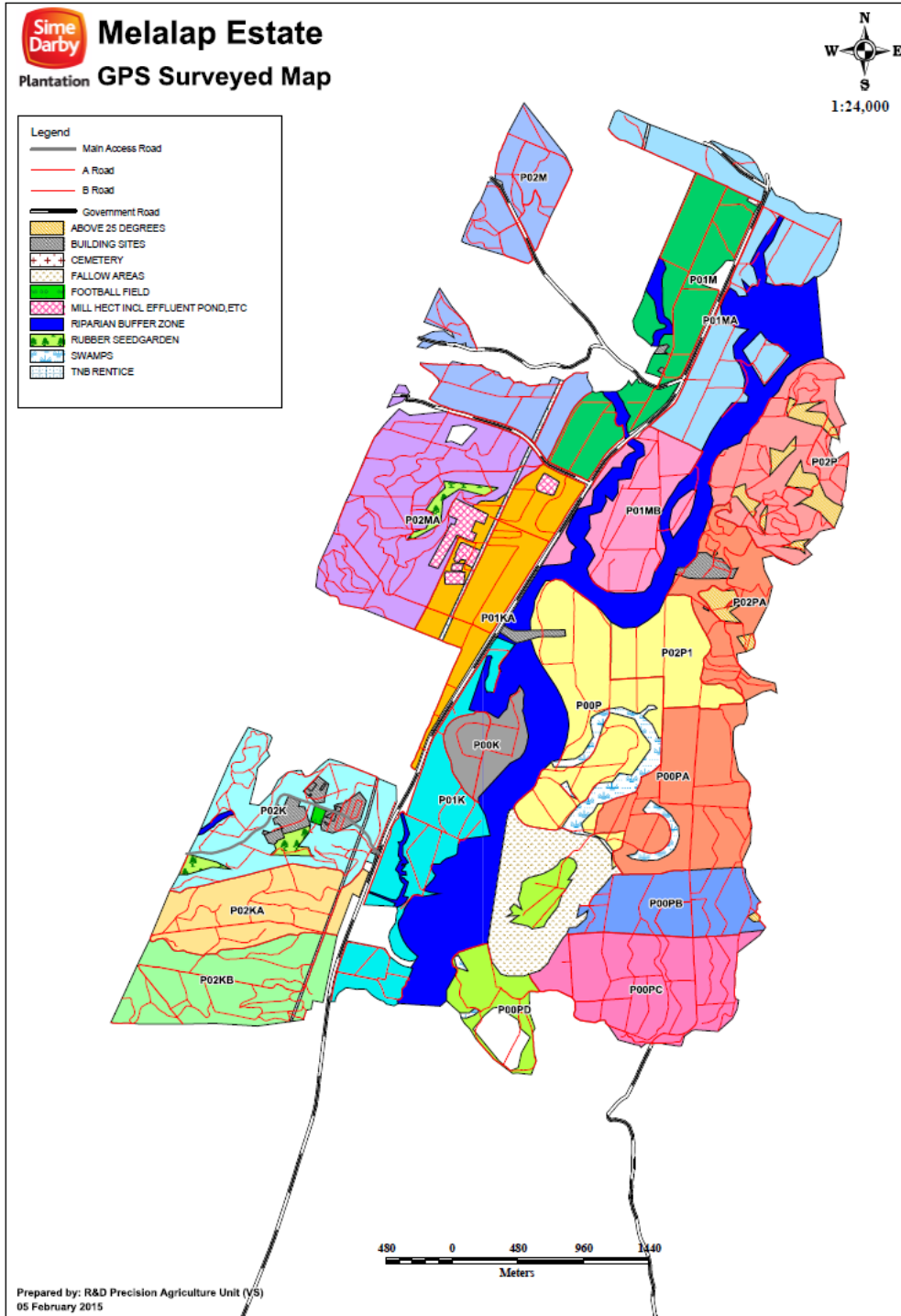
5.	MNO	1,815.51	-
6.	OPR	-	-
	Total	11,543.52	820.03

F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any) <i>(October 17 – September 18)</i>			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
1	-	5949-46140	2000

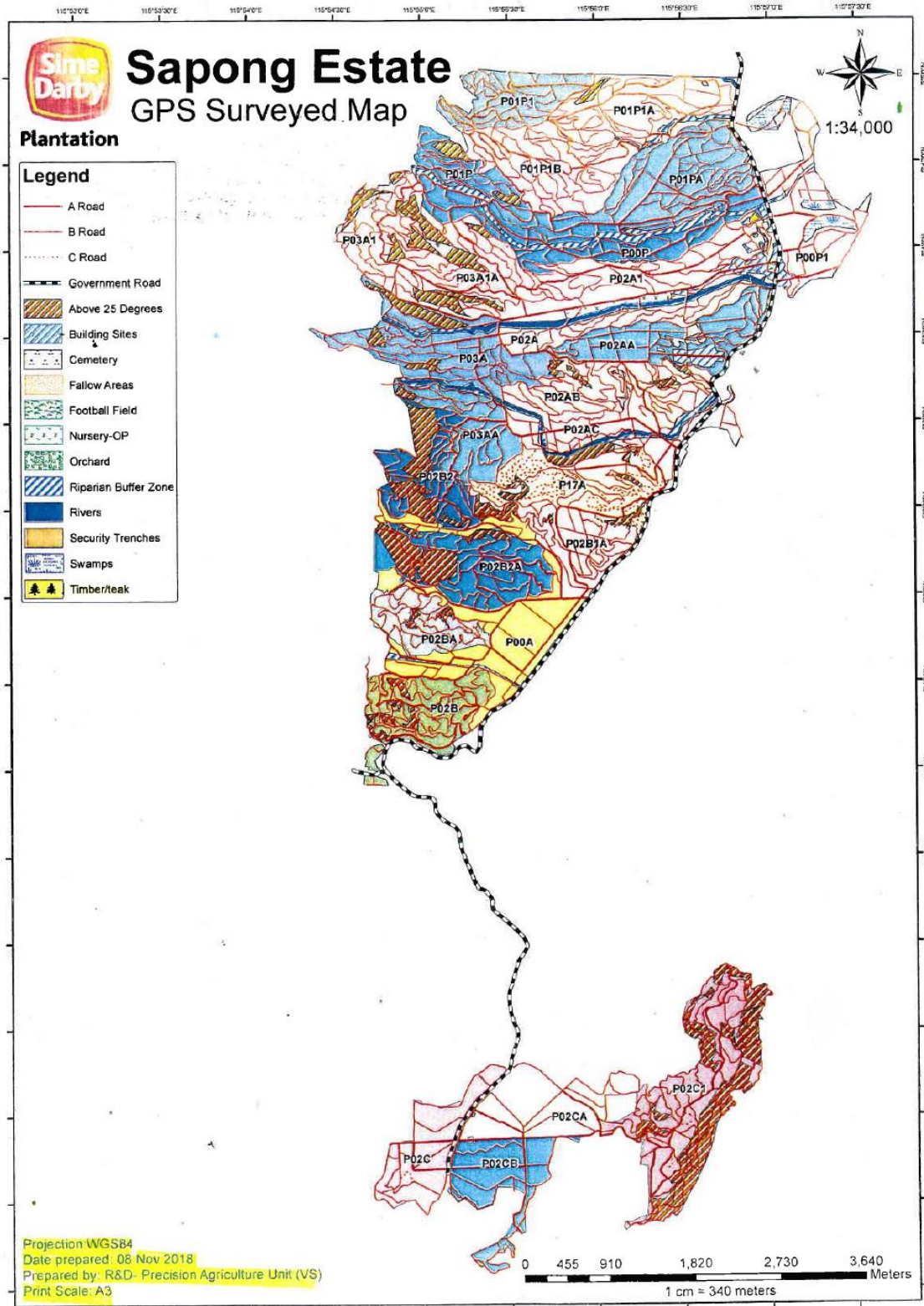
Appendix F: Location Map of Melalap Palm Oil Mill Certification Unit and Supply bases



Appendix G: Melalap Estate Field Map



Appendix H: Sapong Estate Field Map



Appendix I: List of Smallholder Sampled *(If applicable – scheme/associated/group certification)*

Appendix J: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure