

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment** (Choose an item.)
- Recertification Assessment (RA 2)**
- Extension of Scope**

<b>Sime Darby Plantation Berhad</b>
Client company Address: Level 5, Main Block, Plantation Tower No, 2, Jalan PJU 1A/7 47301 Ara Damansara Selangor, Malaysia
Certification Unit: <b>Strategic Operating Unit (SOU 20)</b> <b>Chaah Palm Oil Mill and supply base</b>  Location of Certification Unit: 85400 Chaah, Johor, Malaysia
Date of Final Report: 9/12/2020

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>Parent Company</b>	Sime Darby Plantation Berhad		
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Approval Date</b>	07/09/2004
<b>Address</b>	Level 5, Main Block, Plantation Tower 2, Jalan PJU 1A/7 47301, Ara Damansara, Selangor, Malaysia.		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Strategic Operating Unit (SOU 20) – Chaah Palm Oil Mill		
<b>Location / Address</b>	85400, Chaah, Johor, Malaysia		
<b>Website</b>	www.simedarbyplantation.com		
<b>Management Representative</b>	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Muhammad Saufi Bin Baharudin (Mill Manager)	<b>E-mail</b>	<a href="mailto:ks.chaah@simedarby.com">ks.chaah@simedarby.com</a>
<b>Telephone</b>	+603-78484379 (Head Office)	<b>Facsimile</b>	+603-78484356 (Head Office)

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 548299</b>	<b>Date of First Certification</b>	18/11/2010
		<b>Certificate Start Date</b>	18/11/2015
		<b>Certificate Expiry Date</b>	17/11/2020
<b>Scope of Certification</b>	Palm oil and Palm Kernel Production		
<b>Visit Objectives</b>	<ul style="list-style-type: none"> <li>Determination of the conformity of the client's management system, or parts of it, with audit criteria.</li> <li>Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements.</li> </ul>		
<b>Assessment Cycle</b>	<input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Recertification Assessment (RA 2) <input type="checkbox"/> Annual Surveillance Assessment (RA Choose an item. ; ASA Choose an item.) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards</b>	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019		
<b>Supply Chain Module</b>	<input checked="" type="checkbox"/> Identity Preserved <input type="checkbox"/> Mass Balance		

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<b>3. Other Certifications</b>			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
MSPO 685287	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	27/12/2022
MSPO 692047	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn Bhd	27/12/2022
MSPO 714134	MSPO Supply Chain Certification: 2018	BSI Services Malaysia Sdn Bhd	03/09/2024

<b>4. Location(s) of Mill &amp; Supply Bases</b>			
<b>Name (Mill / Supply Base)</b>	<b>Location</b>	<b>GPS Coordinates</b>	
		<b>Latitude</b>	<b>Longitude</b>
Chaah Palm Oil Mill	85400 Chaah, Johor, Malaysia	2° 10' 40.00" N	102° 59' 47.00" E
Chaah Estate	Pejabat Ladang Chaah 85400 Chaah, Johor, Malaysia	2° 10' 31.00" N	102° 59' 53.00" E
North Labis Estate	Ladang North Labis, 85300 Labis, Johor, Malaysia	2° 23' 00.00" N	103° 03' 00.00" E
Simpang Kiri Estate	Ladang Sg Simpang Kiri, 85400 Chaah, Johor, Malaysia	2° 08' 54.00" N	103° 00' 10.00" E

<b>5. Description of Supply Base</b>					
<b>Estate</b>	<b>Total Planted (Mature + Immature) (ha)</b>	<b>HCV (ha)</b>	<b>Infrastructure &amp; Other (ha)</b>	<b>Total Area (ha)</b>	<b>% of Planted</b>
Chaah Estate	2730.83	0.47	64.06	2795.36	97.69
North Labis Estate	*3225.23	40.80	**266.88	3532.91	91.29
Simpang Kiri Estate	2095.25	29.42	246.99	2371.66	88.35
<b>Total</b>	<b>8051.31</b>	<b>70.69</b>	<b>577.93</b>	<b>8699.93</b>	<b>92.54</b>

Remark:

\* Total planted reduce due to last year figure was not accurate.

\*\* Total area reduce due to last year figure was not accurate and land acquisition by government 34.62 ha.

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6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Chaah Estate	260.03	0	2379.81	87.03	3.96	2470.80	260.03
North Labis Estate	650.13	1127.53	819.97	627.60	0	2575.10	650.13
Simpang Kiri Estate	287.44	490.17	1317.64	0	0	1807.81	287.44
<b>Total (ha)</b>	<b>1197.6</b>	<b>1617.7</b>	<b>4517.42</b>	<b>714.63</b>	<b>3.96</b>	<b>6853.71</b>	<b>1197.6</b>

7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated (Nov 19 – Oct 20)	Actual (Aug 19 – Jul 20)		Forecast (Nov 20 – Oct 21)
		<i>Previous license period (Aug 19-Oct 19)</i>	<i>Current license period (Nov 19-Jul 20)</i>	
Chaah Estate	62,435.01	14,367.07	36,729.87	57,258.42
North Labis Estate	57,428.43	12,452.00	35,305.91	56,259.57
Simpang Kiri Estate	38,150.53	10,662.97	26,091.39	38,461.95
<b>Total</b>	<b>158,013.97</b>	<b>135,609.21</b>		<b>151,979.94</b>

8. Certified Tonnage of FFB (from other certified unit(s))				
Estate	Tonnage / year			
	Estimated (Nov 19 – Oct 20)	Actual (Aug 19 – Jul 20)		Forecast (Nov 20 – Oct 21)
		<i>Previous license period (Aug 19-Oct 19)</i>	<i>Previous license period (Aug 19-Oct 19)</i>	
	<b>N/A</b>	<i>Previous license period (Aug 19-Oct 19)</i>	<i>Previous license period (Aug 19-Oct 19)</i>	<b>N/A</b>
CEP Nyior Estate		-	71.05	
Gunung Mas Estate		-	68.74	
Kempas Klebang Estate		-	38.22	
Yong Peng Estate		-	366.58	
<b>Total</b>		<b>544.59</b>		

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Independent FFB Supplier	Tonnage / year			
	Estimated (key in period)	Actual (key in period)		Forecast (key in period)
N/A		Previous license period (key in period covered)	Current license period (key in period covered)	
<b>Total</b>				

10. Certified Tonnage				
	Estimated (Nov 19 – Oct 20)	Actual (Aug 19 – Jul 20)		Forecast (Nov 20 – Oct 21)
	FFB	FFB		FFB
<b>Mill Capacity: 30 MT/hr</b>	158,013.97	Previous license period (Aug 19-Oct 19)	Current license period (Nov 19-Jul 20)	151,979.94
		37,482.04	98,671.76	
<b>SCC Model: IP</b>	<b>CPO (OER: 20.95 %)</b>	<b>CPO (OER: 20.63 %)</b>		<b>CPO (OER: 21.30 %)</b>
	33,103.86	7,856.30	20,228.46	32,371.73
	<b>PK (KER: 5.50 %)</b>	<b>PK (KER: 5.41 %)</b>		<b>PK (KER: 5.50 %)</b>
	8,690.75	2,172.69	5,195.17	8,358.90

11. Actual Sold Volume (CPO) (Aug 19 – Jul 20)					
Current License period (Nov 19-Jul 20)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>CPO (MT)</b>	5,729.36	-	-	14,431.62	20,160.98
Previous License period (Aug 19-Oct 19)					
<b>CPO (MT)</b>	1,907.75	-	-	5,875.45	7,783.20
<b>Total</b>	7,637.11			20,307.07	27,944.18

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<b>12. Actual Sold Volume (PK) (Aug 19 – Jul 20)</b>					
<b>Current License period (Nov 19-Jul 20)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>PK (MT)</b>	400	-	-	4,180.26	4,580.26
<b>Previous License period (Aug 19-Oct 19)</b>					
<b>PK (MT)</b>	584.19	-	-	1,529.69	2,113.88
Total	984.19			5,709.95	6,694.14

<b>13. Independent Smallholders Certification Claims</b>		
	Credit	Physical Volume (MT)
<b>IS-CSPO</b>	-	-
<b>IS-CSPKO</b>	-	-
<b>IS-CSPKE</b>	-	-



## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)  
Suite 29.01 Level 29, The Gardens North Tower,  
Mid Valley City, Lingkaran Syed Putra,  
59200 Kuala Lumpur, Malaysia.  
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639  
Representative: Nicholas Cheong ([Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com))  
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BSI is a leading global provider of management systems assessment and certification, with more than 84,000 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.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **11-14/08/2020**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

Due to the COVID-19 pandemic, the Critical NC close out off-site assessment was conducted on **05/11/2020**. The audit programs 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 & Criteria 2018 for the Production of Sustainable Palm Oil (**MYNI 2019**) was used to guide the assessment 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 (and 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.

Prior to the re-certification audit, the stakeholder consultation notification for Sime Darby-Chaah POM has been published in BSI website as well as random stakeholders were contacted through email by the lead auditor. During the re-certification audit, the other random stakeholders were contacted off-site with the assistance of management to attend the stakeholder meeting to share their feedback, complaint and grievances for Sime Darby-Chaah POM.

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

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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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Re-certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 4)</b>	<b>Year 5 (ASA 5)</b>
Chaah Palm Oil Mill	√	√	√	√	√
Chaah Estate	√	√	√	√	√
North Labis Estate	√	√	√	√	√
Simpang Kiri Estate	√	√	√	√	√

**Tentative Date of Next Visit:** July 12, 2021 - July 15, 2021

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

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**2.2 BSI Assessment Team:**

<b>Team Member Name</b>	<b>Role</b> <i>(Team Leader or Team member)</i>	<b>Qualifications</b> <i>(Short description of the team members)</i>
Elzy Ovktafia	Team Leader	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP & AISP from the Incorporated Society of Planters and currently studying Master of Science (Occupational Safety & Health) in Universiti Utara Malaysia. She involves in audits and technical reviews works mainly for Sustainability Programme includes RSPO & MSPO for more than 4 years across 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and a Social Compliance Auditor. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. She is able to communicate in fluent Bahasa Malaysia and English.
Muhammad Fadzli Masran	Team member	He 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. He had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018 and endorsed MSPO Lead Auditor Course in October 2018. During this assessment, he assessed on the aspects of environmental and estate best practise. He is fluent in Bahasa Malaysia and English languages.
Nicholas Cheong	Team Member	Holds a Master of Environmental Management from the University Putra Malaysia and Bachelor of Science (Food Science) from Charles Sturt University Australia. He has more than 7 years of working experience in sustainability auditing for palm oil industry and hydropower plant. He is also an expert in Greenhouse Gas emissions accounting. He has also 2 years of working experience in wastewater treatment and operations. He has completed the ISO9001, ISO14001, RSPO P&C Lead Auditor course, RSPO Supply Chain Lead Auditor Course, RBA Labor & Ethic Lead Auditor Course and MSPO Awareness Training. In his previous certification body, he was a Lead Assessor for Clean Development Mechanism, World Commission of Dam and ISCC. He had been involved in Sustainable Palm Oil auditing for more than 5 years. In this assessment, the focus element includes legal requirements, social and workers welfare, workers health and safety and supply chain. He is fluent in both verbal/written in English.

**2.3 Assessment Plan**

Date	Time	Subjects	EO	NC	MF
Monday, 10/08/2020	PM	Audit Team travel to Chaah & check-in Hotel	√	√	√
Tuesday, 11/08/2020	0830-0900	Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).</li> </ul>	√	√	√
	0900-1230	<b>Chaah Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√
	1230-1330	Lunch	√	√	√
	1330-1630	<b>Chaah Estate</b> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630-1700	Interim Closing Briefing	√	√	√
Wednesday 12/08/2020	0830-1200	<b>North Labis Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√
	1000-1230	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	1230-1330	Lunch	√	√	√
	1330-1630	<b>North Labis Estate</b> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630-1700	Interim Closing Briefing	√	√	√

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Thursday 13/08/2020	0830-1230	<b>Simpang Kiri Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√
	1230-1330	Lunch	√	√	√
	1330-1630	<b>Simpang Kiri Estate</b> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630-1700	Interim Closing Briefing	√	√	√
Friday 14/08/2020	0830-1230	<b>Chaah Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√	√
	1230-1330	Lunch	√	√	√
	1330-1600	<b>Chaah Palm Oil Mill</b> Document Review Lab, weighbridge and palm product storage area. Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation. RSPO SCCS elements.	√	√	√
	1600-1630	Preparation for closing meeting	√	√	√
	1630-1700	Closing meeting for RSPO P&C & SCCS	√	√	√

## Section 3: Assessment Findings

### 3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Berhad Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2016
- (Malaysian) National Interpretation (2019) for RSPO P&C 2018
- Independent Smallholder Standard 2019

### 3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	<p>Yes. SDP TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Island. Refer to the Time Bound Plan table.</p> <p>As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI):  <a href="http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations">http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</a></p>	Complied
Have all the estates and mills certified within five years after obtaining RSPO membership?	<p>Yes. All estates and mill has been certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. In Malaysia, Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate &amp; Chartquest Estate) has been transferred to SOU Lavang while for Bintang Oil Mill, SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold and on 1st Oct 2018, the mill has completed the selling off transaction.</p> <p>In Indonesia, PT Mitral Austral Sejahtera was sold and currently SDP have no control in the management.</p>	Complied
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.	No. There is no new acquisitions as at latest TBP 2020.	Complied

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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>Yes.</p> <p>Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification.</p> <p>PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Sekretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019. Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.</p> <p>Malaysia - Pekaka Mill is being mothballed (at the time of SDP Annual Report 2018) and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate &amp; Chartquest Estate.) has been transferred to SOU Lavang. Bintang Oil Mill: SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1st Oct 2018, the mill has completed the selling off transaction.</p> <p>Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter:  <a href="https://www.rspo.org/certification/public-announcement">https://www.rspo.org/certification/public-announcement</a></p> <p>For Liberia operations: As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI):  <a href="http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations">http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</a></p>	<p>Complied</p>
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	ACOP 2019 has been cross-referenced as below: <a href="https://www.rspo.org/members/29/Sime-Darby-Plantation-Berhad">https://www.rspo.org/members/29/Sime-Darby-Plantation-Berhad</a>	
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	No lapses. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat	Complied
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 <b>Major</b> non-compliance shall be raised	No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above.	Complied
<b>Un-Certified Units or Holdings</b> ( <i>any non-compliance against the below shall be raised as Major Non-compliance</i> )		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	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).	Complied
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	No new plantings. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI): <a href="http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations">http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</a>	Complied
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. <i>Note:</i> <i>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a>. The progress on the Liabilities shall be verified and reported. Please refer to BSI-RSPO Secretariat approval.</i>	No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above.  This is further check in the website: <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a> .  Management units with potential liability is 17 and a total of 15 management units has submitted the LUCA to RSPO.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No stakeholder comments or complaints received.	Complied
Any Legal non-compliance is being addressed through measures consistent with the	There is no legal non-compliance found in Chaah Certification Unit. This is further confirmed through	Complied



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requirements of RSPO P&C criteria 2.1	the stakeholder consultation held, legal documentation review and interview with	
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes. The sustainability unit has conducted the internal audit for 9 units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV area and no new planting after January 1 <sup>st</sup> 2010. Other than that, land conflicts and land disputes also being audited and approved by Head of Sustainability-Indonesia (Alagendran Maniam) on 22/05/2019.  The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes and legal compliance is monitored during the internal audit as the positive assurance.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	None noted. No stakeholder comments or complaints received.	Complied

**3.3 Progress of scheme smallholders and/or outgrowers**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?  OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	Not applicable as there is no smallholder scheme under Chaah Certification Unit.	N/A

**3.4 Details of Nonconformities**

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During this Assessment there were **Four (4)** Critical and **Two (2)** Opportunity For Improvement raised. The **SOU 20 Chaah POM's** 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 Critical Nonconformity(ies) has been verified for it effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

<b>Non-conformity</b>			
<b>NCR Ref #</b>		<b>Clause &amp; Category</b>	
	1944861-202008-M1		6.2.2 Critical

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		<b>(Critical / Minor)</b>																												
<b>Date Issued</b>	14/08/2020	<b>Due Date</b>	12/11/2020																											
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	05/11/2020																											
<b>Statement of Nonconformity:</b>	Some of the legal labour compliance is not effectively demonstrated.																													
<b>Requirement Reference:</b>	Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.																													
<b>Objective Evidence:</b>	<p>North Labis Estate:</p> <p>The JTK Permit for water bill deduction in North Labis Estate is RM10 for shared usage for single workers. However, sampled below workers has the deduction for water bill more than RM10 as below:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Worker</th> <th style="text-align: center;">Month</th> <th style="text-align: center;">Deduction rate</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Komarudin</td> <td style="text-align: center;">Mar 2020</td> <td style="text-align: center;">RM 12.00</td> </tr> <tr> <td style="text-align: center;">Saw Mu Phaw Sel</td> <td style="text-align: center;">Mar 2020</td> <td style="text-align: center;">RM 13.18</td> </tr> <tr> <td style="text-align: center;">Komarudin</td> <td style="text-align: center;">Apr 2020</td> <td style="text-align: center;">RM 12.12</td> </tr> <tr> <td style="text-align: center;">Saw Mu Phaw Sel</td> <td style="text-align: center;">Apr 2020</td> <td style="text-align: center;">RM 10.20</td> </tr> <tr> <td style="text-align: center;">Barun Mallick</td> <td style="text-align: center;">Apr 2020</td> <td style="text-align: center;">RM 13.56</td> </tr> <tr> <td style="text-align: center;">Komarudin</td> <td style="text-align: center;">May 2020</td> <td style="text-align: center;">RM 14.40</td> </tr> <tr> <td style="text-align: center;">Saw Mu Phaw Sel</td> <td style="text-align: center;">May 2020</td> <td style="text-align: center;">RM 11.58</td> </tr> <tr> <td style="text-align: center;">Barun Mallick</td> <td style="text-align: center;">May 2020</td> <td style="text-align: center;">RM 14.30</td> </tr> </tbody> </table>			Worker	Month	Deduction rate	Komarudin	Mar 2020	RM 12.00	Saw Mu Phaw Sel	Mar 2020	RM 13.18	Komarudin	Apr 2020	RM 12.12	Saw Mu Phaw Sel	Apr 2020	RM 10.20	Barun Mallick	Apr 2020	RM 13.56	Komarudin	May 2020	RM 14.40	Saw Mu Phaw Sel	May 2020	RM 11.58	Barun Mallick	May 2020	RM 14.30
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Komarudin	May 2020	RM 14.40																												
Saw Mu Phaw Sel	May 2020	RM 11.58																												
Barun Mallick	May 2020	RM 14.30																												
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>Estate will only deduct wage for water bill maximum up to RM10 until obtaining the new JTK permit on wage deduction (water bill).</li> <li>Estate will issue out memo to workers on wage deduction for water bill should not exceed RM10 as per JTK Permit.</li> <li>Estate will reimburse the excess amount of RM10 wage deduction for water bill for the sampled workers and months.</li> </ol>																													
<b>Root Cause Analysis:</b>	The wage deduction for electric bill exceed RM10 because the sampled house occupancy were only 1 or 2 person which normally 3-4 person per house.																													
<b>Corrective Actions:</b>	Estate will apply new JTK Permit on wage deduction for water bill. Estate will appoint person in charge for monitoring of wage deduction.																													
<b>Assessment Conclusion:</b>	Due to increase of COVID-19 cases in Malaysia, the Critical NC close out off-site assessment was conducted on 05/11/2020 after approval by BSI RSPO Global Scheme Manager.																													

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	<p>All the evidences of closing the Major NC were reviewed and interview session were conducted online to the workers. Therefore, the all the Major NC raised previously were recommended to be closed.</p> <p>Evidence reviewed:</p> <ul style="list-style-type: none"> <li>a) Appointment letter for person in charge for salary deduction monitoring.</li> <li>b) Memo on the water bill deduction to workers.</li> <li>c) Pay slip (Komarudin, Saw Mu Phaw Sel, Barun Mallick) for Sept &amp; Oct 2020.</li> <li>d) Evidence of reimbursement to workers (Komarudin, Saw Mu Phaw Sel, Barun Mallick) for March, April &amp; May 2020.</li> <li>e) Application to Labour Department on the increase rate of water bill limit.</li> </ul>
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Non-conformity			
<b>NCR Ref #</b>	1944861-202008-M2	<b>Clause &amp; Category (Critical / Minor)</b>	3.6.1 Critical
<b>Date Issued</b>	14/08/2020	<b>Due Date</b>	12/11/2020
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	05/11/2020
<b>Statement of Nonconformity:</b>	No evidence of risk at Chemical Storage area has been assessed.		
<b>Requirement Reference:</b>	All operations are risk assessed to identify H&S issues. Mitigation plans, and procedures are documented and implemented.		
<b>Objective Evidence:</b>	<p>Chaah Estate:</p> <p>Sighted during site visit at chemical store, noted that the Rat Bait were arrange on a rack where there was a risk to storekeeper/workers during arranging and issue the rat bait. During document review, it was noted that the no evidence of risk assessment was conducted for chemical store area in the HIRARC report.</p>		
<b>Corrections:</b>	Estate will update the HIRARC for chemical store area accordingly.		
<b>Root Cause Analysis:</b>	The existing HIRARC for chemical store area did not assess the high storage of chemical as estate did not recognize the risk of high stacking.		
<b>Corrective Actions:</b>	Estate will review the HIRARC for chemical store to include high storage of chemical based on company SOP. Refresher training on HIRARC will be conducted for related personnel.		
<b>Assessment Conclusion:</b>	<p>Due to increase of COVID-19 cases in Malaysia, the Critical NC close out off-site assessment was conducted on 05/11/2020 after approval by BSI RSPO Global Scheme Manager.</p> <p>All the evidences of closing the Major NC were reviewed and interview session were conducted online to the workers. Therefore, the all the Major NC raised previously were recommended to be closed.</p> <p>Evidence reviewed:</p> <ul style="list-style-type: none"> <li>1. Revised HIRARC includes high stacking in chemical store.</li> </ul>		

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	2. HIRARC refresher training on 24/08/2020.
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Non-conformity			
<b>NCR Ref #</b>	1944861-202008-M3	<b>Clause &amp; Category (Critical / Minor)</b>	3.8.4 Critical
<b>Date Issued</b>	14/08/2020	<b>Due Date</b>	12/11/2020
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	05/11/2020
<b>Statement of Nonconformity:</b>	Transaction information registered in PalmTrace is not accurate.		
<b>Requirement Reference:</b>	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.		
<b>Objective Evidence:</b>	For transactions ID TR-0b9d1d55-fc38c, the shipping date stated in the PalmTrace is not consistent with the actual shipping date. As per the despatch note, the date of shipping was 03/03/2020 while shipping announcement date in PalmTrace is 18/07/2020.		
<b>Corrections:</b>	Mill through HQ will communicate with GTM and UTZ to get advice and rectify the issue.		
<b>Root Cause Analysis:</b>	The transaction is not consistent with the shipping date due to there are technical problem in the PalmTrace system that does not allow transaction being performed at certain period. This has caused the Person-In-Charge in Marketing Department that handles the PalmTrace to choose any date and later date that the system allows to key-in in order to ensure transaction of the related contract available in the PalmTrace.		
<b>Corrective Actions:</b>	HQ will inform GTM to halt performing any transaction via meeting and email and notify UTZ immediately for any technical problem occurs during transaction key-in in the future via email. This will be informed through a training program on PalmTrace to PIC in GTM and related parties that is scheduled to be conducted by HQ tentatively in mid of October 2020.		
<b>Assessment Conclusion:</b>	<p>Due to increase of COVID-19 cases in Malaysia, the Critical NC close out off-site assessment was conducted on 05/11/2020 after approval by BSI RSPO Global Scheme Manager.</p> <p>All the evidences of closing the Major NC were reviewed and interview session were conducted online to the workers. Therefore, the all the Major NC raised previously were recommended to be closed.</p> <p>Evidence reviewed:</p> <ol style="list-style-type: none"> <li>1. Discussion on RSPO SCCS &amp; Palmtrace training on 23/10/2020.</li> <li>2. E-Mail communication GSD HQ to GTM and UTZ on Palmtrace transaction on 14/08/2020.</li> <li>3. Meeting session Sustainability Unit and Supply Chain Unit with GTM (Training Module on 23/10/2020).</li> </ol>		

<b>Non-conformity</b>			
<b>NCR Ref #</b>	1944861-202008-M4	<b>Clause &amp; Category (Critical / Minor)</b>	3.2.1 Critical
<b>Date Issued</b>	14/08/2020	<b>Due Date</b>	12/11/2020
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	05/11/2020
<b>Statement of Nonconformity:</b>	Plans are not documented and/or implemented effectively.		
<b>Requirement Reference:</b>	The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>1. The final discharge of the mill is for land application at Chaah Estate. Management plan to manage the aspect &amp; impact especially during rainy season is not available.</li> <li>2. Flood management plan at Chaah Estate was developed but has not conducted participatory with smallholders at downstream. This is further evident from grievance received during stakeholder consultation.</li> <li>3. Waste management plan at Chaah Estate has not been implemented effectively: <ul style="list-style-type: none"> <li>• It was found that wastes (i.e. lubricant container, oil drum) are stored without label. As per the Waste Management Plan FY 2020, these wastes shall be labelled.</li> <li>• There was no inventory of scrap iron since 2018. As per the Waste Management Plan FY 2020, the scrap iron is collected and recorded.</li> </ul> </li> <li>4. The Sungai Simpang Kiri Estate's water management plan FY 2020 has not been updated to illustrate governmental water supply. The plan still state water source from estate water treatment plant.</li> <li>5. The HCV plan for Sungai Simpang Kiri Estate was not established accurately. It is required to conduct patrolling activity along the forest border regularly but there Sungai Simpang Kiri estate has not forest border).</li> <li>6. As per the Operation control procedure, to check river pollutant, monitoring is required to be conducted once every 3 months. However, at North Labis estate, the water sampling is not conducted in 3 month basis.</li> <li>7. The HCV management plan for North Labis Estate has indicated to have conducted 4 HCV awareness training, however, only 1 record is available.</li> </ol>		
<b>Corrections:</b>	Estates will update and review the respective management plan accordingly.		
<b>Root Cause Analysis:</b>	The management plans were not properly implemented due to the plan was not discussed and reviewed by the management team. Management has the understanding that management meeting should only discuss on operation matter and NC closure but not included on management plans. This has caused the management to have lapses in the monitoring of effective implementation of the management plans.		

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<b>Corrective Actions:</b>	The RSQM team will conduct a training to estate management team on effective reviewing of management plans. A team for management review team will be established to ensure the progress and review of the management plan is well monitored by the team. Appointment letter for the estate management review team will be issued out and outline the responsibilities i.e. conduct annual management review meeting which include review of management plan, monitoring of management plan.
<b>Assessment Conclusion:</b>	<p>Due to increase of COVID-19 cases in Malaysia, the Critical NC close out off-site assessment was conducted on 05/11/2020 after approval by BSI RSPO Global Scheme Manager.</p> <p>All the evidences of closing the Major NC were reviewed and interview session were conducted online to the workers. Therefore, the all the Major NC raised previously were recommended to be closed.</p> <p>Evidence reviewed:</p> <p><u>Chaah Estate</u></p> <ol style="list-style-type: none"> <li>1. Revised EAI &amp; EIE furrow.</li> <li>2. Revised flood management plan.</li> <li>3. Photos of waste labelled (oil drum &amp; lubricant container).</li> <li>4. Management review minute of meeting dated 21/10/2020.</li> <li>5. Management review team appointment letter dated 17/10/2020.</li> <li>6. Scrap iron inventory.</li> </ol> <p><u>North Labis Estate</u></p> <ol style="list-style-type: none"> <li>1. Revised HCV Management Plan.</li> <li>2. Management review minute of meeting dated 17/10/2020.</li> <li>3. Management review team appointment letter dated 17/10/2020.</li> <li>4. Water sampling program.</li> </ol> <p><u>Sg Simpang Kiri Estate</u></p> <ol style="list-style-type: none"> <li>1. Revised HCV Management Plan.</li> <li>2. Management review minute of meeting dated 17/10/2020.</li> <li>3. Management review team appointment letter dated 17/10/2020.</li> <li>4. Water management plan</li> <li>5. Training on effective review and implementation on management plan by RSQM team to all estates on 16/10/2020.</li> </ol>

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
OFI 1	4.2.3 During the stakeholder consultation, the Ketua Kampung of Seri Sejangung has voiced out his grievance about the construction of bund at Sg Simpang Kiri Estate along a river between the estate (field no. 2000B2) and oil palm plantation belonged to Kg Sejangung villagers had caused the flood in the villagers' plantation area to be worsed.

	The handling of this grievance can be further improved by having it recorded and documented according to the company's procedure.
OFI 2	3.8.5 The crop diversion information in Appendix 15 of the Standard Operation Procedure for Sustainable Supply Chain and Traceability ver 2 dated April 2019 can be further improved: 1. On crop diversion information. 2. Volume removal when there is crop diversion.

Positive Findings	
PF #	Description
PF 1	-

### 3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
<b>NCR Ref #</b>	1816031-201906-M1	<b>Clause &amp; Category (Critical / Minor)</b>	Indicator 2.1.1 Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	03/10/2019
<b>Statement of Nonconformity:</b>	<ol style="list-style-type: none"> <li>Foreign workers at Sg Simpang Kiri Estate and North Labis Estate found not contributing the SOCSO SBKA (Skim Bencana Pekerja Asing) in accordance to Akta Keselamatan Social Pekerja 1969 (Akta 4).</li> <li>No written approval obtained from the local authority (JTK) for deduction of RM39 for School Bus Deduction; not complying with Employment Act 1955, Part IV Deduction from Wages; Section 24 – Lawful Deduction</li> </ol>		
<b>Requirement Reference:</b>	Evidence of compliance with relevant legal requirements shall be available.		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>4 selected foreign workers found expired on 27.05.2019, 27.03.2019 &amp; 25.03.2019 concurrently with their SPPA insurance. However, there is no SOCSO contribution was found made by the employer for the rest of the month up to the day of audit. SOCSO Contribution Form 8A review confirmed that the selected workers not paid for SOCSO contribution. Affected workers sampled; e.g. Expired on 27.05.2019 – Emp. No.: 102147, 102226, 102154 (Simpang Kiri Estate) Expired on 25.03.2019 – Emp. No.: 141369, 141372 (North Labis Estate) Expired on 27.03.2019 – Emp. No.: 141474, 141475 (North Labis Estate).</li> <li>1 out of 3 selected local workers Emp.No.: 137901 for the month of October 2018, January 2019 and July 2019 found deducted with RM39 (D065 – School Bus Deduction).</li> </ol>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>Estate Management already rectify the issue immediately by register Form 8A on August 2019 to SOCSO. All the workers already registered under SOCSO scheme.</li> <li>The person in charged removed the Fixed rate T-code from check roll system immediately to avoid auto deduction for school bus until obtain JTK approval.</li> </ol>		



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<b>Root Cause Analysis:</b>	Miscommunication between estate management and HQ level and ineffectiveness monitoring of new law.
<b>Corrective Actions:</b>	HR Southern Region will communicate with operation unit (OU's) related to the SOCSO and deduction on pay slip. All workers must contribute to SOCSO and any deduction on pay slip must get approval from JTK.
<b>Assessment Conclusion:</b>	<p>Major NC close out verification:</p> <ul style="list-style-type: none"> <li>i) Registration under SOCSO scheme was verified for the said workers under SOCSO contribution form 8A for August and September 2019 (Simpang Kiri and North Labis Estate)</li> <li>ii) Removal of fixed rate T-code from Chaah Estate's check roll was verified. No more auto-deduction starting from August 2019. This was further verified during interview with Chaah Estate's NUPW leader and workers pertaining to monthly deduction in the pay slip. The last deduction was in July 2019 salary.</li> <li>iii) Memo from Regional General Manager dated 16/9/19 and Southern Region HR dated 27/9/19 related to SOCSO and lawful deduction dated was verified. Briefing to related personnel was carried out on 23/9/17 (Simpang Kiri Estate), 30/9/19 (North Labis Estate) and 28/9/19 (Chaah Estate) was verified.</li> </ul> <p>The corrective action taken was found to be effective, thus the major NC is closed on 3/9/19. Continuous implementation will be further verified in the next audit.</p> <p><b>Assessment conclusion during re-certification audit:</b></p> <p>It was found that all workers (foreign and locals) has SOCSO contribution from employer. Sample sighted for pay slip for month March, April and May 2020. There is no reoccurrence issue during recertification audit, hence the Corrective Action plan is implemented effectively.</p>

Non-conformity			
<b>NCR Ref #</b>	1816031-201906-N1	<b>Clause &amp; Category (Critical / Minor)</b>	Indicator 6.5.3 Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14/08/2020
<b>Statement of Nonconformity:</b>	<ol style="list-style-type: none"> <li>1. Line-site weekly inspection found not effective.</li> <li>2. Non-compliance with Pekeling Bil: 02FY/16 – Perturan Keselamatan dan Kesihatan Pekerjaan Di Kawasan Linesite Pekerja Mengikut Piawaian Roundtable Sustainable Palm Oil dated 18<sup>th</sup> Sept 2015; Adalah menjadi kesalahan sekiranya pekerja: Clause 1 – Menyimpan tong tong racun dan tong tong minyak di dalam atau di sekitar rumah.</li> </ol>		
<b>Requirement Reference:</b>	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.		



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<p><b>Objective Evidence:</b></p>	<p>Despite weekly line-site inspection is carried out and documented in Housing Complex/ Nest/ Community Hall Inspections form; there are several issues found as:</p> <p><u>Chaah POM</u></p> <ul style="list-style-type: none"> <li>- Internal hygiene and maintenance for some of the houses has yet to be improved. E.g. house 14B – toilet and cooking area found not clean, roof (ceiling) broken</li> <li>- Several houses were found with cooking / kitchen local exhaust vent/chimney cover broken, which causes rain water drips directly into the kitchen area.</li> </ul> <p><u>Sungai Simpang Kiri Estate</u></p> <ul style="list-style-type: none"> <li>- Majority of selected hostel found with drums filled with petrol that is meant for their transport / motorcycle. These drums found kept inside the bedroom next to extension wires. Cigarettes butt and box found in the same room as well.</li> <li>- 1 of the fire extinguisher at the Bangladesh house found with low pressure. Toilet door in the house was found damaged (hinges dismantled)</li> <li>- 1 of the Nepalese house found with roof leaking at the kitchen area, while bedrooms roof found with dirt dropping from the edges directly onto beds. Workers interview states that no action have being taken despite complaints made.</li> <li>- All selected foreign workers’ hostel found with broken glass windows.</li> </ul> <p><u>North Labis Estate</u></p> <ul style="list-style-type: none"> <li>- All selected hostel found with drums filled with petrol, kept in the bedroom of the workers.</li> </ul>
<p><b>Corrections:</b></p>	<p><u>Sungai Simpang Kiri</u></p> <ul style="list-style-type: none"> <li>- The Estate Management removed the petrol container immediately from the said workers quarters and briefed the workers on 24th August 2019 to not keep petrol inside the workers quarters.</li> <li>- The Estate Management removed the faulty fire extinguisher and replaced with the new one on 24th August 2019.</li> <li>- The Estate Management arranged the carpenter immediately to repair the damaged roof and clear the dirt from the roof on 24th August 2019.</li> <li>- The Estate Management replaced the broken windows on 24th August 2019.</li> </ul> <p><u>KKS Chaah</u></p> <p>The Mill Management arranged the carpenter to carry out broken ceiling.</p> <p><u>North Labis Estate</u></p> <p>The Estate Management removed the petrol container immediately from the said workers quarters and briefed the workers on 22nd August 2019 to not keep petrol inside the workers quarters.</p>
<p><b>Root Cause Analysis:</b></p>	<p><u>Sungai Simpang Kiri &amp; KKS Chaah</u></p> <ul style="list-style-type: none"> <li>- The Estate Management not aware the workers kept petrol inside the house for own daily use for their motorcycle since the petrol bunk is 30 km away from Estate. Current Estate Management not review the Surat</li> </ul>

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	<p>Pekeliling Bil: 02FY/16 displayed at workers quarters prepared by previous Estate Manager in year 2016.</p> <ul style="list-style-type: none"> <li>- No specific person in charge to monitor the condition of fire extinguisher.</li> <li>- The Estate Management still in progress replacing the broken glass windows on schedule basis.</li> <li>- The person in charged not aware on the repair inside the house since there was no complaint received from the workers.</li> </ul> <p><u>North Labis Estate</u>  The Estate Management not aware the workers kept petrol inside the house for own daily use for their motorcycle.</p>
<p><b>Corrective Actions:</b></p>	<p><u>Sungai Simpang Kiri, North Labis Estate &amp; KKS Chaah</u>  The Medical Assistant and person in charged (mill) will patrol and monitor during his workers housing complex weekly inspection and report immediately to the Estate Management on non-compliances.</p> <p><u>Sungai Simpang Kiri Estate</u>  Estate Management continue to brief regularly the workers on safety at workers housing complex and communicate in complain book for any repair work inside the house. The Estate management will review the Surat Pekeliling Bil: 02FY/16. The Estate Management appoint person in charge to monitor the condition of fire extinguisher on monthly basis.</p>
<p><b>Assessment Conclusion:</b></p>	<p>Corrective action taken is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.</p> <p><b>Assessment conclusion during re-certification audit:</b></p> <p><u>Chaah POM</u>  During linesite visit, it was found that house 14B has been repair on the toilet, roof and chimney. Interview with the worker also confirmed that management has taken the action to repair on the damaged/dirty area.</p> <p><u>Sg Simpang Kiri Estate</u>  No petrol container kept inside the house. The fire extinguisher has been updated to the new one. Damaged roof was repaired and broken windows has been replaced. This was evident during the linesite visit and interview with the workers. Sighted the training record for workers on 24/08/2019. Estate Management has appoint person in charge to monitor the condition of fire extinguisher on monthly basis.</p> <p><u>North Labis Estate</u>  No petrol container kept inside the house. Sighted the training record for workers on 22/08/2019.</p> <p>All estates and mill has incorporated the petrol container checking in the line site inspection checklist.</p>

**Non-conformity**

<b>NCR Ref #</b>	1816031-201906-N2	<b>Clause &amp; Category (Critical / Minor)</b>	6.10.4 Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14/08/2020
<b>Statement of Nonconformity:</b>	Payment not in accordance with Contract Agreement, Clause 2.2; between Sime Darby Plantation Bhd and Dewi Dairy Farm Trading.		
<b>Requirement Reference:</b>	Agreed payments shall be made in a timely manner.		
<b>Objective Evidence:</b>	<p>Invoice#0361 &amp; 0360 dated 30.05.2019 amounting MYR35,164.80 and MYR10,951.60 raised by Contractor Dewi Dairy Farm Trading for Pruning/raking/transport FFB / transport Soil / transport fertilizer / hiring machine sent to SDPB on 03.06.2019 and subsequently on 17.07.2019 with invoice attached; however, no payment was made up to date of audit. Payment ledger generated from the system shows that invoice received on 17.07.2019 is captured into the system on 15.08.2019 and subjected for next payment cycle on 27.08.2019.</p> <p>Payment terms agreed in the agreement read as:          - Clause 2.2 – The company shall pay the within fourteen (14) days of the date of submission of the statement showing the value of the workers carried out, supported with documents evidencing the same save in the event the company disputes the said payment and or the performance of the work by the contractor.</p>		
<b>Corrections:</b>	Estate administration shall in constant communication with HQ (MEX) to ensure all payment are up to date. Any incomplete invoice, notification shall be sent to Contactor and copy to Estate for reference and quick action.		
<b>Root Cause Analysis:</b>	There is lack of communication between HQ (MEX) and Estate to ensure the contractor were paid in time. Estate were only notified by the contractor if no payment were made.		
<b>Corrective Actions:</b>	Invoice sent by contractor to HQ (MEX) through email should be cc copied to Estate as well. This will alert Estate Management that invoice has been sent timely manner. Any delay of payment occurrence, Estate and Contractor will able to check and revert accordingly		
<b>Assessment Conclusion:</b>	<p>Corrective action taken is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.</p> <p>Assessment conclusion during re-certification audit:          The payment of Invoice#0361 &amp; 0360 dated 30.05.2019 amounting MYR35,164.80 and MYR10,951.60 raised by Contractor Dewi Dairy Farm Trading for Pruning/raking/transport FFB / transport Soil / transport fertilizer / hiring machine sent to SDPB on 03.06.2019 and subsequently on 17.07.2019.</p>		

Opportunity for Improvement	
OFI#	Description
OFI 1	-

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#### 3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1228987M1	Major	4.7.1	29/08/2015	Closed 28/09/2015
1228987N1	Minor	6.6.2	29/08/2015	Closed on 22/9/2016
1228987N2	Minor	4.4.1	29/08/2015	Closed on 22/9/2016
1228987N3	Minor	4.7.5	29/08/2015	Closed on 22/9/2016
1381349M1	Major	6.5.2	22/09/2016	Closed on 11/11/2016
1381349M2	Major	4.7.1	22/09/2016	Closed on 11/11/2016
1381349M3	Major	2.1.1	22/09/2016	Closed on 11/11/2016
1381349M4	Major	4.6.11	22/09/2016	Closed on 11/11/2016
1381349N1	Minor	6.2.3	22/09/2016	Closed on 11/08/2017
1509988-201707-M1	Major	5.3.2	11/08/2017	Closed on 10/10/2017
1509988-201707-N1	Minor	5.3.3	11/08/2017	Closed on 25/09/2018
1816031-201906-M1	Major	2.1.1	23/08/2019	Closed on 03/10/2019
1816031-201906-N1	Minor	6.5.3	23/08/2019	Closed on 14/08/2020
1816031-201906-N2	Minor	6.10.4	23/08/2019	Closed on 14/08/2020
1944861-202008-M1	Critical	6.2.2	14/08/2020	Closed on 05/11/2020
1944861-202008-M2	Critical	3.6.1	14/08/2020	Closed on 05/11/2020
1944861-202008-M3	Critical	3.8.4	14/08/2020	Closed on 05/11/2020
1944861-202008-M4	Critical	3.2.1	14/08/2020	Closed on 05/11/2020

#### 3.5 Stakeholders and previous land owner / user 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 **SOU 20 – Chaah POM & supply bases** 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

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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	
<b>Internal Stakeholders</b> <ol style="list-style-type: none"> <li>Gender committee</li> <li>Foreign workers.</li> <li>Local workers.</li> <li>Medical assistants.</li> </ol>	<b>Union/Contractors</b> <ol style="list-style-type: none"> <li>Anbalakan (grass cutting)</li> <li>Rajendran Setia Sdn Bhd</li> <li>NUPW representatives</li> </ol>
<b>Government Departments/NGO</b> <ol style="list-style-type: none"> <li>SK Labis</li> <li>SJK(T) Labis</li> </ol>	<b>Neighbouring community/estates</b> <ol style="list-style-type: none"> <li>Kampung Sejagung</li> <li>Kampung Haji Kamisan</li> <li>Kampung Desa Temu Jodoh</li> <li>Neighbouring Smallholder (Lim Men Tong)</li> </ol>

Stakeholders comment	
1	<p><b>Feedbacks:</b>  <u>Local Community Head (Kampung Sejagung, Kampung Haji Kamisan &amp; Kampung Desa Temu Jodoh)</u>            The management has a very good rapport with the communities. Assistance and supports such as contribution for flood victim, surau/mosque maintenance, religious ceremony, etc. Only several issues highlighted:</p> <ol style="list-style-type: none"> <li>Highly raised bund installation at the border within Sime Darby-Simpang Kiri Estate and smallholder's field has made the flood getting worse at their field. This is because of the clogged Sungai Simpang Kiri too as a source of flood. Issue has been escalated to Jabatan Pengairan &amp; Saliran Batu Pahat, but the answer is the river is intentionally left abandoned as the water catchment place to avoid flood to PLUS highway and Kampung Sri Medan.</li> <li>Smallholders has estate inside the Sime Darby-Chaah Estate and no other gate to use as entrance except Sime Darby's gate. Currently there is no security guard control the gate. Their concern is to avoid the allegation of stealing FFB when they evacuate their own crop through the gate.</li> </ol> <p><b>Management Responses:</b></p> <ol style="list-style-type: none"> <li>Estate must protect their own property from flood, therefore installation of bunds is implemented 2 years ago. Estate management also has requested JPS to desilt the river but no other action until todate.</li> <li>The gate is not meant for any outside transportation. The smallholders must use the main entrance door with security guard control. Some of smallholders use the government river reserved land to plant oil palm illegally. If they want to access to it, they should use the main entrance.</li> </ol> <p><b>Audit Team Findings:</b>            No further information.</p>
2	<p><b>Feedbacks:</b>  <u>Neighbouring Smallholder</u>            Estate has supported smallholder by giving access to their estate and would like to extend their appreciation.</p> <p><b>Management Responses:</b>            Noted on the information.</p> <p><b>Audit Team Findings:</b></p>

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	No further information.
3	<p><b>Feedbacks:</b> <u>SK Labis &amp; SJK(T) Labis</u></p> <ol style="list-style-type: none"> <li>SK Labis has shared that this is the first time they came here. Their concerns mainly on the pupil attendance from estate which is low. They hope that estate will assist in helping for Kelas Tambahan fees, transportation to school.</li> <li>SJK(T) Labis has a good relationship with North Labis Estate. The only issue on the road size is too small and it is difficult for parents to use for children pick up.</li> </ol> <p><b>Management Responses:</b> Noted on the information.</p> <p><b>Audit Team Findings:</b> No further information.</p>
4	<p><b>Feedbacks:</b> <u>Contractors</u></p> <p>There is no late payment issue from Estate to contractors. Agreement is valid and signed by both parties. Contractor workers' pay slip were kept in office.</p> <p><b>Management Responses:</b> Noted on the information.</p> <p><b>Audit Team Findings:</b> No further information.</p>
5	<p><b>Feedbacks:</b> <u>Gender Committee</u></p> <p>No sexual harassment case reported. New mother's need assessment was conducted concurrently during the gender committee meeting. Meeting and activities were actively conducted and participated by the members.</p> <p><b>Management Responses:</b> Noted on the information.</p> <p><b>Audit Team Findings:</b> No further information.</p>


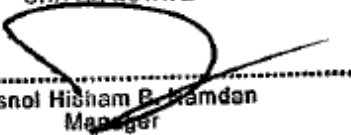
List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Not applicable as all estates has the 2 cycle of planting.					

Previous land owner / user comment	
1.	<b>Feedbacks:</b> NA
	<b>Management Responses:</b> NA
	<b>Audit Team Findings:</b> NA

### 3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

#### 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 <b>SOU 20-Chaah POM &amp; supply bases</b> has complied with the RSPO Principles and Criteria 2018 for Sustainable Palm Oil (<b>MYNI 2019</b>) 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 <b>SOU 20-Chaah POM &amp; supply bases</b> is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<b>Name:</b> Elzy Ovktafia Binti Chairul	<b>Name:</b> Hasnol Hisham bin Hamdan
<b>Company Name:</b> BSI Services (Malaysia) Sdn Bhd	<b>Company Name:</b> Sime Darby Plantation Sdn Bhd
<b>Title:</b> Client Manager	<b>Title:</b> Manager (Chairman SOU 20)
<b>Signature:</b> 	<b>Signature:</b> <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> <b>SIME DARBY PLANTATION BERHAD</b> (647766-V) CHA'AH ESTATE  <b>Hasnol Hisham B. Hamdan</b> Manager
<b>Date:</b> 12/11/2020	<b>Date:</b> 12/11/2020

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Behave ethically and transparently</b>			
<b>Criterion 1.1:</b> The unit of certification provides 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	<p><b>(C)</b> Documents that are specified in the RSPO P&amp;C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>Documents required for all unit of certification available in Chaah POM Certification Unit:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights</li> <li>• Occupational health and safety plans</li> <li>• Plans and impact assessments relating to environmental and social impacts</li> <li>• HCV documentation</li> <li>• Pollution prevention and reduction plans</li> <li>• Details of complaints and grievances</li> <li>• Continuous improvement plans,</li> <li>• Public summary of certification assessment report</li> <li>• Group Sustainability Policy</li> <li>• Record of contributions to community development</li> </ul>	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>SOU 20 has conducted combined meeting with the stakeholder to share any new information on RSPO certification, environmental, social, safety and legal requirement applied to all operating units. All the stakeholders have raised some issue and discussed with the management during the meeting. Sighted the latest minutes meeting conducted at respective estates as below:</p>	Complied



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		<ol style="list-style-type: none"> <li>1. Chaah Estate/ Simpang Kiri Estate/ Chaah POM: 04/08/2020 (suppliers, smallholders, government and contractors).</li> <li>2. North Labis Estate: 22/07/2020 (neighboring estate), cattle owner (25/07/2020) &amp; 13/07/2020 (other stakeholders).</li> </ol>	
1.1.3	<p><b>(C)</b> Records of requests for information and responses are maintained.          - Critical (Major) compliance -</p>	<p>Request by stakeholders conducted through stakeholders meeting, visitor books, letter and forms. The mill and estates maintain the records of all request and response. Sighted the records of request from the stakeholders as follows:</p> <ol style="list-style-type: none"> <li>1. Chaah Estate: SK Desa Temu Jodoh requested for donation RM 2000 to build the car park garage.</li> <li>2. North Labis Estate: SJK(T) Labis has requested permission to use estate road for Kejohanan Merentas Desa SJK Labis year 2020 on 14 January 2020.</li> <li>3. Sg Simpang Kiri Estate: Pengerusi Surau Al-Hidayah requested to use JCB for Surau improvement at Surau area Kampung Haji Kamisan dated 03/07/2020.</li> <li>4. Chaah POM: Tanker driver: Request to repair the road on dated 17/04/2020.</li> </ol>	Complied
1.1.4	<p><b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.          - Critical (Major) compliance -</p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p> <p>This has been communicated to workers and stakeholders through:</p>	Complied

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		<p>Stakeholder meeting:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: 04/08/2020 (suppliers, smallholders, government and contractors).</li> <li>• North Labis Estate: 22/07/2020 (neighboring estate), cattle owner (25/07/2020) &amp; 13/07/2020 (other stakeholders).</li> </ul> <p>The new Group Sustainability Policy:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: It was communicated through the muster briefing to workers on 06/07/2020.</li> <li>• North Labis Estate: It was communicated through the training to workers on 21/07/2020.</li> <li>• Simpang Kiri Estate: It was communicated through the training to workers on 24/06/2020.</li> <li>• Chaah POM: It was communicated through the training to workers on 27-28/07/2020.</li> </ul> <p>The person in charge for social issues (communication and consultation) is as below:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: Officer in charge (Zulkefly Bin Ahmad) as per appointment letter dated 01/02/2020.</li> <li>• North Labis Estate: Assistant Manager (Mohd Syauqi bin Mahmud) as per appointment letter dated 01/07/2019.</li> <li>• Simpang Kiri Estate: Assistant Manager (Khairul Anam Hj Jumri) as per appointment letter dated 01/01/2020.</li> <li>• Chaah POM: Assistant Engineer (Muhammad Zariq Izwan) as per appointment letter dated 13/01/2020.</li> </ul>	
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1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>The latest stakeholders list updated as at January 2020. Stakeholder's details available included person in charge, address, e-mail and contact number.</p> <p>Example seen as below:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: Contractor (RSKP BROTHERS), Address: CHA'AH, Tel: 013-7609292.</li> <li>• North Labis Estate: Government (Majlis Daerah Labis), Address: Jalan Segamat, 85300, Labis, Johor, Tel: 07-9251781</li> <li>• Simpang Kiri Estate: Vendor/Supplier (AZ Kluang Auto), Address: No. 49, Jln Megah 9, Tmn Megah, 86000 Kluang, Johor, Tel: 019-7276726.</li> <li>• Chaah POM: Local Community Head (KETUA KAMPUNG), Address: KAMPUNG HAJI KAMISAN,85400 CHA'AH, JOHOR, Tel: 013-7945043, PIC: EN. DARWIS</li> </ul>	Complied
<b>Criterion 1.2:</b> The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Code of Business Conduct where the company implemented the attitude of fair, integrity and ethic during any business process. The company is strictly prohibited to have any bribery related in the business processes. The policy was developed in Bahasa Malaysia and English.</p> <p>The latest Group Sustainability &amp; Quality Policy Statement also includes the clause 'promoting good governance and transparency: abiding by the Group Policies &amp; Authorities (GPA) and the Code of Business Conduct (COBC) signed by Group Managing Director on 02/12/2019.</p>	Complied

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		The policy has been briefed to the workers during morning briefing. Besides, policies were briefed to stakeholders during the stakeholder meeting.	
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	Sime Darby Plantation has established the Vendor Integrity Pledge and Vendor COBC as a due diligence for external parties engaged by Operating Units. Sighted sampled as below: i. Perniagaan Khidmat Setia signed on 10/5/2020 ii. RSKP brothers signed on 10/5/2020 iii. Salina bt Ahmad signed on 3/7/2020 iv. Syarikat Wijaya Masai Sdn. Bhd. Signed on 15/7/2020	Complied
<b>Principle 2: Operate legally and respect rights</b>			
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<b>(C)</b> The Unit of Certification complies with legal requirements - Critical (Major) compliance -	SOU 22 continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and GSQM sustainability team. SOU 22 had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were: <u>Chaah Estate</u> i. MPOB License no.617601011000. Valid from 1/9/2019 – 31/8/2020. ii. Air compressor permit no. PMT-JH/20 103937. Valid from 17/2/2020 till 16/5/2021 iii. Diesel permit no J 000156, ref no. JH(SGT)0123/05 PSK. Valid from 4/11/2019 – 5/11/2020	Complied

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		<p>iv. Permit for Purchasing very poisonous/controlled pesticides, Acephate no. JHR/2019/ACP/84(GL) dted 12/8/2019</p> <p><u>Sg. Simpang Kiri</u></p> <p>i. MPOB License no.532593002000. Valid from 1/10/2020 – 30/9/2021.</p> <p>ii. MPOB License for nursery no.543698011000. Valid from 1/11/2019 – 31/10/2020.</p> <p>iii. Air compressor permit no. PMT-JH/20 103836. Valid from 17/2/2020 till 16/5/2021</p> <p>iv. Diesel permit and petrol no J 0001459, ref no. JH(SGT)0155/10 PSK. Valid from 23/1/2020 – 22/1/2021</p> <p>v. Weighbridge permit for equipment no. B514782653 with security sticker no. AK.000897 dated 15/6/2020</p> <p><u>North Labis Estate</u></p> <p>i. MPOB License (North Labis Div) no.522496002000. Valid from 6/8/2020 – 31/7/2021</p> <p>ii. MPOB License (Sg. Labis Div) no.520479102000. Valid from 6/8/2020 – 30/4/2021.</p> <p>iii. Air compressor permit no. PMT-JH/19 80987. Valid from 28/6/2019 till 24/9/2020</p> <p>iv. Diesel permit and petrol no J 0001492, ref no. JH(SGT)0028/83 PSK. Valid from 11/6/2020 – 10/6/2021 and no J 0001493, ref no. JH(SGT)0149/09 PSK. Valid from 11/6/2020 – 10/6/2021</p>	
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		<p><u>Chaah POM</u></p> <ul style="list-style-type: none"> <li>i. MPOB License no. 518940004000 for processing 160000 ton FFB. Valid from 1/3/2020 – 28/2/2021.</li> <li>ii. DOE License no. 004721. Valid from 1/7/2021 – 30/6/2021</li> <li>iii. Diesel permit no J 001464, ref no. JH(SGT)0130/06 PSK. Valid from 23/1/2020 – 22/1/2021</li> <li>iv. Private Installation License no. 000534/2020. Valid from 19/2/2020 – 18/2/2021</li> <li>v. Weighbridge permit for equipment no. 01533476KP with security sticker no. 2.1K.0020399 dated 15/6/2020</li> <li>vi. Private Installation license no. 2019/03547. Valid till 11/11/2020</li> <li>vii. Competent Person             <ul style="list-style-type: none"> <li>a. AESP for Confined Space                 <ul style="list-style-type: none"> <li>- NW-NJHR-AE-4213-R valid till 1/7/2021</li> <li>- NW-NJHR-AE-4211-R valid till 1/7/2021</li> <li>- NW-NJHR-AE-4212-R valid till 1/7/2021</li> </ul> </li> <li>b. AGTES                 <ul style="list-style-type: none"> <li>- NW-HQ-AGT-0666-R valid till 30/7/2021</li> </ul> </li> </ul> </li> </ul>	
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		<p>c. CePSWam – cert no. CePSWam/191850 valid from 11/9/2017 – 10/9/2020</p> <p>d. CePPOME – cert no. CePPOME/194251 valid from 15/8/2018 – 14/8/2021</p> <p>e. Engine Driver</p> <p>- Category A4 cert. no. PJ-T-4-B-0505-2013</p> <p>- Category A0 cert. no. PJ-T-4-B-0959-2015</p>	
<p>2.1.2</p>	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. A mechanism to ensure compliance to legal and other requirement has been documented in EQMS &amp; MQMS (Estate &amp; Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 20. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance.</p> <p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office.</p> <p>SOU 20 has established list of all relevant laws and requirement and documented in Legal and Requirement Register. The list was updated on annually basis or new updates on the register. Latest updated was done in July 2020 for newly gazette Minimum Wages</p>	<p>Complied</p>

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		Order 2020 and Prevention and Control of Infectious Disease Act 1988 (Act 342).	
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>The boundary for all estates visited was clearly demarcated and visibly maintain. Legal boundaries demarcated with concrete pole and security trenches. Boundary map was available for review.</p> <p>Sighted the boundary demarcation as follows:</p> <p><u>Chaah Estate</u></p> <p>The boundary was clearly demarcated with concrete pole and trenches as sighted at field P02B1 adjacent with smallholders.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>The boundary was clearly demarcated with concrete pole and trenches as sighted at field P11B-1 and P11B-2 adjacent with Sindora Berhad land.</p> <p><u>North Labis Estate</u></p> <p>The boundary was clearly demarcated with concrete pole and trenches as sighted at field P09B-1 and P99A-5 adjacent with oil palm smallholders, rubber smallholders and durian farm</p>	Complied
<b>Criterion 2.2:</b> All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	The list of contracted parties available as per stakeholder list updated for year 2020 for each estate.	Complied
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p>	<p>The agreement mentioned on the meeting legal requirement by contractors. Sampled the agreement as below:</p> <p>Chaah Estate: RSKP BROTHERS (Transporter) valid from 18/01/2019 until 18/01/2021. It stated that the agreement is governed by and construed in accordance with the laws of Malaysia.</p>	Complied



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	- Minor compliance -	Sg Simpang Kiri Estate: Salina Bt Ahmad valid from 01/01/2020 – 31/12/2021. It stated that the agreement is governed by and construed in accordance with the laws of Malaysia. Chaah POM: Maju Mech Engineering (M) Sdn Bhd valid from 1 <sup>st</sup> January 2020 until 31 <sup>st</sup> December 2020. North Labis Estate: Muniandy S/O Rengasamy valid from 1 <sup>st</sup> January 2020 until 31 <sup>st</sup> December 2020.	
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection. - Minor compliance -	The agreement sighted has the supplementary of 'Tatakelakuan Perniagaan Vendor' dated 30 May 2018. Under clause 5.1 Peluang yang sama rata dan tiada diskriminasi' and 5.8 "Pemansuhan Buruh Kanak-Kanak & Melindungi Hak Kanak-Kanak".	Complied
<b>Criterion 2.3:</b> All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<b>(C)</b> For all directly sourced FFB, the mill requires: <ul style="list-style-type: none"> <li>• Information on geo-location of FFB origins</li> <li>• Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</li> <li>• One or more supporting documents for claims</li> <li>• Valid MPOB license</li> </ul> - Critical (Major) compliance -	This certification unit does not source FFB from smallholders and/or outgrowers and/or FFB collection center. All FFBs are from its own supply bases and occasionally receive crops diverted from supply bases of its' sister mills.	Complied
2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1. - Minor compliance -	This certification unit does not source FFB from smallholders and/or outgrowers and/or FFB collection center. All FFBs are from its own supply bases and occasionally receive crops diverted from supply bases of its' sister mills.	Complied
<b>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</b>			
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.			

<p>3.1.1</p>	<p><b>(C)</b> A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders. - Critical (Major) compliance -</p>	<p>SOU 20 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2020 – 2024.</p> <p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2020 and business plan FY 2020 – FY 2024</p> <p>In the 5 years business plan include items as follows:</p> <ul style="list-style-type: none"> <li>a. Palm oil mill             <ul style="list-style-type: none"> <li>i. Mill intake – FFB input</li> <li>ii. Production of CPO</li> <li>iii. Production of PK</li> <li>iv. Total Palm Oil Extraction</li> <li>v. Total Palm Kernel Extraction</li> <li>vi. Mill cost</li> </ul> </li> <li>b. Oil Palm Estate             <ul style="list-style-type: none"> <li>i. Total crop projection and yield potential</li> <li>ii. Activity direct cost</li> </ul> </li> <li>b. Manuring             <ul style="list-style-type: none"> <li>c. Harvesting and collection</li> <li>d. Transportation</li> </ul> </li> </ul>	<p>Complied</p>
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		<p>e. Nursery</p> <p>iii. Estate administration</p> <p>    a. Admin Cost</p> <p>iv. Labour overhead</p> <p>v. Road and bridges</p> <p>vi. Cost of production.</p> <p>The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2024) and well documented upon request.</p>																									
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<p>SOU 20 have long range replanting program until FY 2025. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Chaah</td> <td>138.16</td> <td>143.07</td> <td>142.66</td> <td>178.12</td> <td>84.02</td> </tr> <tr> <td>Sg. Simpang Kiri</td> <td>162.08</td> <td>0.00</td> <td>47.98</td> <td>103.96</td> <td>36.18</td> </tr> <tr> <td>North Labis</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>165.28</td> <td>326.91</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	Chaah	138.16	143.07	142.66	178.12	84.02	Sg. Simpang Kiri	162.08	0.00	47.98	103.96	36.18	North Labis	0.00	0.00	0.00	165.28	326.91	Complied
Estate	2021	2022	2023	2024	2025																						
Chaah	138.16	143.07	142.66	178.12	84.02																						
Sg. Simpang Kiri	162.08	0.00	47.98	103.96	36.18																						
North Labis	0.00	0.00	0.00	165.28	326.91																						
3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p>	<p>The CU held management review with on annually basis.</p>	Complied																								

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	<p>- Minor compliance -</p>	<p>Meetings were chaired by respective Managers. Attendance from both estates executives and staff were noted and the members discussed issues relating to the MSPO preparation;</p> <ul style="list-style-type: none"> <li>i. Objectives / Management Program</li> <li>ii. Customers/stakeholders feedback/complaints</li> <li>iii. Results from systems audits</li> <li>iv. Changes that could affect the management systems</li> <li>v. Recommendation for improvement</li> <li>vi. Other matters</li> </ul> <p>The minutes were signed and approved by the Chairman.</p> <p>Reviewed the minutes meeting of management review conducted as follows:</p> <ul style="list-style-type: none"> <li>1. Chaah Estate – 6/8/2020</li> <li>2. Sg. Simpang Kiri Estate – 13/7/2020</li> <li>3. North Labis Estate – 17/7/2020</li> <li>4. Chaah POM – 6/8/2020</li> </ul>	
<p><b>Criterion 3.2:</b> The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>			
<p>3.2.1</p>	<p><b>(C)</b> The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>The CU visited has established continual improvement plan. Sighted the sampled plan/projects at CU visited as follows:</p> <p><u>Estates</u></p> <ul style="list-style-type: none"> <li>i. SIME card</li> </ul>	<p>Non-compliance</p>

		<ul style="list-style-type: none"> <li>a. TO identify unsafe act and condition to minimize near misses/accident occurrences</li> <li>ii. SEMUA 2.0             <ul style="list-style-type: none"> <li>a. To keep tracks on the FFB movement from the field up to the mill.</li> </ul> </li> <li>iii. SMS IT system             <ul style="list-style-type: none"> <li>a. Reporting on accidents, OSH program, alert and expiring dates for permits and licenses</li> </ul> </li> <li>iv. Sime Darby Digital Supervision             <ul style="list-style-type: none"> <li>a. Reporting on field inspection</li> </ul> </li> <li>v. Sanitation</li> </ul> <p>Actions plans for social, environmental, waste &amp; pollutant, HCV and water management plan were established. However, the following were found not documented and/or implemented effectively:</p> <ol style="list-style-type: none"> <li>1. The final discharge of the mill is for land application at Chaah Estate. Management plan to manage the aspect &amp; impact especially during rainy season is not available.</li> <li>2. Flood management plan at Chaah Estate was developed but has not conducted participatory with smallholders at downstream. This is further evident from grievance received during stakeholder consultation.</li> <li>3. Waste management plan at Chaah Estate has not been implemented effectively:             <ul style="list-style-type: none"> <li>a. It was found that wastes (i.e. lubricant container, oil drum) are stored without label. As per the Waste Management Plan FY 2020, these wastes shall be labelled.</li> </ul> </li> </ol>	
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		<p>b. There was no inventory of scrap iron since 2018. As per the Waste Management Plan FY 2020, the scrap iron is collected and recorded.</p> <p>4. The Sungai Simpang Kiri Estate’s water management plan FY 2020 has not been updated to illustrate governmental water supply. The plan still stating water source is from estate water treatment plant.</p> <p>5. The HCV plan for Sungai Simpang Kiri Estate was not established accurately. The HCV plan it is required to conduct patrolling activity along the forest border regularly but there Sungai Simpang Kiri estate has not forest boarder.</p> <p>6. The HCV plan for North Labis Estates was not conducted as planned. The HCV awareness training is required to be conducted 4 times in year 2020 but only 1 training was conducted on 26/07/2020.</p> <p>7. As per the Operation control procedure, to check river pollutant, monitoring is required to be conducted once every 3 months. However, at North Labis estate, the results of the water sampling are not available.</p>	
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p><b>PROCEDURAL NOTE:</b></p> <p>The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>There’s no submission made of RSPO metrics template yet, pending its availability by RSPO secretariat.</p>	Complied

<b>Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.</b>			
<p>3.3.1</p>	<p><b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place.            - Critical (Major) compliance -</p>	<p>SOP was established for the Estates. Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU8 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>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>Sime Darby has established a system to monitor the mill operation. The visited the operating units on timely basis. Their reports cover on all aspect of operation.</p>	<p>Complied</p>
<p>3.3.2</p>	<p>A mechanism to check consistent implementation of procedures is in place.            - Minor Compliance -</p>	<p>Sime Darby has established mechanism to monitor the implementation of their procedure by Mill advisor/ Plantation Advisor Visit, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep on all aspect of operations in the mill and estates.</p>	<p>Complied</p>
<p>3.3.3</p>	<p>Records of monitoring and any actions taken are maintained and available.            - Minor Compliance -</p>	<p>The CU visited maintained all records of visit and monitoring and available at the office for review. Sighted the sampled records as follows:   <u>Chaah Estate</u></p>	<p>Complied</p>

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		<p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 16/6/2020. The report was available at the estate for review. The report covers on crop recovery and crop quality. No issue raised during the visit.</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 20/1/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the visit.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 17/6/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the visit.</p> <p>Agronomist were scheduled to visit on annually basis. Latest visit was conducted on 18 - 19/5/2020. The report covers on yield, Palm nutritional status, Manuring history, Fertiliser requirement, fertiliser analysis, field observation and organic matters.</p> <p><u>North Labis Estate</u></p> <p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 18 - 19/6/2020. The report was available at the estate for review. The report covers on crop recovery and crop quality. No issue raised during the visit.</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried</p>	
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		<p>out on 11/6/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the visit.</p> <p><u>Chaah POM</u></p> <p>Structured Oil Recovery Assessment (SORA) latest visit on the estate was on 15 - 19/6/2020. The report was available at the estate for review. The report covers on oil recovery, quality losses and security, safety and compliances. No issue raised during the visit. The Plantation Sustainability and Quality Management Dept. conducted the internal audit for RSPO, MSPO and SCCS on annually basis. Sighted the latest internal audit conducted on 10/7/2020.</p>	
<p><b>Criterion 3.4:</b> A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
<p>3.4.1</p>	<p><b>(C)</b> In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting in SOU 20 (Chaah POM Certification Unit). Sighted the Social Impact Assessment (SIA) report 06-09/04/2015. The report includes both positive and negative impact and its recommendation.</p> <p>Environmental Aspect and Impact (EAI) was conducted internally considering activities associated to estate operations. Activities includes but not limited to replanting, weeding &amp; spraying, harvesting &amp; collection, Pest &amp; Disease control and waste.</p> <p>The last review on the EAI was on 06/07/2020 and no changes were required.</p> <p>Addition to the EAI, dedicated impact assessment on flood at Chaah Estate and Sungai Simpang Kiri Estate was conducted. The latest report available is dated 09/03/2020.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	<p>Complied</p>

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3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>There is no new planting in SOU 20 (Chaah POM Certification Unit). The assessment was used methodology of interview workers based on workstation, harvesters, sprayers, union representatives, gender committee, contractor, supplier, local community, neighbouring estate, government &amp; School. The secondary data collection – document review/file checking also been made.</p> <p>The environmental management plans were developed based on the impact identified in the Environmental Impact Evaluation (EIE). Specifically, on flood management, management plan was developed separately. The plan includes building of bunds and uses water pump to divert water.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied
3.4.3	<p><b>(C)</b> The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting in SOU 20 (Chaah POM Certification Unit). Sighted the Social Action Plan based on the SIA and issues raised through the gender committee, internal and external communication.</p> <p>Examples seen as below:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: Road access and conditions: Bad field road conditions that are potential health and safety. Action Plan: visual checks, visits, monitor incidences of accidents caused by poor road conditions. Status: road maintenance programme available for every FY and monitoring of roads was done regularly to ensure good accessibility. PIC: Executive.</li> <li>• Sg Simpang Kiri Estate: Headmaster of SKDTJ: He ask opinion/suggestion for adopt program between SKDTJ and estate for better improvement in future. Action plan: to discuss with region management regarding suggestion for adopt program. Status: In progress. PIC: Executive.</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>• Chaah POM: Housekeeping at canteen complaint need to be improve. Action plan: Management has assigned general workers to assist on outside canteen housekeeping and repair job. Status: general supervisor had monitor on outside cleanliness at canteen area especially on non-working day of canteen operation. PIC: general supervisor.</li> </ul> <p>Environmental Management plan are reviewed periodically. The latest review on Chaah estate’s management plan was on 14/05/2020.</p> <p>Other associated management plan including Waste Management plan and pollution prevention plan are developed.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	
<p><b>Criterion 3.5:</b> A system for managing human resources is in place.</p>			
<p>3.5.1</p>	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>SDPSB has implemented Group Sustainability &amp; Quality Policy Statement signed by Group Managing Director on 2<sup>nd</sup> December 2019, where the management is committed to contributing to a better society includes respecting, upholding &amp; no-exploitation of fundamental human rights, providing safe and healthy workplaces and protecting workers’ welfare and engaging and empowering communities.</p> <p>The SOPP for workforce management unit (Doc no: WMU/TOC-SOPP/March 2016) dated 30/03/2016 for foreign worker while for locals, the employment recruitment included liason and recruitment, documentation and processing (Doc no: WMU/DP SOPP/JAN2016/R1), workforce management centre and estate are available upon request.</p>	<p>Complied</p>

3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>The SOPP for workforce management unit (Doc no: WMU/TOC-SOPP/March 2016) dated 30/03/2016 for foreign worker while for locals, the employment recruitment included liaison and recruitment, documentation and processing (Doc no: WMU/DP SOPP/JAN2016/R1), workforce management centre (WMC) and estate are available upon request. This procedure been explained to worker during the induction training on their first-time arrival.</p>	Complied
<p><b>Criterion 3.6:</b> An occupational health and safety (H&amp;S) plan is documented, effectively communicated and implemented.</p>			
3.6.1	<p><b>(C)</b> All operations are risk assessed to identify H&amp;S issues. Mitigation plans, and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Sime Darby has established SOP for HIRARC. Refer Estate Quality Management System, Level 2: Standard Operating Manual, Subsection 5.4: Planning, Appendix 5.4.1a Hazard Identification, Risk Assessment and Risk Control (HIRARC) Procedure ver. 1 Year 2008, issue no. 1 dated 1/4/2008.</p> <p>SOU 20 has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) and chemical Hazard Risk Assessment. The assessment covers all main operations and support operations in such as follows:</p> <p>Estates: Harvesting, weeding, manuring, office operation, security, pest and disease and other support operation.</p> <p>Mill: security, office, store, weighbridge, fruit handling, threshing and etc.</p>	Non-compliance

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		<p>The assessment also covers working type, job step, hazard, effect, existing control, type, probability, etc.</p> <p>The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation.</p> <p><u>Chaah Estate</u></p> <p><b>HIRARC review was conducted by HIRARC review team. Latest review was conducted on 3/8/2020.</b></p> <p><b>Sighted during site visit at chemical store, noted that the Rat Bait were arrange on a rack where there was a risk to storekeeper/workers during arranging and issue the rat bait. During document review, it was noted that the no evidence of risk assessment was conducted for chemical store area in the HIRARC report.</b></p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>HIRARC review was conducted by HIRARC review team. Latest review was conducted on 20/6/2020. During the review, the team made modification on harvesting and collection operation due to accident occur in the area during the period of review.</p> <p><u>North Labis Estate</u></p> <p>HIRARC review was conducted by HIRARC review team. Latest review was conducted on 8/2/2020. During the review, the team made modification on pest and disease operation due to accident occur in the area during the period of review.</p>	
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		<p><u>Chaah POM</u></p> <p>HIRARC review was conducted on 15/7/2020 by HIRARC Review team. Minutes meeting were available for review. The team made modification on HIRARC for FFB reception station, clarification station, effluent treatment plant and new dewatering plant due to changes in operation.</p>	
<p>3.6.2</p>	<p><b>(C)</b> The effectiveness of the H&amp;S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>The CU has established and documented safety and health plan. The plan was monitored on timely basis by the person responsible assigned. Sighted the implementation of the management plan as follows:</p> <p><u>Chaah Estate</u></p> <p>i. Latest CHRA was done on 25/6/2020 by competent person with DOSH reg. no. JKKP HIE 127/171-2(363). Briefing on the findings was done on 7/8/2020. The report has yet to be received by the estate.</p> <p>ii. Medical surveillance was conducted on 25/6/2020 by OHD with reg. no. HQ/08/DOC/00/45. Refer report no. 060/OHD/2020.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>i. Latest CHRA was done on 24/6/2020 by competent person with DOSH reg. no. JKKP HIE 127/171-2(363). Briefing on the findings was done on 7/8/2020. The report has yet to be received by the estate.</p> <p>ii. First aid kit monitoring was conducted on monthly basis by the Medical Assistant. Sighted the monitoring records dated 7/8/2020, 7/7/2020 and 9/6/2020.</p>	<p>Complied</p>

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		<p><u>North Labis Estate</u></p> <p>i. Medical surveillance was conducted on 16 -27/8/2019 by OHD with reg. no. HQ/08/DOC/00/45. 16 workers were sent for surveillance and found fit to work as chemical handler. Refer report no. 093/OHD/2019.</p> <p>ii. Workplace inspection was conducted on quarterly basis prior to Safety and Health committee meeting. Sighted the work inspection records dated 27/7/2020.</p> <p><u>Chaah POM</u></p> <p>i. Chemical Exposure Monitoring (CEM) was conducted twice a year. FY 2019, the CEM was conducted on 24/12/2019 by Hygiene Technician with reg. no. HQ/19/JHI/00/00039. 7 employees were monitored and the exposure levels were at average permissible exposure limit as stipulated in USECHH 2000 Regulation.</p> <p>Latest CEM was conducted on 23/7/2020. The report has yet to be received by the mill.</p> <p>ii. Audiometric test was conducted once a year. FY 2019, the audiometric test was conducted on 19/8/2019 by OHD with reg. no. HQ/16/DOC/00/454. Refer report no. PRO/AUG/19(KKSC/40). 10 out of 40 workers tested were found with abnormal results and were sent for Medical Examination and Audiogram review on 4 – 5/12/2019. 1 employee was found with STS and DOSH notification was conducted on 12/12/2019 through form JKPP 7.</p> <p>Latest audiometric test was conducted on 10/8/2020. The report has yet to be received by the mill.</p>	
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		<p>iii. LEV Performance Monitoring was conducted once a year. Latest LEV monitoring was conducted on 11/3/2020 by competent person with reg. no. HQ/16/JH11/00/27. Refer report no HQ/16/JH11/00/27-2020/011 dated 16/3/2020.</p>	
<p><b>Criterion 3.7:</b> All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			
<p>3.7.1</p>	<p><b>(C)</b> A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&amp;C, in a form they understand, and which includes assessments of training. - Critical (Major) compliance -</p>	<p>The CU has established training plan base on training need analysis conducted and documented in Training Schedule 2020. The training plan covers all job designation including the contractors were identified and schedule throughout 2020 covering aspects such as OSH, Environmental, Policy and others</p> <p>For contractors, there are 8 trainings such as OHS, discipline and waste management incorporated, and it being briefed before starts any works and recorded in "Permit to Work".</p>	<p>Complied</p>
<p>3.7.2</p>	<p>Records of training are maintained. - Minor Compliance -</p>	<p>The CU visited has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors.</p> <p>Sighted the sample training records as follows:</p> <p>Chaah Estate</p> <ol style="list-style-type: none"> <li>1. HIRARC and SOP for workshop training dated 4/8/2020</li> <li>2. Company policies briefing dated 6/7/2020</li> <li>3. OSH guidelines training dated 9/3/2020</li> <li>4. RSPO and MSP awareness training dated 8/8/2020</li> <li>5. SW management training dated 13/8/2019</li> <li>6. Interpump maintenance and SOP training dated 24/7/2020</li> <li>7. Harvesting and pruning SOP training dated 4/7/2020</li> </ol>	<p>Complied</p>



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		<ul style="list-style-type: none"> <li>8. Fire drill awareness with BOMBA training dated 29/6/2019</li> <li>9. First aid and CPR training dated 20/6/2020 and 29/7/2020</li> <li>10. Rat baiting training dated 15/7/2020</li> <li>11. Pesticides handling training dated 24/6/2020</li> </ul> <p>Sg. Simpang Kiri Estate</p> <ul style="list-style-type: none"> <li>1. Fire drill with BOMBA training dated 8/8/2019</li> <li>2. First aid and CPR training dated 29/7/2019</li> <li>3. Rat baiting training dated 21/5/2020</li> <li>4. Vehicle driving safety guidelines training dated 8/7/2020</li> <li>5. Interpump maintenance and SOP training dated 25/7/2019</li> <li>6. Chemical spraying SOP training dated 10/1/2020</li> <li>7. IPM management training dated 10/7/2019</li> <li>8. Protection of HCV and riparian zone training dated 26/7/2019</li> <li>9. Circle spraying training dated 28/8/2019</li> <li>10. P&amp;D spraying training dated 14/8/2019</li> <li>11. Schedule waste management training dated 12/8/2019</li> </ul> <p>North Labis Estate</p> <ul style="list-style-type: none"> <li>1. Human Right Defender Policy training dated 6/8/2020</li> <li>2. Rat baiting placement training dated 4/8/2020</li> <li>3. Water sampling training dated 22/7/2020</li> <li>4. Prohibition of spraying at Bufferzone training dated 22/7/2020</li> <li>5. Linesite management training dated 21/7/2020</li> </ul>	
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		<ol style="list-style-type: none"> <li>6. Health, safety and environmental policy training dated 21/7/2020</li> <li>7. First aid training dated 17/7/2020</li> <li>8. Safety for sprayers training dated 3/7/2020</li> <li>9. Safety for harvester training dated 24/6/2020</li> <li>10. SOP for fertiliser application training dated 27/2/2020</li> <li>11. Fire drill training dated 20/6/2019</li> </ol> <p>Chaah POM</p> <ol style="list-style-type: none"> <li>1. Scheduled waste, chemical handling and PPE training dated 16/6/2020</li> <li>2. Human Right Defender Policy training dated 5/8/2020</li> <li>3. First Aid kit and CPR training dated 29/7/2020</li> <li>4. Authorised Entrant and Standby Person for Confined Space training dated 1 – 2/7/2019</li> <li>5. Fire drill training dated 29/7/2020</li> <li>6. Emergency Evacuation and first aid training 29/7/2020</li> <li>7. Chemical spillage training dated 3/8/2020</li> <li>8. OSH regulation, notification of accidents and dangerous occurrence and HIRARC training dated 13/1/2020</li> <li>9. Safety electrical handling, LOTO system and working at height training dated 7/2/2020</li> <li>10. Factory and Machinery Act 1967 and 5s training dated 13/5/2020</li> <li>11. COBC and Policy training dated 27 – 28/7/2020</li> <li>12. Noise exposure regulation 2019 and dangerous decibels training dated 21/2/2020</li> </ol>	
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		13. Policy, COBC, RSPO and MSPO training dated 30/7/2020 Safety and workplace, SOP and PPE training dated 4/5/2020	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed. - Minor Compliance -	Relevant personnel to supply chain implementation as defined by the OU are the personnel that involve in supply chain implementation such as Assistant Managers, QA, clerk, lab supervisor & assistant, weighbridge operators.  The latest RSPO SCCS training was carried out as follows:  1. RSPO/MSPO SCCS for mill personnel involve in SCCS training dated 5/8/2020 2. RSPO SCCS for contractor training dated 28/7/2020	Complied
<b>Criterion 3.8:</b> Supply chain requirement for mills (note: All supply chain requirements are considered as <b>Critical (C)</b> . However, it will not contribute to suspension if there is more than 5 non-compliance within a principle)			
3.8.1	Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.  Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.	Chaah Mill only receive FFBs from its own supply base mainly Chaah Estate, Sungai Simpang Kiri Estate and North Labis Estate.	Complied
3.8.2	Mass Balance Module A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own	N/A	Not Applicable

	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.		
3.8.3	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification 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 forecasted FFB that could be process in the next license period is 151,979.93mt with estimated OER of 21.30% and KER of 5.50%.	Complied
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	The transaction records was verified. The registration and reporting of product is classified as IP. For transactions ID TR-0b9d1d55-fc38c, the shipping date stated in the PalmTrace is not consistent with the actual ship. As per the despatch note, the date of shipping was 03/03/2020.	Complied
3.8.5	<p>Documented procedures</p> <p>The mill 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"> <li>a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>c) 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 mill's procedures for the implementation of this standard.</li> </ul>	<p>The Standard Operation Procedure for Sustainable Supply Chain and Traceability ver 2 dated April 2019 has documented the procedure to implement the supply chain requirements.</p> <p>The person having the overall responsibility and authority over the implementation of the supply chain requirement is Head of Operating unit. For this certification unit, the Head of Operation has appointed the Assistant Engineer to manage the supply chain implementation.</p> <p>The SOP has stated the source of FFB that can be received by each mill. Since this certification unit is IP, it can only receive FFB from the SOU 20 (Chaah) supply base.</p> <p>However as per Appendix 15 of the SOP no crop diversion was identified for this certification unit but for the last period FFB was</p>	Complied

	<p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</p>	<p>received from CEP Nyior estate, Gunung Mas estate, Kempas Klebang estate and Yong Peng estate.</p> <p>As per the requirement, for any case of underproduction (including due to crop diversion) the volume is to be removed.</p>	
3.8.6	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>Addressed in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 18.0 Internal Audit. Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Refer SOP ref. no. SD/SDP/PSQM/IAP.</p> <p>Combined internal audit for supply chain was last conducted on 10/7/2020 by 4 internal auditors from Group Sustainability and Quality Management Department. No non-conformity for RSPO SCCS was raised during the internal audit.</p> <p>The results of Internal Audit were discussed in the Management Review Meeting as sighted in minutes meeting conducted on 6/8/2020.</p>	Complied
3.8.7	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 6.0 delivery FFB from Estate.</p> <p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and uncertified FFB. Records verified by internal and external audit.</p>	Complied

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		<p>Chaah Palm Oil Mill have system to verify at the weighbridge. Information for RSPO certified FFB were recorded in FFB Consignment notes and weighbridge tickets. Records verified during the audit as follow:</p> <p>Sighted the sampled delivery off FFB as follows:</p> <p>Sg. Simpang Kiri Estate</p> <table border="1" data-bbox="1151 639 1928 900"> <tr> <td>Date: 15/7/2020</td> <td>Date: 14/7/2020</td> </tr> <tr> <td>C/N no.: 17927</td> <td>C/N no.: 17919</td> </tr> <tr> <td>RSPO Cert. no.: RSPO 548299</td> <td>RSPO Cert. no.: RSPO 548299</td> </tr> <tr> <td>W. Ticket no.: 150806</td> <td>W. Ticket no.: 150786</td> </tr> <tr> <td>Net Weight: 11,000 kg</td> <td>Net Weight: 11,190 kg</td> </tr> </table> <p>North Labis Estate</p> <table border="1" data-bbox="1151 1015 1928 1275"> <tr> <td>Date: 15/7/2020</td> <td>Date: 14/7/2020</td> </tr> <tr> <td>C/N no.: 5039</td> <td>C/N no.: 26885</td> </tr> <tr> <td>RSPO Cert. no.: RSPO 548299</td> <td>RSPO Cert. no.: RSPO 548299</td> </tr> <tr> <td>W. Ticket no.: 150825</td> <td>W. Ticket no.: 150787</td> </tr> <tr> <td>Net Weight: 14,000 kg</td> <td>Net Weight: 11,760 kg</td> </tr> </table> <p>Chaah Estate</p>	Date: 15/7/2020	Date: 14/7/2020	C/N no.: 17927	C/N no.: 17919	RSPO Cert. no.: RSPO 548299	RSPO Cert. no.: RSPO 548299	W. Ticket no.: 150806	W. Ticket no.: 150786	Net Weight: 11,000 kg	Net Weight: 11,190 kg	Date: 15/7/2020	Date: 14/7/2020	C/N no.: 5039	C/N no.: 26885	RSPO Cert. no.: RSPO 548299	RSPO Cert. no.: RSPO 548299	W. Ticket no.: 150825	W. Ticket no.: 150787	Net Weight: 14,000 kg	Net Weight: 11,760 kg	
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Net Weight: 14,000 kg	Net Weight: 11,760 kg																						

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		Date: 15/7/2020 C/N no.: 33591 RSPO Cert. no.: RSPO 548299 W. Ticket no.: 150831 Net Weight: 11,84	Date: 14/7/2020 C/N no.: 33576 RSPO Cert. no.: RSPO 548299 W. Ticket no.: 150785 Net Weight: 11,980 kg	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The 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> <ul style="list-style-type: none"> <li>a) The name and address of the buyer;</li> <li>b) The name and address of the seller;</li> <li>c) The loading or shipment / delivery date;</li> <li>d) The date on which the documents were issued;</li> <li>e) RSPO certificate number;</li> <li>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g) The quantity of the products delivered;</li> <li>h) Any related transport documentation;</li> <li>i) A unique identification number.</li> </ul>	<p>Addressed in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 18.0 Internal Audit. Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Refer SOP ref. no. SD/SDP/PSQM/IAP.</p> <p>Combined internal audit for supply chain was last conducted on 10/7/2020 by 4 internal auditors from Group Sustainability and Quality Management Department. No non-conformity for RSPO SCCS was raised during the internal audit.</p> <p>The results of Internal Audit were discussed in the Management Review Meeting as sighted in minutes meeting conducted on 6/8/2020.</p>		Complied
3.8.9	Outsourcing Activities	The certification unit only outsource transportation of CPO and Kernel.		Complied

	<p>i) The mill shall not outsource its milling activities. In cases where the mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill 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 all information, when this is announced in advance.</p>	<p>Sample contract for transporting CPO dated 01/08/2020 with Syarikat Wijaya (Masai) Sdn Bhd was sighted. The certification unit has explained to the contractor regarding the obligations included to follow the needs of the RSPO certification requirements. The obligation was undersigned on 15/07/2020.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>The list of contractors used for transportation is provided in the stakeholder list.</p>	<p>Complied</p>
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>BSI shares pre-audit information request prior the audit to receive most recent information. The information are provided to the assessment team.</p>	<p>Complied</p>
3.8.12	<p>Record keeping</p>	<p>As per the SOP, all traceability records are maintained for a minimum period of 3 years.</p>	<p>Complied</p>



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	<ul style="list-style-type: none"> <li>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</li> <li>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</li> <li>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</li> <li>iv) For Mass Balance Module, the mill:             <ul style="list-style-type: none"> <li>a) 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.</li> <li>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</li> <li>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</li> </ul> </li> </ul>	<p>The SAP and Sime Weight system are used to maintain real-time basis and balance of all certified FFB received.</p> <p>Records of FFB receipt and weighbridge tickets were available upon request during the assessment.</p>	
3.8.13	<p><b>Extraction Rate</b></p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The estimated OER and KER was 20.95% and 5.50%. The extraction rate was based on last 3 years historical trend.</p>	Complied

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3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	On daily basis the OER and KER are being monitored. Monthly data are compiled and the year to date (as of 31/07/2020) OER is 20.35% and the KER is 5.28%.	Complied
3.8.15	Processing For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.	The mill only process FFBs received from its own supply bases or FFBs that are diverted from its' sister mills' supply bases. Hence, no possibility of receiving non-certified FFBs.	Complied
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	Sample of 3 transactions ID TR-0b9d1d55-fc38c; TR-674cff94-31aa; and TR-152a4210-e12a was reviewed. The shipping announcement was made within 3 months of the dispatch date.	Complied
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	Claims are made through despatch documents. There are no on-product claims and corporate claims identified.	Complied
<b>General corporate communications</b>			
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 Chaah POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc). Thus, this indicator is not applicable	Complied

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4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> <li>a. Display its RSPO membership status</li> <li>b. Display the RSPO web address (www.rspo.org)</li> <li>c. State that the member supports the work of the RSPO</li> <li>d. State the member’s history with regard to the RSPO.</li> <li>e. Use the RSPO trademark to promote its membership of the RSPO.</li> </ul> <p>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.</p>	Not applicable as no off-product claim made by Chaah POM as to date.	Not Applicable
4.3	<p>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.</p>	Not applicable as no off-product claim made by Chaah POM as to date.	Not Applicable
4.4	<p>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.</p>	Not applicable as no off-product claim made by Chaah POM as to date.	Not Applicable
4.5	<p>Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications &amp; Claims document. This is for the sole use of the RSPO secretariat.</p>	Not applicable as no off-product claim made by Chaah POM as to date.	Not Applicable
<b>Business to business communications</b>			
5.1	<p>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.</p>	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	<p>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.</p>	Chaah POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Not Applicable

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> <p>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.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	<p>Chaah POM is not under distributor or wholesaler category. Thus, this requirement is not applicable</p>	<p>Not Applicable</p>
<b>Business to consumer communication</b>			
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>There is no business to consumer communication as this is an upstream activity certification.</p>	<p>Not Applicable</p>
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>There is no business to consumer communication as this is an upstream activity certification.</p>	<p>Not Applicable</p>
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>There is no business to consumer communication as this is an upstream activity certification.</p>	<p>Not Applicable</p>
6.4	<p>Business to consumer communication shall not include information about the claimant’s RSPO membership status.</p>	<p>There is no business to consumer communication as this is an upstream activity certification.</p>	<p>Not Applicable</p>

6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
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.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
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.	Fadzli There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
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 <a href="http://www.rsपो.org">www.rsपो.org</a> .	Fadzli There is no business to consumer communication as this is an upstream activity certification.	Not Applicable

**MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES**

**Certified oil palm content (IP)**

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	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	There is no contamination of non-certified FFBs found in this certification. The mill is receiving FFBs from its own supply base or supply base of its' sister mills.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	The certification unit is Identity preserved and SG is not applicable to palm oil mill.	Not Applicable
	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 volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.	There is no percentage of non-certified material. All FFBs received are certified.	Complied
<b>Labelling and trademark (IP)</b>			
	Members are allowed to use the RSPO label in one of the following ways: <ul style="list-style-type: none"> <li>• RSPO trademark which includes the tag 'CERTIFIED' or</li> <li>• RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a 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 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.</li> </ul>	No labelling and trademark logo were used.	Complied
<b>Messaging (IP)</b>			
	Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements: <ul style="list-style-type: none"> <li>• The oil palm products contained in this product have been certified to come from RSPO sources. <a href="http://www.rspo.org">www.rspo.org</a></li> </ul>	No messaging was used.	Complied

	<ul style="list-style-type: none"> <li>• By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• The entire supply chain is monitored by independent, RSPO-accredited auditors. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records.</li> </ul>		
<p><b>Principle 4: Respect community and human rights and deliver benefits</b></p>			
<p><b>Criterion 4.1:</b> The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p><b>(C)</b> A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>SDPSB has implemented a Sime Darby’s Human Rights Charter where they committed to recognizing the role of Human Rights Defenders in accordance to the United Nations declaration on Human Rights Defender.</p> <p>They also provided awareness and training to all the foreign workers in order for them to understand their responsibility in respect of human rights. The policy was communicated through the muster briefing/training to workers as below:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: 06/07/2020.</li> <li>• Sg Simpang Kiri Estate: 24/06/2020.</li> <li>• Chaah POM: 27-28/07/2020.</li> <li>• North Labis Estate: 21/07/2020.</li> </ul>	<p>Complied</p>

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		It was also communicated to the external stakeholder through stakeholder consultation and company website.	
4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations. - Minor compliance -	SDPSB has implemented Group Sustainability and Quality Policy Statement dated 02 Dec 2019 where the management is committed to contributing to a better society: <ol style="list-style-type: none"> <li>1. Respecting, upholding &amp; no-exploitation of fundamental human rights.</li> <li>2. Providing safe and healthy workplaces and protecting workers' welfare.</li> <li>3. Engaging and empowering communities.</li> </ol> <p>This is demonstrated by the certification unit where no harassment or violence occurred or reported by the workers.</p>	Complied
<b>Criterion 4.2:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties			
4.2.1	<b>(C)</b> The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD. - Critical (Major) compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).  The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.  Under Sime Darby website, there is Whistleblowing e-form provide a mechanism for reporting, investigating and remedying any wrongdoing.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties. - Minor compliance -	The policy was communicated through the muster briefing/training to workers as below: <ul style="list-style-type: none"> <li>• Chaah Estate: 06/07/2020.</li> <li>• Sg Simpang Kiri Estate: 24/06/2020.</li> </ul>	Complied



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		<ul style="list-style-type: none"> <li>• Chaah POM: 27-28/07/2020.</li> <li>• North Labis Estate: 21/07/2020.</li> </ul>	
4.2.3	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>Sighted the External Complaint Book have the agreed resolution within timeframe. There was no other major complaint other than housing maintenance issues.</p> <p>Sample taken as below:            Chaah Estate: 14/07/020: House no 306: Broken roof, 1 pcs of window are not available, broken plug point and broken of 2 lamps. Status: checked and confirmed on 18/07/2020.            Sg Simpang Kiri Estate: House no SQ6A: Broken door knob on 06/07/2020. Status: Done.            Chaah POM: Road to the mill is in bad condition. Action taken: review on road damage. Completion date: 30/04/2020.            North Labis Estate: Reckless driver (lorry no: JNA 7851) nearby Chaah Estate reported on 14/07/2020. Action taken: Koprak Herman already warn to the contractor driver.</p> <p>OFI: During the stakeholder consultation, the Ketua Kampung of Seri Sejagung has voiced out his grievance about the construction of bund at Sg Simpang Kiri Estate along a drain between the estate (field no. 2000B2) and oil palm plantation belonged to Kg Sejagung villagers had caused the flood in the villagers' plantation area to be worsed. The handling of this grievance can be further improved by having it recorded and documented according to the company's procedure.</p>	OFI
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	<p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues. The negotiation process involving the estate</p>	Complied

	- Minor compliance -	management, representatives from the disputed parties, zone heads, third parties and stakeholders shall be carried out. Upon failure of the negotiation process, legal proceedings may follow.	
<b>Criterion 4.3:</b> The unit of Certification contributes to local sustainable development as agreed by local communities.			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>Chaah POM certification unit have contributed to the internal and external stakeholders.</p> <p>As a group, the CSR was included in:  <a href="http://www.yayasansimedarby.com/our-projects/community-health">http://www.yayasansimedarby.com/our-projects/community-health</a></p> <p>For example, the management has contributed and supported the activities such as request as below:            Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Labour supply for road maintenance at Kampung Haji Kamisan as requested by Ketua Kampung on 25/07/2020.</li> </ul> <p>Sg Simpang Kiri Estate:</p> <ul style="list-style-type: none"> <li>• Hari Raya contribution to community (Asnaf &amp; single mother)-rice 10 kg, cooking oil 5kg.</li> <li>• Gotong-royong at linesite for all workers (RM 500).</li> </ul> <p>Chaah POM:</p> <ul style="list-style-type: none"> <li>• Fogging at housing complex on 13/01/2020.</li> <li>• Monthly rice contribution to workers.</li> </ul> <p>North Labis Estate:</p>	Complied

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<b>Criterion 4.4:</b> Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	<p><b>(C)</b> Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>Sample of land titles for North Labis estate was verified. There are not specific changes on the land titles and remained valid. The 2019 annual Quit Rent was made for all parcel of land. Quit Rent for 2020 payment has extended due to the current pandemic. Approval from the State Lands Department dated 03/06/2020 was sighted.</p> <p>The North Labis estate was established since 1911. As per the HCV assessment and the land titles, there are not customary lands. All lands are state freehold land.</p> <p>The North Labis estate is adjacent to Labis Forest Reserve. The forest is still accessible by indigenous people staying in Junseh Village.</p> <p>There was no land dispute recorded since last assessment. However, for any land dispute, it shall be managed following the Procedure for Handling Boundaries Disputes ver 1 dated 01/11/2008.</p>	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making.	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied

	- Minor compliance -		
4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.2c	Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land. - Minor compliance -	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.3	<b>(C)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Critical (Major) compliance -	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.5	<b>(C)</b> Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose. - Critical (Major) compliance -	There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied

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4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
<p><b>Criterion 4.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
4.5.1	<p><b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p> <p>- Critical (Major) compliance -</p>	<p>There were no issues of land disputes recorded. All land title was kept in the office and available for review as per clause 4.4.1.</p>	Complied
4.5.2	<p><b>(C)</b> FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p> <p>- Critical (Major) compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.4	<p>To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples,</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd</p>	Complied

	<p>the full range of food and water provisioning options are considered. There is transparency of the land allocation process.</p> <p>- Minor compliance -</p>	<p>and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	
4.5.5	<p>Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.6	<p>Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.7	<p>New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.8	<p><b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation.</p> <p>- Critical (Major) compliance -</p>	<p>There is no land dispute in SOU 20 Chaah POM certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
<p><b>Criterion 4.6:</b> Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			

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4.6.1	<p><b>(C)</b> A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.</p> <p>- Critical (Major) compliance -</p>	<p>There is no native and customary right land in SOU 20 (Chaah Certification Unit).</p> <p>However, if there is any dispute, SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
4.6.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.</p> <p>- Critical (Major) compliance -</p>	<p>There is no native and customary right land in SOU 20 (Chaah Certification Unit).</p>	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.</p> <p>- Minor compliance -</p>	<p>However, if there is any dispute, SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
4.6.4	<p>The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.</p> <p>- Minor compliance -</p>	<p>There is no native and customary right land in SOU 20 (Chaah Certification Unit).</p>	Complied
<p><b>Criterion 4.7:</b> Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	<p><b>(C)</b> A mutually agreed procedure for identifying people entitled to compensation is in place.</p> <p>- Critical (Major) compliance -</p>	<p>SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
4.7.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p>	<p>There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied

	- Critical (Major) compliance -		
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development.  - Minor compliance -	SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.	Complied
<b>Criterion 4.8:</b> The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.			
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.  - Minor compliance -	SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.	Complied
4.8.2	<b>(C)</b> Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.  - Critical (Major) compliance -	There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)  - Minor compliance -	SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.	Complied



4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
<b>Principle 5: Support smallholder inclusion</b>			
<b>Criterion 5.1:</b> The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	This certification unit does not purchase FFB from smallholders. Hence the FFB prices is not necessary to be published.	Complied
5.1.2	<b>(C)</b> Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	This certification unit does not purchase FFB from smallholders. Hence the FFB prices is not necessary to be explained.	Complied
5.1.3	<b>(C)</b> Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	This certification unit does not purchase FFB from smallholders. Hence the FFB prices is not necessary to be provided.	Complied
5.1.4	<b>(C)</b> Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	There was no FFB purchased. Sample of Boiler overhaul contract award was reviewed. The contract was awarded to Kejuruteraan Dynameca Sdn Bhd following	Complied

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		the tender process. The lowest value out of 3 quotation was selected. The process of selection is as per the Procurement Procedure.	
5.1.6	<b>(C)</b> Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -	There was no FFB purchased. Contract of boiler overhaul is in place. Purchase order was issued by Kejuruteraan Dynameca Sdn Bhd on 22/01/2020.	Complied
5.1.7	Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government). - Minor compliance -	This certification unit does not purchase and smallholder. However, the mill's weighbridge was calibrated on 15/06/2020.	Complied
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. - Minor compliance -	This certification unit does not purchase FFB from Independent Smallholders. However, as a group SDP	Complied
5.1.9	<b>(C)</b> The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM. The grievance mechanism for OCP is using the same grievance for all stakeholders which is through the complaint book, complaint box, whistleblowing procedure and person in charge for communication/social. So far, there is no complaint received from OCP to Sandakan Bay POM.	Not Applicable
<b>Criterion 5.2:</b> The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable

	supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -		
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable
5.2.4	<b>(C)</b> Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	There is no outside crop producer (OCP) sending FFB to Chaah POM.	Not Applicable
<b>Principle 6: Respect workers' rights and conditions</b>			
<b>Criterion 6.1:</b> Any form of discrimination is prohibited.			
6.1.1	<b>(C)</b> A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	SDPSB has implemented Group Sustainability & Quality Policy Statement signed by Group Managing Director on 02nd December 2019. The policy shall be guided by the commitments spelt out in the Company's in Human Rights Charter (HRC) where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and	Complied

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		representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.	
6.1.2	<p><b>(C)</b> Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Migrant workers are recruited with (2 +1) and 3 years contract. Local workers are on a long-term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, subsidized water and electricity supplies, and medical care are given to all employees without discrimination.</p> <p>Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 14 – Annual leave: 14 days for &lt; 5 years and 16 days for &gt; 5 years.</p> <p>Overtime paid as per Employment Act 1995 (EA). Sampled workers are as 6.5.1.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>There is no any discrimination based on religion, gender, nationality etc., during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary etc. This was confirmed during stakeholder’s consultation, worker’s interview, complaint book and trade union meeting.</p> <p>Sighted the job description of each workers mention the same regardless of skin colour, religion, race or caste.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p> <p>- Minor compliance -</p>	<p>Pregnancy test conducted in Chaah Certification Unit only for female sprayer to ensure that no pregnant woman is handling any chemicals. If the workers confirmed pregnant, Medical Assistant will issue a recommendation letter to Assistant Manager for work change to light work and not involved in any chemical. Confirmed through the interview session to workers, Medical Assistant and Gender Committee Minute of Meeting.</p>	Complied
6.1.5	<p><b>(C)</b> A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p>	<p>The Group Sustainability Policy covers the commitment facilitating the opportunity for advancement of women at all levels in our organisation and ensuring their protection. The policy was</p>	Complied

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	<p>- Critical (Major) compliance -</p>	<p>communicated through the Gender Committee meeting conducted quarterly. SDPSB has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability &amp; Quality Management (PSQM) Department. It explained the types of gender-based violence &amp; grievance procedures. Meetings were conducted quarterly according to the handbook. Gender Committee were established by the mill and estates management.</p> <p>The meetings were conducted at respective units as below:</p> <ul style="list-style-type: none"> <li>• Chaah Estate: 27/07/2020, 15/05/2020 &amp; 21/02/2020.</li> <li>• Sg Simpang Kiri Estate: 08/08/2020, 04/05/2020 &amp; 04/02/2020</li> <li>• Chaah POM: 24/07/2020, 17/04/2020 &amp; 24/01/2020.</li> <li>• North Labis Estate: 15/07/2020, 14/04/2020 &amp; 23/01/2020.</li> </ul>	
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>There is no any discrimination based on religion, gender, nationality etc. during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary etc. This was confirmed during stakeholder’s consultation, worker’s interview, complaint book and trade union meeting.</p> <p>Sighted the job description of each workers mention the same regardless of skin colour, religion, race or caste.</p>	Complied
<p><b>Criterion 6.2:</b> Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	<p><b>(C)</b> Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>All the workers are under direct employment and some electrical works are under contractor workers. The pay slip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc. as per employment contract.</p> <p>Sighted the pay slip for employees (March, April and May 2020): as below:</p>	Complied

		<p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000108999</li> <li>• Employee ID: 0000153577</li> <li>• Employee ID: 0000137611</li> <li>• Employee ID: 0000124586</li> <li>• Employee ID: 0000142186</li> <li>• Employee ID: 0000138964</li> </ul> <p>Sg Simpang Kiri Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000081154</li> <li>• Employee ID: 0000103813</li> <li>• Employee ID: 0000127080</li> <li>• Employee ID: 0000143244</li> <li>• Employee ID: 0000149739</li> </ul> <p>Chaah POM:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000143247</li> <li>• Employee ID: 0000157444</li> <li>• Employee ID: 0000019844</li> <li>• Employee ID: 0000122006</li> <li>• Employee ID: 0000146049</li> </ul> <p>North Labis Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 000078199</li> <li>• Employee ID: 000074998</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Employee ID: 000132708</li> <li>• Employee ID: 000108297</li> <li>• Employee ID: 000155660</li> </ul> <p>It is explained to the workers in the workers with the assistance of the senior worker from the same country during arrival through the induction training. Sighted the record of induction training to foreign workers as below:</p> <p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Roni Paslah (Passport No: AU 185832)</li> <li>• Lakel Tamang (Employee ID: 10487614)</li> <li>• Puru Shottam Sah (Passport No: M3929528)</li> </ul>	
6.2.2	<p><b>(C)</b> Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>All workers have the employment contract stated the regular working hours (8 hours for daily rate) and piece rates by works as per Employment Act 1955.</p> <p>Sighted the employment contract for employee March, April and May 2020:</p> <p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000108999</li> <li>• Employee ID: 0000153577</li> <li>• Employee ID: 0000137611</li> <li>• Employee ID: 0000124586</li> <li>• Employee ID: 0000142186</li> <li>• Employee ID: 0000138964</li> </ul> <p>Sg Simpang Kiri Estate:</p>	Non-compliance

- Employee ID: 0000081154
- Employee ID: 0000103813
- Employee ID: 0000127080
- Employee ID: 0000143244
- Employee ID: 0000149739

Chaah POM:

- Employee ID: 0000143247
- Employee ID: 0000157444
- Employee ID: 0000019844
- Employee ID: 0000122006
- Employee ID: 0000146049

North Labis Estate:

- Employee ID: 000078199
- Employee ID: 000074998
- Employee ID: 000132708
- Employee ID: 000108297
- Employee ID: 000155660

North Labis Estate:

**The JTK Permit for water bill deduction in North Labis Estate is RM10 for shared usage for single workers. However, sampled below workers has the deduction for water bill more than RM10 as below:**



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		Worker	Month	Deduction rate	
6.2.3	<p><b>(C)</b> There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>The paid salary sighted for Chaah Certification Unit for March, April and May 2020 were complied with the Minimum Wage Order 2019 (for all workers) and Minimum Wage Order 2020 (for workers in town, if applicable).</p> <p>Sighted the pay slip for employees as below:</p> <p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000108999</li> <li>• Employee ID: 0000153577</li> <li>• Employee ID: 0000137611</li> <li>• Employee ID: 0000124586</li> <li>• Employee ID: 0000142186</li> <li>• Employee ID: 0000138964</li> </ul> <p>Sg Simpang Kiri Estate:</p>	Complied		

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		<ul style="list-style-type: none"> <li>• Employee ID: 0000081154</li> <li>• Employee ID: 0000103813</li> <li>• Employee ID: 0000127080</li> <li>• Employee ID: 0000143244</li> <li>• Employee ID: 0000149739</li> </ul> <p>Chaah POM:</p> <ul style="list-style-type: none"> <li>• Employee ID: 0000143247</li> <li>• Employee ID: 0000157444</li> <li>• Employee ID: 0000019844</li> <li>• Employee ID: 0000122006</li> <li>• Employee ID: 0000146049</li> </ul> <p>North Labis Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 000078199</li> <li>• Employee ID: 000074998</li> <li>• Employee ID: 000132708</li> <li>• Employee ID: 000108297</li> <li>• Employee ID: 000155660</li> </ul>	
6.2.4	<p><b>(C)</b> The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the</p>	<p>The basic amenities and facilities at the quarters provided by the company to the workers includes electricity, water and domestic waste disposal. Electricity and water were supplied with free of charge.</p> <p>Seen the Budget for housing repairs, sanitation, garden upkeep and CAPEX &amp; OPEX from all operating units.</p>	Complied

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	<p>upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>Seen the record for weekly line site inspection done by Medical Assistant in Weekly basis. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 2 people per room. For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilizes).</p>	
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>There were sundry shops located in the estates compound and the estates are nearby to the nearest town. The workers can easily access to adequate, sufficient and affordable foods and goods. Price of goods were displayed at the sundry shops.</p> <p>Workers interview confirmed that they can easily purchase foods at the nearest shop or choose to go nearest town away from the estate by using their transport until the main guard post and public transport to the nearest town. Nearest town are Chaah (13 km) and Yong Peng (25 km).</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p><b>PROCEDURAL NOTE:</b></p> <p>STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p>	<p>Sime Darby Plantation Berhad-Chaah POM &amp; supply bases have provided the decent living wage for both local and foreign workers based on PREVAILING WAGES assessment. It includes wage, service bonus, meals, housing, health, facilities, sports and recreation, education, creche, welfare, etc. The payslip sighted in clause 6.2.1 showed that the salary received complied with the minimum wage order 2020 and the decent living wage set up by the group which is foreign worker is RM1647.16/worker and local RM1401.40/worker (housing basket: RM 39.59/foreign worker/4 Pax/house).</p>	Complied

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	<p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers’ union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> <li>• Updated assessment on prevailing wages and in-kind benefits</li> <li>• There is annual progress on the implementation of living wages</li> <li>• Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment</li> <li>• The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.</li> </ul> <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p>	<p>There are no casual workers hired in Chaah POM and supply bases. All employees are permanent employee (for locals) and contracted employee (for foreign workers). All permanent and full-time</p>	<p>Complied</p>

	- Minor compliance -	employment or contract workers used as the general worker, mandore, staff, etc. based on their employment contract sighted in clause 6.2.2	
<b>Criterion 6.3:</b> The unit of Certification 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.			
6.3.1	<p><b>(C)</b> A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The Group Sustainability &amp; Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below:</p> <p>We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination.</li> <li>• Respecting Freedom of Association: We respect the rights of employees to join and form organisations of their own choice and to bargain collectively.</li> </ul> <p>Company respect the rights of all personnel to form and join trade unions of their choice to bargain collectively.</p> <p>During the interview with workers, there are no evidence received that there is restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>Sampled the letter of appointment as NUPW committee:            Chaah Estate:</p>	Complied

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		<ul style="list-style-type: none"> <li>17/02/2020: Chairman (Mohd Faizal), V.chairman (Mohamad Sharip), Secretary (Mohd Noor), committee member (Kamisan bin Agil).</li> </ul> <p>Chaah POM:</p> <ul style="list-style-type: none"> <li>26/08/2019: NUPW representative for branch triennial conference (Rajendran a/l Krishnan).</li> </ul> <p>North Labis Estate:</p> <ul style="list-style-type: none"> <li>10/07/2020: NUPW representative for branch triennial conference (Mr. Menon Vinod).</li> </ul>	
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.</p> <p>- Minor compliance -</p>	<p>Minit Mesyuarat Antara Pihak Ladang Dan Wakil NUPW 2020 dated 08/08/2020 (Chaah Estate), 04/07/2020 (Sg Simpang Kiri Estate), 09/04/2020 (Chaah POM) and 29/07/2020 (North labis Estate) involved the representative from employer and employee available. Issues discussed as below:</p> <p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>NUPW chairman has commented that foreign worker has made open burning in housing area. Management will conduct the inspection at housing area and will brief on the prohibition of open burning.</li> </ul> <p>Sg Simpang Kiri Estate:</p> <ul style="list-style-type: none"> <li>Explanation on if any matters of arising and the benefits of joining NUPW for information.</li> </ul> <p>Chaah POM:</p>	Complied

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		<ul style="list-style-type: none"> <li>The sanitation issue in canteen compound. Management has instructed worker to do the cleaning works regularly.</li> </ul> <p>North Labis Estate:</p> <ul style="list-style-type: none"> <li>Housing maintenance, safety, worker performance and SOP for COVID-19.</li> </ul>	
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Based on the worker’s interview, the selection of NUPW representative made from the election among the NUPW member without management interference. Foreign workers included in the committee formation and appointment letter sighted. The selection also based on the election meeting.</p>	Complied
<b>Criterion 6.4: Children are not employed or exploited.</b>			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>The Group Sustainability &amp; Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below:</p> <p>We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination.</li> <li>Respecting Freedom of Association: We respect the rights of employees to join and form organisations of their own choice and to bargain collectively.</li> <li>Ensuring Favourable Working Conditions: We ensure decent living and working conditions for all our employees. We strive to provide a fair wage and access to basic needs for all our employees and workers in our operations.</li> <li>Enhancing Safety and Health: We provide a safe and healthy working environment for our employees and</li> </ul>	Complied

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		<p>workers in our operations and support the wellbeing of our communities.</p> <ul style="list-style-type: none"> <li>• Respecting Community Rights and the Rights of Indigenous People: We uphold the process of Free, Prior and Informed Consent and recognise that the local communities have the right to give or withhold their consent to proposed projects that may affect the lands they own, occupy or otherwise use.</li> <li>• Protecting the Rights of Vulnerable People: We respect the rights of vulnerable people such as marginalised groups, persons of different abilities and refugees.</li> <li>• Protecting the Rights of Children: We seek to promote the wellbeing of children and safeguard them from any form of maltreatment or exploitation, including child sex tourism, child trafficking, child labour and child pornography.</li> </ul> <p>Field observation, interviewing with workers and verification of workers master list confirmed that there is no child labour hired.</p> <p>For contractors, the clause 5.8 abolishment of child labour &amp; protecting the rights of children available in the Vendor COBC dated 21/06/2020, Human Rights Charter-protecting the rights of children.</p>	
6.4.2	<p><b>(C)</b> There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>The screening procedure was included as per SOP Hiring of locals dated 01/11/2019 by the assistant operating unit while for foreign workers, the Workforce Management Unit Liason &amp; Recruitment SOPP (WMU/LR-SOPP/March2016) dated 30/03/2016 under clause procedures recruitment team shall be guided by approved requirement; Age 18-45 years old).</p>	Complied
6.4.3	<p><b>(C)</b> Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p>	<p>There is no young worker employed in Chaah POM and Estate certification unit.</p>	Complied



	- Critical (Major) compliance -		
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live. - Minor compliance -	The unit of certification has communicated the Human Right Charter, Social Policy and Vendor COBC through the stakeholder meeting and muster briefing.	Complied
<b>Criterion 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<b>(C)</b> A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -	The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below:  We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to: <ul style="list-style-type: none"> <li>• Eliminating Violence and Sexual Harassment: We seek to promote an environment where all forms of harassment and abuse are eliminated and to provide support for victims.</li> <li>• Eradicating any form of Exploitation: We endeavour to eradicate any form of forced or bonded labour, slavery, human trafficking and sexual exploitation.</li> </ul> The policy was communicated through the Gender Committee meeting.	Complied
6.5.2	<b>(C)</b> A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -	SDPSB has implemented Social Policy, Gender 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 was displayed on the notice board which was accessible by the workers. Briefing of the	Complied

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		policies was conducted during morning muster and the policies was displayed at the notice board outside the office.	
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified. - Minor compliance -	In North Labis Estate, the assessment for new needs for new mother was conducted by Medical Assistant. There were new needs as sampled below:  1. Norhayati Mohamad Adam: Suitable place for breastmilk pump and storage for breast milk (fridge).  In Chaah Estate, Sg Simpang Kiri Estate and Chaah POM sighted the assessment for new mother's need conducted on 27/07/2020, 08/08/2020 and 24/07/2020 at female workers but none of them have babies.	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce. - Minor compliance -	Gender committee has been formed in each unit for the medium of sexual harassment grievances by female.	Complied
<b>Criterion 6.6:</b> No forms of forced or trafficked labour are used.			
6.6.1	<b>(C)</b> All workers have entered into employment voluntarily and the following are prohibited: <ul style="list-style-type: none"> <li>Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes)</li> <li>Charging the workers for recruitment fees.</li> <li>Contract substitution</li> <li>Involuntary overtime</li> <li>Lack of freedom of workers to resign</li> <li>Penalty for termination of employment</li> <li>Debt bondage</li> </ul>	The recruitment cost was declared by the labour agent from source country for the applicable fees. Sampled for PT Wira Karitas & PT Cipta Rezeki Utama for Indonesia effective date on 22/04/2019 (RM 1,505.00) and Taufiq Manpower Consultants (P) Ltd for India (INR 36073) for documents required, medical, insurance, transportation, etc. No other hidden recruitment fees paid to agent.  Passport was kept by the management voluntarily. There is agreement letter signed by worker and employer on the safekeeping passport at office. If the workers want to obtain the passport for own usage, they can anytime request for it.	Complied

	<ul style="list-style-type: none"> <li>• Withholding of wages</li> <li>- Critical (Major) compliance -</li> </ul>	<p>There is no contract substitution as the employment contract signed between Sime Darby and embassy of Indonesia and India was same with the employment contract signed between worker and estate/mill.</p> <p>Based on the workers interview, the overtime was given voluntarily if any work offered.</p> <p>The termination of service clearly stated that the termination of employment if:</p> <ol style="list-style-type: none"> <li>1. The company is not satisfied with your performance</li> <li>2. You end employment for any reason; this may include abscondment, resignation or termination before expiry of the fixed term or extended term.</li> <li>3. You commit any misconduct, including theft, fraud, insubordination, negligence or any other form of crime.</li> <li>4. You have breached any express or implied terms of your employment.</li> <li>5. Fail medical examination based on FOMEMA result.</li> </ol>	
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and/or procedure are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDPSB has implemented a Sime Darby's Human Rights Charter on where they committed as below:</p> <ol style="list-style-type: none"> <li>a. Providing equal opportunity</li> <li>b. Respecting freedom of association</li> <li>c. Eradicating any form of exploitation</li> <li>d. Ensuring favorable working conditions</li> <li>e. Enhancing Safety and Health</li> </ol>	Complied

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		<p>They also provided awareness and training to all the foreign workers for them to understand their responsibility in respect of human rights as included in the Group Sustainability Policy on 06/07/2020 (Chaah Estate).</p> <p>For eg: All the workers have provided with induction training in Sua Betong Estate or based estate during their arrival to Malaysia. Sampled sighted as below:</p> <p>Chaah Estate:</p> <ul style="list-style-type: none"> <li>• Roni Paslah (Passport No: AU 185832)</li> <li>• Lakel Tamang (Employee ID: 10487614)</li> <li>• Puru Shottam Sah (Passport No: M3929528)</li> </ul>	
<p><b>Criterion 6.7:</b> The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p><b>(C)</b> The responsible person(s) for H&amp;S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>The Estates and Mill Manager in SOU 20 has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter signed by the Regional General Manager. The Estate Manager has appointed the medical Assistant/Asst. Manager as person responsible for Safety and health issue in the estate and Mill.</p> <p>The management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate/Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Sighted the minutes meeting records as follows:</p>	<p>Complied</p>

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		<b>Chaah Estate</b>	<b>Sg. Simpang Kiri</b>	<b>North Labis Estate</b>	<b>Chaah POM</b>	
		i. 20/7/2020 ii. 13/3/2019 iii. 13/12/2019 iv. 13/9/2019	i. 17/4/2020 ii. 31/1/2020 iii. 11/10/2019 iv. 2/8/2019	i. 27/7/2020 ii. 23/4/2020 iii. 23/1/2020 iv. 30/9/2019	i. 9/7/2020 ii. 10/4/2020 iii. 13/1/2020 iv. 9/10/2019	
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The CU displayed the accident and emergency procedure at strategic places in such Muster ground and linesite area. Additionally, the management communicate the procedure during morning briefing and training.</p> <p>Noted during interview with workers show the satisfactory understanding on the emergency procedure established. Sighted sampled training was conducted as follows:</p> <p>Chaah Estate</p> <ol style="list-style-type: none"> <li>1. Fire drill awareness with BOMBA training dated 29/6/2019</li> <li>2. First aid and CPR training dated 20/6/2020 and 29/7/2020</li> </ol> <p>Sg. Simpang Kiri Estate</p> <ol style="list-style-type: none"> <li>1. Fire drill with BOMBA training dated 8/8/2019</li> <li>2. First aid and CPR training dated 29/7/2019</li> </ol>				Complied

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		<p>North Labis Estate</p> <ol style="list-style-type: none"> <li>1. First aid training dated 17/7/2020</li> <li>2. Fire drill training dated 20/6/2019</li> </ol> <p>Chaah POM</p> <ol style="list-style-type: none"> <li>1. First Aid kit and CPR training dated 29/7/2020</li> <li>2. Authorised Entrant and Standby Person for Confined Space training dated 1 – 2/7/2019</li> <li>3. Fire drill training dated 29/7/2020</li> <li>4. Emergency Evacuation and first aid training 29/7/2020</li> <li>5. Chemical spillage training dated 3/8/2020</li> </ol>	
6.7.3	<p><b>(C)</b> Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>The estates visited provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008. Sighted during site visit at all estates visited, the sprayers were provided with wellington boots, apron, nitrile gloves and half face respirator. The PPE issuance records were available for review.</p>	Complied
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by SOCSO.</p> <p><u>Chaah Estate</u></p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Sighted the form 8A, "Jadual Caruman" for 229 workers for the month of June and July 2020.</p>	Complied

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		<p>For workers involved in accident and eligible for medical benefit from SOCSO, the claim form was submitted to SOCSO through 'Borang 34 – Butir Notis dan Tuntutan Faedah'. Verified the letter of application and documentation for accident involving foreign workers on 3/1/2020 has been submitted and received by SOCSO on 12/1/2020.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Sighted the form 8A, "Jadual Caruman" for 194 workers for the month of March 2020 and 192 workers for the month of April 2020.</p> <p><u>North Labis</u></p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Sighted the form 8A, "Jadual Caruman" for 293 workers for the month of Apri and 310 workers for the month of May 2020.</p> <p>For workers involved in accident and eligible for medical benefit from SOCSO, the claim form was submitted to SOCSO through 'Borang 34 – Butir Notis dan Tuntutan Faedah'. Verified the letter of application and documentation for accident involving local workers on 6/2/2020 has been submitted and received by SOCSO on 11/3/2020.</p> <p><u>Chaah POM</u></p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Sighted the form 8A, "Jadual</p>	
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		<p>Caruman” for 104 workers for the month of February, 102 workers for the month of March and 100 workers for the month of July 2020.</p> <p>For workers involved in accident and eligible for medical benefit from SOCSO, the claim form was submitted to SOCSO through ‘Borang 34 – Butir Notis dan Tuntutan Faedah’. Verified the letter of application and documentation for accident involving local workers on 9/12/2019 has been submitted and received by SOCSO on 15/1/2020.</p>																
6.7.5	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance -</p>	<p>Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKKP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2019 as reported to DOSH as follows:</p> <table border="1" data-bbox="1137 874 1912 1235"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>Chaah POM</td> <td>2</td> <td>41</td> </tr> <tr> <td>Chaah Estate</td> <td>6</td> <td>165</td> </tr> <tr> <td>Sg. Simpang Kiri Estate</td> <td>10</td> <td>22</td> </tr> <tr> <td>North Labis Estate</td> <td>2</td> <td>80</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	Chaah POM	2	41	Chaah Estate	6	165	Sg. Simpang Kiri Estate	10	22	North Labis Estate	2	80	Complied
Operating units	Accident Cases	LTA																
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**Principle 7: Protect, conserve and enhance ecosystems and the environment**

**Criterion 7.1:** Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.



<p>7.1.1</p>	<p><b>(C)</b> IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -</p>	<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.</p> <p>The estate has established IPM program. The plan was reviewed on annually basis. The IPM consist of Planting Beneficial Plant, Rat Baiting Applications, Bagworm census and Ganoderma census and Barn Owl Census. Sighted the sampled implementation of the plan as follows:</p> <p>Chaah Estate</p> <p>i. The estate continuously planting beneficial plant such as Tunera subulata, Cassia cobanensis, Antigonan leptopus. Sighted the beneficial planting along the main road.</p> <p>ii. Barn owl census was conducted 2 rounds per year. Ratio barn owl box in the estate was at 1:5 ha. Latest barn owl box census was conducted in July 2020.</p> <p>Sg. Simpang Kiri estate</p> <p>i. Rat baiting campaign was conducted twice a year. Latest campaign was conducted in July 2020 and still in progress during the assessment day. The baiting rounds was at 2 – 3 rounds with acceptance level at below 20%.</p>	<p>Complied</p>
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		<p>ii. The estate continuously planting beneficial plant such as Tunera subulata, Cassia cobanensis, Antigonan leptopus. Sighted the beneficial planting along the main road.</p> <p>North Labis</p> <p>i. The estate continuously planting beneficial plant such as Tunera subulata, Cassia cobanensis, Antigonan leptopus and Euphorbia. Sighted the beneficial planting along the main road. Map and records of beneficial plant was available for review.</p> <p>ii. Barn owl census was conducted 2 rounds per year. Ratio barn owl box in the estate was at 1:5 ha. Latest barn owl box census was conducted in February 2020 with occupancy rate at 27/93%.</p>	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>This is not practiced in the 3 estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM.</p>	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>No evidence and records of fire usage for pest control at all estate visited.</p> <p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>"We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p>	Complied

		ix. Zero tolerance of the use of fire within our land boundaries and conservation areas, and the establishment of effective monitoring and prevention systems, as well as protective firefighting measures in and around our operation."									
<b>Criterion 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.											
7.2.1	<p><b>(C)</b> Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (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"> <li>- General weeds : Glyphosate</li> <li>- Pennisetum polystachion : Metsulfuron Methyl</li> <li>- Stenochlaena palustris : Sodium chlorate</li> </ul> <p>Mature planting</p> <ul style="list-style-type: none"> <li>- Grass weed and Asystasia : glyphosate &amp; 2,4-D amine</li> </ul> <p>The selection is also evaluated by the agronomist during his visit to the estate</p>	Complied								
7.2.2	<p><b>(C)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.</p> <p>- Critical (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>Sighted the sampled records of pesticides usage per ha at estate visited as follows:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Month</th> <th>Chaah</th> <th>Sg. Simpang Kiri</th> <th>North Labis</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Month	Chaah	Sg. Simpang Kiri	North Labis					Complied
Month	Chaah	Sg. Simpang Kiri	North Labis								

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		<table border="1"> <tr> <td>Jan</td> <td>4.582</td> <td>3.95</td> <td>0.00</td> </tr> <tr> <td>Feb</td> <td>1.949</td> <td>7.96</td> <td>0.00</td> </tr> <tr> <td>Mar</td> <td>1.945</td> <td>2.20</td> <td>0.043</td> </tr> <tr> <td>Apr</td> <td>2.397</td> <td>0.36</td> <td>0.094</td> </tr> <tr> <td>May</td> <td>2.386</td> <td>1.97</td> <td>0.09</td> </tr> <tr> <td>Jun</td> <td>5.275</td> <td>3.81</td> <td>0.025</td> </tr> </table>	Jan	4.582	3.95	0.00	Feb	1.949	7.96	0.00	Mar	1.945	2.20	0.043	Apr	2.397	0.36	0.094	May	2.386	1.97	0.09	Jun	5.275	3.81	0.025	
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7.2.3	<p><b>(C)</b> Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</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.	Complied																								
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</p> <p>- Minor compliance -</p>	No prophylactic use of pesticide was identified in the estates.	Complied																								
7.2.5	<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, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ol style="list-style-type: none"> <li>Judgment of the threat and verify why this is a major threat</li> <li>Why there is no other alternative which can be used</li> <li>Which process was applied to verify why there is no other less hazardous alternative</li> <li>What is the process to limit the negative impacts of the application</li> </ol>	<p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.3: Protect and disclose environmental impacts and minimise resource use stated:</p> <p>‘We aim to minimise our foot print and continuously reduce our use of resources through:</p> <ol style="list-style-type: none"> <li>Implementing integrated pest management programs, with no use of Paraquat or chemicals classed as hazardous under the WHO 1A. We will phase out the WHO 1B and those additional chemicals listed in the Stockholm or Rotterdam Conventions.’</li> </ol>	Complied																								

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	<p>e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p> <p>- Minor compliance -</p>	<p>Sighted and verified at all estates visited, Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class II, III &amp; IV chemical used at visited estates.</p> <p>For bagworm control, the estates visited use class III-controlled chemical, Acephate as alternative for class Ia Monocrotophos. The estates have acquired approval letter to purchase controlled chemical, Acephate from DOE and the documentation were available at the estate to review.</p> <p>Chaah Estate</p> <p>The estate has acquired Permit for Purchasing very poisonous/controlled pesticides, Acephate no. JHR/2019/ACP/84(GL) dated 12/8/2019.</p> <p>Sg. Simpang Kiri Estate</p> <p>The estate acquired stock of 100kg Acephate from sister estate, Gunung Mas Estate. The estate has notified 'Unit Kawalan Racun Perosak Johor' on transfer stock of 100kg Acephate as per communication email letter dated 29/6/2020.</p>	
7.2.6	<p><b>(C)</b> Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>The pesticides operators have been given training regarding the usage safety and health issue and proper way for chemical application and attend monthly medical check-up done by the Medical Assistant. Observed the implementation during site visit and workers interview in following estate:</p> <p>Chaah Estate</p> <ol style="list-style-type: none"> <li>1. Interpump maintenance and SOP training dated 24/7/2020</li> <li>2. Rat baiting training dated 15/7/2020</li> <li>3. Pesticides handling training dated 24/6/2020</li> </ol>	Complied

		<p>Sg. Simpang Kiri Estate</p> <ol style="list-style-type: none"> <li>1. Rat baiting training dated 21/5/2020</li> <li>2. Interpump maintenance and SOP training dated 25/7/2019</li> <li>3. Chemical spraying SOP training dated 10/1/2020</li> <li>4. Circle spraying training dated 28/8/2019</li> <li>5. P&amp;D spraying training dated 14/8/2019</li> </ol> <p>North Labis Estate</p> <ol style="list-style-type: none"> <li>1. Rat baiting placement training dated 4/8/2020</li> <li>2. Prohibition of spraying at Bufferzone training dated 22/7/2020</li> </ol> <p>Safety for sprayers training dated 3/7/2020</p>	
7.2.7	<p><b>(C)</b> Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <p>- Minor compliance -</p>	<p>Empty pesticides container was identified as recycle waste. All empty pesticides containers were triple rinse, puncture and stored at designated stored before disposed to licensed contractors, SS Setia Technology Enterprise. Refer approval letter from DOE no AS (B) J 91/110/619/069 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.</p> <p>The estates maintain the inventory records for empty pesticides container. Latest sampled records of empty containers disposal as follows:</p> <p>Sg. Simpang Kiri Estate</p>	Complied

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		<p>i. Disposal of chemical container as per cash sales receipt no. 1659 dated 28/5/2020.  North Labis Estate</p> <p>i. Disposal of chemical container as per cash sales receipt no. 1701 and 1702 dated 6/8/2020.</p>	
7.2.9	<p><b>(C)</b> Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.  - Critical (Major) compliance -</p>	<p>No aerial spray conducted at all operating units in SOU 20.</p>	Complied
7.2.10	<p><b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.  - Critical (Major) compliance -</p>	<p>Estates visited conducted medical surveillance on annually basis base on CHRA recommendation. Sighted the sample records of medical surveillance conducted as follows:  Chaah Estate</p> <p>i. Medical surveillance was conducted on 25/6/2020 by OHD with reg. no. HQ/08/DOC/00/45. Refer report no. 060/OHD/2020.</p> <p>Sg. Simpang Kiri Estate</p> <p>i. Medical surveillance was conducted on 23/12/2019 by OHD with reg. no. HQ/08/DOC/00/45. 37 workers were sent for surveillance and found fit to work as chemical handler</p> <p>North Labis Estate</p> <p>i. Medical surveillance was conducted on 16 -27/8/2019 by OHD with reg. no. HQ/08/DOC/00/45. 16 workers were send for surveillance and found fit to work as chemical handler. Refer report no. 093/OHD/2019.</p>	Complied

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7.2.11	<p><b>(C)</b> No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby has established Human Rights Charter to show commitment on responsibility to respect, support and uphold fundamental human rights by:</p> <ul style="list-style-type: none"> <li>i. Engage and empower communities for inclusive development</li> <li>ii. Respect and uphold labour rights</li> <li>iii. Respects and uphold children rights</li> <li>iv. Protection of Human Rights Defenders, whistle-blowers, complaints and community spokespersons</li> </ul> <p>The Human Rights Charter has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the estate.</p> <p>The estates visited prohibited all confirmed pregnant and breast-feeding woman to work with pesticides as per internal memo signed by the estate manager. The memo has been displayed on the notice board at few strategic place in the estate.</p>	Complied
<b>Criterion 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.			
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>The waste management plans are available categorising schedule waste, domestic waste and industrial waste.</p> <p>Schedule wastes generated by the operating units including SW332, SW305, SW304, SW409, SW410 are inventoried.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>Observation of landfills, workshops and linesite shows that workers understood waste disposal.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied



7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>Domestic wastes generated from the operations and housing are being landfilled while industrial wastes are either disposed as scheduled wastes, recycled or disposed through authorised authorities.</p> <p>There was no any open fire disposal observed during field assessment.</p>	Complied
<p><b>Criterion 7.4:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield as per SOP below:</p> <p>The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in sections of the following documents;</p> <p>a) EQMS chapter B8 - Leguminous Cover Crops  b) EQMS chapter B14 – Manuring  c) ARM Section 8 – Manuring</p>	Complied
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<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>The leaf analysis and soil analysis report were made available for review. Noted the sample analysis report for estate visited as follows:</p>	Complied

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		<p><u>Sg. Simpang Kiri</u> Latest leaf sampling was conducted in February as per Sg. Simpang Kiri Estate 2020/21 Agronomic and Fertiliser recommendations report – oil palm dated 20/6/2020 by Agronomist, Plant nutrient and protection unit. Latest soil sampling was conducted on 21/6/2018, as per report S45/2018 dated 13/7/2018.</p> <p><u>North Labis</u> Latest soil sampling was conducted on 21/6/2018, as per report S46/2018 dated 23/7/2018.</p>																					
7.4.3	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. The strategy as follows:</p> <ul style="list-style-type: none"> <li>i. EFB applied at selected fields at the estates.</li> <li>ii. Fibre and POM were use as compost material.</li> <li>iii. Palm residues after planting were left in the biomass row to decompose.</li> </ul> <p>Sighted the sampled records for EFB disposal as follows:</p> <table border="1" data-bbox="1137 1107 1912 1353"> <thead> <tr> <th>Month</th> <th>Chaah</th> <th>Sg. Simpang Kiri</th> <th>North Labis</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>709.57</td> <td>0.00</td> <td>810.80</td> </tr> <tr> <td>Feb</td> <td>545.36</td> <td>277.06</td> <td>364.20</td> </tr> <tr> <td>Mar</td> <td>1143.46</td> <td>440.26</td> <td>255.40</td> </tr> <tr> <td>Apr</td> <td>717.87</td> <td>100.13</td> <td>449.40</td> </tr> </tbody> </table>	Month	Chaah	Sg. Simpang Kiri	North Labis	Jan	709.57	0.00	810.80	Feb	545.36	277.06	364.20	Mar	1143.46	440.26	255.40	Apr	717.87	100.13	449.40	Complied
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		<table border="1"> <tr> <td>May</td> <td>0.00</td> <td>119.69</td> <td>0.00</td> </tr> <tr> <td>Jun</td> <td>0.00</td> <td>129.00</td> <td>0.00</td> </tr> </table>	May	0.00	119.69	0.00	Jun	0.00	129.00	0.00	
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Jun	0.00	129.00	0.00								
7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	<p>The estate maintains the records of manuring application as per recommendation by the agronomist. Observed application records as per agronomist recommendation: <u>Chaah Estate</u></p> <p>The estate maintains the records of manuring application as per recommendation by the agronomist. Observed application records as per agronomist recommendation: Chaah Estate</p> <table border="1"> <tr> <td>Month program: Feb 2020 Field: 1997B Type: AC Month completed: 28/1/2020</td> <td>Month program: Mar 2020 Field: 1999C Type: MOP Month completed: 10/2/2020</td> </tr> </table> <p>Sg. Simpang Kiri</p> <table border="1"> <tr> <td>Month program: May 20 Field: 2003C Type: Keiserite Month completed: 24/6/2020</td> <td>Month program: Feb–Mar 2020 Field: 2000A3 Type: MOP Month completed: 10/3/2020</td> </tr> </table>	Month program: Feb 2020 Field: 1997B Type: AC Month completed: 28/1/2020	Month program: Mar 2020 Field: 1999C Type: MOP Month completed: 10/2/2020	Month program: May 20 Field: 2003C Type: Keiserite Month completed: 24/6/2020	Month program: Feb–Mar 2020 Field: 2000A3 Type: MOP Month completed: 10/3/2020	Complied				
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<p><b>Criterion 7.5:</b> Practices minimise and control erosion and degradation of soils.</p>											
<p>7.5.1</p>	<p><b>(C)</b> Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -</p>	<p>Maps identifying the soil and terrain are available. In Chaah Estate there planting on steep terrain less than 25°. The area size is approximately 10ha. While in Sungai Simpang Kiri Estate there is no steep terrain. The conservation of 25° area at North Labis estate is still being maintained. Signage that the area is 25° is erected at the entrance of the slope area. Map identifying the slope is available at 1:30,000.</p> <table border="1"> <thead> <tr> <th data-bbox="1137 919 1370 967">Estate</th> <th data-bbox="1370 919 1928 967">Soil Series</th> </tr> </thead> <tbody> <tr> <td data-bbox="1137 967 1370 1145">Chaah</td> <td data-bbox="1370 967 1928 1145">Local alluvium (46.41%), Serdang (17.02%), Muck (7.06%), Malacca (9.54%), Munchong (6.54%), Tavy (3.80%), Bungor (5.51%), Yong Peng (2.10%), Unclassified (1.04%), Jempol (0.93%)</td> </tr> <tr> <td data-bbox="1137 1145 1370 1257">Sg. Simpang Kiri</td> <td data-bbox="1370 1145 1928 1257">Setol (62.43%), Gajah Mati (17.16%), Bungor (14.63%), Organic clay (4.54%), Sg. Amin (1.24%)</td> </tr> <tr> <td data-bbox="1137 1257 1370 1366">North Labis</td> <td data-bbox="1370 1257 1928 1366">Rengam (21.69%), Local alluvium (19.75%), Rasau (17.26%), Kulai (10.80%), jerangau (7.69%), Bungor (6.79%), Malacca (6.75%),</td> </tr> </tbody> </table>	Estate	Soil Series	Chaah	Local alluvium (46.41%), Serdang (17.02%), Muck (7.06%), Malacca (9.54%), Munchong (6.54%), Tavy (3.80%), Bungor (5.51%), Yong Peng (2.10%), Unclassified (1.04%), Jempol (0.93%)	Sg. Simpang Kiri	Setol (62.43%), Gajah Mati (17.16%), Bungor (14.63%), Organic clay (4.54%), Sg. Amin (1.24%)	North Labis	Rengam (21.69%), Local alluvium (19.75%), Rasau (17.26%), Kulai (10.80%), jerangau (7.69%), Bungor (6.79%), Malacca (6.75%),	<p>Complied</p>
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		Segamat (5.57%), Segamat (5.57%), Durian (2.72%), Yong Peng (0.98%)	
7.5.2	No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification. - Minor compliance -	Replanting plan at Chaah Estate was observed at steep terrain between 20° – 24°. The area size is approximately 10ha. The 25° slope area size at North Labis estate is 70.39ha. As per the SAP categorization, the area has been categorized as “Unplatable Reserve Land”. The reservation is as per the Reclassification of Conservation Set Aside (CSA) for Upstream Operations Guideline ver 2 dated 31/05/2019. The guideline has stated that no replanting at area with slope more than 25° and more than 25ha).	Complied
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	There is no new planting observed in all estates.	Complied
<b>Criterion 7.6:</b> Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	<b>(C)</b> To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations. - Critical (Major) compliance -	Soil series map available for both estates visited. No fragile soil categorized in the estates visited as per soil map issued by R&D Precision Agriculture Unit.  As sighted in estates visited, the estate has taken into account the land terrain, drainage and road systems in planning the 2020 replanting.	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:	Complied

		<p>"We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p> <p>vii. No new development of peat areas, regardless of depth or location. We will seek to rehabilitate existing plantings on peats where possible.</p>																													
7.6.3	<p>Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.</p> <p>- Minor compliance -</p>	<p>The R&amp;D Precision Agriculture conducted assessment and provided the estates with topography maps. Sampled topography information at estates visited as follows:</p> <table border="1"> <thead> <tr> <th>Degree</th> <th>Chaah</th> <th>Sg. Simpang Kiri</th> <th>North Labis</th> </tr> </thead> <tbody> <tr> <td>0° - 2°</td> <td>55.69%</td> <td>68.71%</td> <td>37.04%</td> </tr> <tr> <td>2° - 6°</td> <td>38.63%</td> <td>24.30%</td> <td>40.81%</td> </tr> <tr> <td>6° - 12°</td> <td>4.69%</td> <td>6.83%</td> <td>17.58%</td> </tr> <tr> <td>12° - 20°</td> <td>0.77%</td> <td>0.16%</td> <td>4.27%</td> </tr> <tr> <td>20° - 25°</td> <td>0.19%</td> <td>0.01%</td> <td>0.29%</td> </tr> <tr> <td>&gt; 25°</td> <td>0.00%</td> <td>0.00%</td> <td>0.02%</td> </tr> </tbody> </table>	Degree	Chaah	Sg. Simpang Kiri	North Labis	0° - 2°	55.69%	68.71%	37.04%	2° - 6°	38.63%	24.30%	40.81%	6° - 12°	4.69%	6.83%	17.58%	12° - 20°	0.77%	0.16%	4.27%	20° - 25°	0.19%	0.01%	0.29%	> 25°	0.00%	0.00%	0.02%	Complied
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<p><b>Criterion 7.7:</b> No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.</p>																															
7.7.1	<p><b>(C)</b> There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.</p> <p>- Critical (Major) compliance -</p>	<p>No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.</p>	Complied																												
7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p><b>PROCEDURAL NOTE:</b></p>	<p>No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.</p>	Complied																												

	<p>Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).</p> <p>- Minor compliance -</p>		
7.7.3	<p><b>(C)</b> Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Complied
7.7.4	<p><b>(C)</b> A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Complied
7.7.5	<p><b>(C)</b> For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p> <p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Complied
7.7.6	<p><b>(C)</b> All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Complied

7.7.7	<p><b>(C)</b> All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>No peat soil identified at all estates visited in SOU 20. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.</p>	Complied
<p><b>Criterion 7.8:</b> Practices maintain the quality and availability of surface and groundwater.</p>			
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>Governmental water is supplied to all housing within the certification unit.</p> <p>Workers awareness program to save water is in place and carried out mostly during morning briefing. During interview with workers, found that clean water is accessible at all day.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied
7.8.2	<p><b>(C)</b> Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>Riparian and buffer zones of Chaah Estate and Sungai Simpang Kiri Estate are maintained according to the SDP Guidelines on River Reserve Management dated April 2014.</p> <p>Interview with chemical handling workers demonstrated that they have understood the requirements of maintaining the buffer zones.</p> <p>Site observation of the riparian is being conserved at Sungai Simpang Kiri flowing through Sungai Simpang Kiri Estate. It was observed that the riparian is currently regenerating.</p> <p>Water sampling was conducted at North Labis estate to detect if the river is contaminated from pesticide and other chemical.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied



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7.8.3	Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. - Minor compliance -	As per the Operation License issued by the Department of Environment of Johor State for period on 01/07/2020 – 30/06/2021, the POME discharge allowance is land application at the limit of 2,500mg/l. The effluent analysis on the final discharge was reviewed and the BOD level is less than the allowance limit.	Complied
7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	The mill water consumption is monitored and documented. The average water consumed ratio per ton of FFB since July 2019 is 1.17.	Complied
<b>Criterion 7.9:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised			
7.9.1	A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented. - Minor compliance -	In Sungai Simpang Kiri Estate, GHG Emission Plan FY2020 identified plan for efficient fossil fuel consumption. Sample of action plan include installing solar light at nursery to reduce electricity consumption. The project is under SDP’s Lean Six Sigma program. Other efficient fossil fuel consumption includes periodic maintenance of vehicle.  The mill had monitored the consumption of biomass to fuel the electricity required for the process. Other usage of fossil fuel such as diesel is monitored. The mill had implemented similar Lean Six Sigma program as in Sungai Simpang Kiri Estate where Solar Floodlights are installed. The consideration of using solar powered spot lights helps reduce electricity consumption of 19,272kwh for 2 years.	Complied
<b>Criterion 7.10:</b> Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.			
7.10.1	<b>(C)</b> GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported. - Critical (Major) compliance -	GHG emissions are calculated using the RSPO PalmGHG.	Complied

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7.10.2	<p><b>(C)</b> Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	There is no new development area in this certification unit. Other source of emission for assisting operation is reported using the RSPO PalmGHG.	Complied
7.10.3	<p><b>(C)</b> Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	Sample of significant pollutants at the mill is stake emissions. The mill had installed EHP boiler to reduce the such pollutions. Monitoring of the performance is in place.	Complied
<p><b>Criterion 7.11:</b> Fire is not used for preparing land and is prevented in the managed area</p>			
7.11.1	<p><b>(C)</b> Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	<p>Replanting sites at Chaah Estate was observed to have no burning marks. Interview with stakeholder further confirm that there was not open burning for land preparation.</p> <p>Sime Darby Plantations practises felling and chipping method for land preparation for replanting.</p>	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.</p> <p>- Minor compliance -</p>	Signboards for no open burning have been put up within the vicinity of the estates. Continuous awareness is given to workers during morning briefing. Recent morning briefing records dated 16/04/2019 in Sungai Simpang Kiri Estate was sighted.	Complied
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	Awareness program on fire prevention are shared with surrounding stakeholders during Stakeholder Consultation. The last stakeholder consultation for Sungai Simpang Kiri estate was conducted on 04/08/2020.	Complied
<p><b>Criterion 7.12:</b> Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>			

7.12.1	<p><b>(C)</b> Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	<p>No new land clearing was observed in Chaah Estate and Sungai Simpang Kiri Estate since November 2005. Sungai Simpang Kiri Estate was established since 1972 as Oil Palm Plantation.</p>	Complied
7.12.2	<p><b>(C)</b> HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p><b>PROCEDURAL NOTE:</b>          Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>An HCV assessment was conducted and reporting in August 2016. The HCV assessment was conducted internally by the SDP Sustainability team.</p> <p>The assessment was conducted in participatory with stakeholders including surrounding communities and government authorities. HCV 4 was identified to be presence.</p>	Complied
7.12.3	<p><i>Indicator is not applicable in Malaysia context</i></p>	<p>N/A</p>	Not Applicable
7.12.4	<p><b>(C)</b> Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in</p>	<p>HCV management plan for North Labis was verified. As this operating unit is adjacent to Labis Reserve Forest the management plan for wildlife-human conflict is in place and the 3-monthly reporting on elephant damage to GSQM is documented.</p> <p>Please refer to indicator 3.2.1 for more details.</p>	Complied

	consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified). - Critical (Major) compliance -		
7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas. - Minor compliance -	In North Labis estate, there are villagers from Juaseh village are still accessing to the Labis forest reserve. During stakeholder consultation to discuss on constructing electrical fence on 17/07/2020, it was agreed that the Juaseh villagers will still be able to access to the forest.	Complied
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species. - Minor compliance -	The Sungai Simpang Kiri Estate HCV & Conservation management plan has identified action to promote awareness on HCV through annual briefing on policy and legal compliance in relating to conservation of RTE species. Interview with workers confirmed that they understood that hunting and fishing is prohibited.	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan. - Minor compliance -	There is no RTE species identified for this certification unit. However, monitoring of any wildlife especially elephant is in place.	Complied
7.12.8	<b>(C)</b> Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies. - Critical (Major) compliance -	There was no new land clearing identified. The estates were established with Oil Palm since 1970s.	Complied

**Appendix B: Approved Time Bound Plan**

**Table 1: Initial Timebound Plan and Summary of RSPO Certification Status**

Financial year (July – June)	Targeted	Achieved/Status	Attachments
Jun-08	5 SOUs	<p><b>Achievement of Timebound Plan</b></p> <p>Sime Darby Plantation has had all its SOUs (Malaysian &amp; 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).</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. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. A new mill in Liberia is planned to be commissioned.</p> <p>Note: Time-bound plan to achieve 100% RSPO certification has shifted to 2015 .</p>	<p>For details please refer to Attachments:</p> <ul style="list-style-type: none"> <li>i) SDP - RSPO Certification Status for Malaysia Operations</li> <li>ii) SDP- RSPO Certification Status for Indonesia Operations</li> <li>    iia) Updates on PT MAS</li> <li>iii) RSPO SCCS status for Sime Darby Plantation (Downstream Operations)</li> </ul>
2008/2009	20 SOUs (from Malaysia and Indonesia)		
2009/2010	20 SOUs (from Malaysia and Indonesia)		
2010/2011 (End Dec 2011)	17 SOUs (from Malaysia and Indonesia)		

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**Table 2: Details of RSPO Certification Status**

Status	Malaysia	Indonesia	Liberia	Total	Remarks
<b>RSPO Certified</b>	33	23	0	56	<p>Malaysia            * Effectively 33 Mills (Excluding Bintang Oil Mill)            - Note: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down, and Pekaka POM is being mothballed.</p> <p>*SDP acquired Bintang Palm Oil Mill, Talisman Estate, and Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bk Paloh Estate of SOU 21 Gunung Mas, while Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut. Lian Seng will be incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018, whilst Talisman Estate has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2017. For Bintang Oil Mill, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold as at Dec 2017.</p> <p>Indonesia            *Effectively 23 Mills            *Note: <i>Angsana Mini POM closed down in 2016. Selabak POM is being mothballed.</i></p>
<b>Planned for Certification / Undergoing Stage 1 or Stage 2 Assessment/ RSPO EB Review</b>	0	1	1	2	<p>SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.</p> <p>Indonesia            PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019.Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.</p> <p>As at Dec 2017, a total of 28,712 Ha of smallholders have been certified. The entire KKPA (1-5) in Sebampan, KKPA Sg. Cengal, and Plasma TGK and SIA (East and West Plasma) are now RSPO certified with a production capacity of 465,602 mt of FFB. Total scheme smallholders hectares are 51,353 and total communities are 22,613.</p> <p>Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2020.</p> <p>Liberia            As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI):</p>

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					<a href="http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations">http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</a>
<b>Total SOUs</b>	33	24	1	58	Other remarks: 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.

**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 '11	11-Aug-20	SPO 550179	
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	
5a	Sg Samak	Teluk Intan, Perak	3 Mar '11	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	
8	East	Carey Island, Selangor	19 May '10	18-May-20	SPO 543543	
9	West	Carey Island, Selangor	19 May '10	18-May-20	SPO 543594	

9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
10	Bukit Puteri	Raub, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020	
11	Kerdau	Temerloh, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	
12	Jabor	Kuantan, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-819163, SGSRSPO/PM/MY13/01284, 824 502 16039, SGS-RSPO/PC17-00004, CURSPO-855480	
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-24	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	
17	Kempas	Jasin, Melaka	20 May '15	19-May-20	RSPO-PC 00101	
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-24	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.



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19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	
23	Ulu Remis	Layang-layang, Johor	11 Apr '11	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042	
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BVC-RSPO20170623-01	
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-23	RSPO 537872	
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	
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	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	
32	Rajawali	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819167, RSPO 0020	

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33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	Mill is mothballed, supply base merged into Lavang effective Dec 2017.

Legends

Pending Certification by RSPO	Mill closed down/Mothballed	NA - NOT APPLICABLE
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**SDP- RSPO Certification Status for Indonesia Operations**

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanah Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	MUTU-RSPO/011, SGS-RSPO/PC17-00005, SGS-RSPO/PC17-00005	
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	2-Jul-23	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamakan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	Recertification of Bebunga POM is in progress.
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	

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7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	Recertification of Pondok Labu POM is in progress.
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	Recertification of Rantau Panjang POM is in progress.
12 13	PT LAGUNA MANDIRI	RANTAU BETUNG	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11 1-April-14	05-Feb-22 31-Mar-24	MUTU-RSPO/009 MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	Mill is mothballed.
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18 19	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU MANDAH	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16 1-April-14	30-Nov-21 31-Mar-24	MUTU-RSPO/008 MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	

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23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	2-May-23	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-24	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019. Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.

Legends

Pending Certification by RSPO	Mill closed down/Mothballed	NA - NOT APPLICABLE
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**Appendix C: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2019** for **Chaah POM** and supply base was calculated using the PalmGHG Calculator version 4. 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 **2019** for **Chaah POM** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.27
PKO	1.27

Extraction	%
OER	21.04
KER	5.34

Production	t/yr
FFB Process	136,471.45
CPO Produced	28,717.31
PKO Produced	7,289.32

Land Use	Ha
OP Planted Area	8,051.31
OP Planted on peat	0
Conservation (forested)	70.69
Conservation (non-forested)	0
<b>Total</b>	<b>8,122</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	74,805.70	0.55	0.00	0.00	0.00	0.00	74,805.70	0.55
CO <sub>2</sub> Emission from fertilizer	8,477.83	0.06	0.00	0.00	0.00	0.00	8,477.83	0.06
NO <sub>2</sub> Emission	5,146.92	0.04	0.00	0.00	0.00	0.00	5,146.92	0.04
Fuel Consumption	545.12	0.00	0.00	0.00	0.00	0.00	545.12	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sink</b>								
Crop Sequestration	-70,905.85	-0.52	0.00	0.00	0.00	0.00	-70,905.85	-0.52
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>18,069.73</b>	<b>0.13</b>	0.00	0.00	0.00	0.00	<b>18,069.73</b>	<b>0.13</b>

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*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	26,750.72	0.20
Fuel Consumption	51.43	0.00
Grid Electricity Utilization	940.77	0.01
<b>Credit</b>		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
<b>Total</b>	<b>27,742.91</b>	<b>0.20</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	N/A
PK from other source	N/A
Fuel Consumptions	N/A
<b>Total Crusher emissions</b>	<b>N/A</b>

\*This mill has no kernel crusher operation.

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

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

**Appendix D: Supply Chain Declaration**

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
<b>No.</b>	<b>Month - Year</b>	<b>Volume of FFB from certified supply bases (mt)</b>	<b>Volume of FFB from uncertified supply bases (mt)</b>	<b>Total FFB/Month (mt)</b>
1	August 2019	11,876.08	-	11,876.08
2	September 2019	12,297.57	-	12,297.57
3	October 2019	13,308.39	-	13,308.39
4	November 2019	11,667.44	-	11,667.44
5	December 2019	9,384.29	-	9,384.29
6	January 2020	8,196.71	-	8,196.71
7	February 2020	10,338.47	-	10,338.47
8	March 2020	10,270.46	-	10,270.46
9	April 2020	11,560.45	-	11,560.45
10	May 2020	11,379.43	-	11,379.43
11	June 2020	13,722.72	-	13,722.72
12	July 2020	12,151.79	-	12,151.79
<b>TOTAL</b>		<b>136,153.80</b>	-	<b>136,153.80</b>

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (mt)</b>	<b>Certified PK (mt)</b>
1	August 2019	2,581.80	700.49
2	September 2019	2,609.46	723.76
3	October 2019	2,665.04	748.44
4	November 2019	2,506.50	641.69
5	December 2019	1,948.59	462.69
6	January 2020	1,725.41	410.77
7	February 2020	2,151.80	566.92
8	March 2020	2,170.56	571.6
9	April 2020	2,276.67	617.33
10	May 2020	2,269.41	588.05
11	June 2020	2,749.69	743.52
12	July 2020	2,429.82	592.60
<b>TOTAL</b>		<b>28,084.75</b>	<b>7,367.86</b>

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<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Palmtrace Trading License Number</b>	<b>Certified CPO Sold (mt)</b>	<b>Certified PK Sold (mt)</b>
1	Sime Darby Plantation Berhad - KCP Carey Island	TR-66e1f75a-ee9f		584.19
	Sime Darby Oils Port Klang Refinery	TR-d4726ae3-1ff3 TR-47a3b19e-a455 TR-22ecc319-b943	877.9	
2	Sime Darby Plantation Berhad – Jomalina Refinery	TR-5a873d0f-f953 TR-d5748b72-aece TR-161d0d60-996d TR-a23b00e4-dbaa	135.11	
3	Sime Darby Plantation Berhad – Jomalina Refinery	TR-23030672-6416 TR-5bf2ca1d-5104 TR-f2591349-3f74	894.74	
4	Sime Darby Plantation Berhad – Jomalina Refinery	TR-152a4210-e12a TR-5f185619-d3da TR-f27ac6ad-3766 TR-2c059ada-be6d	1029.65	
5	Sime Darby Plantation Berhad – Jomalina Refinery	TR-5fcd1c3a-9e1a TR-66c0032b-a34f	567.1	
6	Sime Darby Plantation Berhad – Jomalina Refinery	TR-8fef5d71-e874 TR-445004a6-322e TR-674cff94-31aa	645.11	
7	Sime Darby Plantation Berhad - KCP Carey Island	TR-7c3e62e9-4e3d		400
8	Sime Darby Plantation Berhad – Jomalina Refinery Sime Darby Oils Pasir Gudang Refinery Sdn Bhd	TR-e1c4a463-5034 TR-a78af659-e56b	1654.89	
9	Sime Darby Plantation Berhad – Jomalina Refinery	TR-2d3ce132-b143 TR-5bae3778-46a3 TR-d7f59981-b999 TR-fece4bb3-e377	1308	
10	Sime Darby Plantation Berhad – Jomalina Refinery	TR-dc84fb63-1652 TR-2139374b-5437 TR-e166cab1-76a9 TR-0b9d1d55-f38c	524.61	
<b>TOTAL</b>			<b>7637.11</b>	<b>984.19</b>



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<b>D. Records of CPO &amp; PK Sold under other schemes since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
-	N/A	-	-	-

<b>E. Records of CPO &amp; PK Sold as conventional since the last audit (if any) (Aug 19 – Jul 20)</b>				
No.	Month- Year	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	August 2019	- SDOLR REF / SDO PKR (CPO) - PGEO OM (PK) - SIME DARBY OILS PORT KLANG REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1,767.43	5.94
2	September 2019	- SDOLR REF /SDO PKR (CPO) - PGEO OM (PK) - SIME DARBY OILS PORT KLANG REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	2,194.93	815.92
3	October 2019	- SDOLR REF /SDO PKR (CPO) - SIME DARBY OILS PORT KLANG REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1,913.09	707.83
4	November 2019	-SDOLR REF /SDO PKR (CPO) - HOK HUAT OM - PREMIUM VEGE - HUP LEE - SIME DARBY OILS PORT KLANG REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1,627.44	685.07
5	December 2019	-SDOLR REF /SDO PKR (CPO) - HOK HUAT OM - PGEO OM - SEHCOM - PREMIUM VEGE - SIME DARBY OILS PORT KLANG REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1,489.99	571.61
6	January 2020	-SDOLR REF /SDO PKR (CPO) - HOK HUAT OM - PGEO OM	1533.76	283.46

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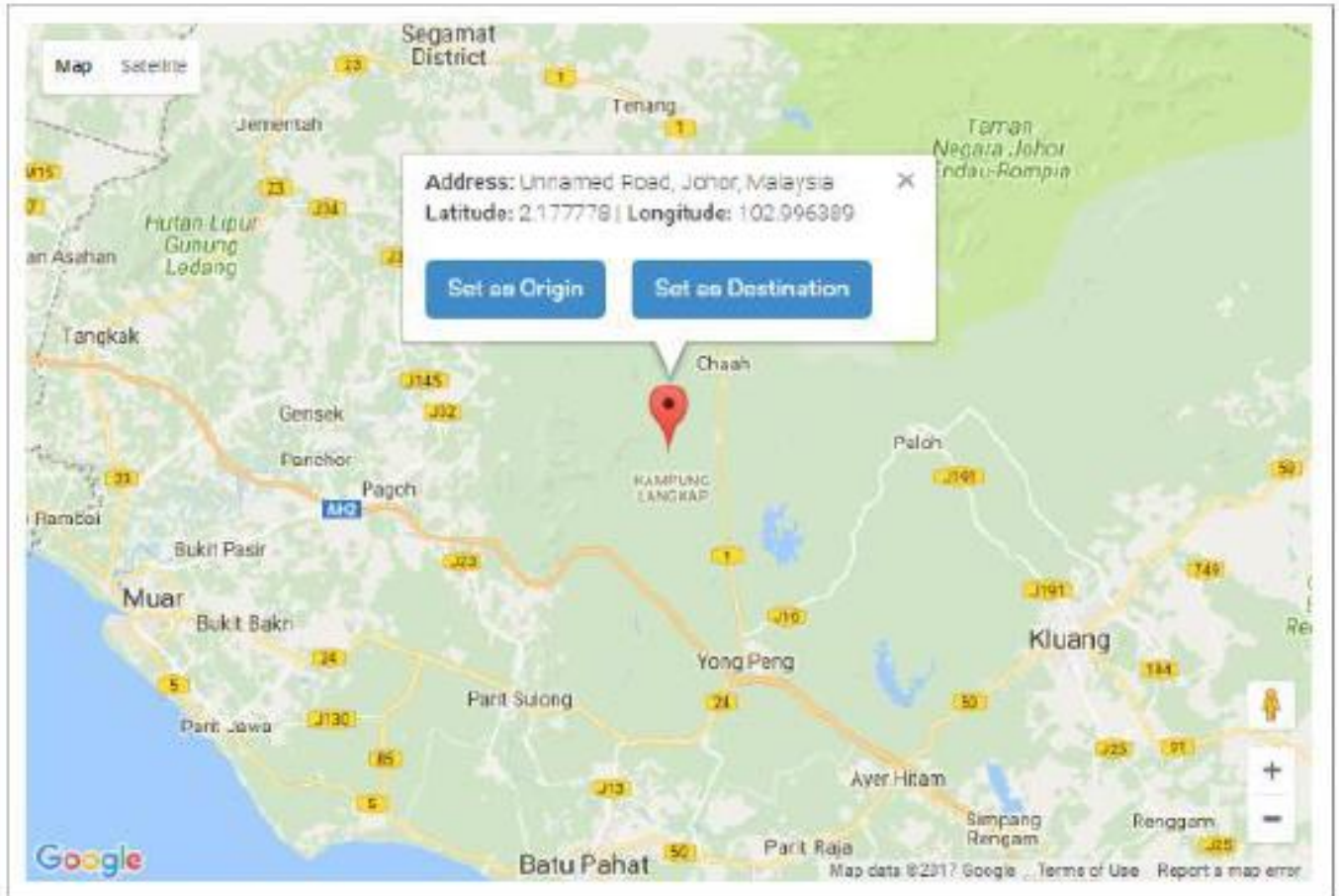
		- SEHCOM - PREMIUM VEGE - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND		
7	February 2020	-SDOLR REF /SDO PKR (CPO) - PGEO OM - SEHCOM - PREMIUM VEGE - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1202.48	597.97
8	March 2020	-SDOLR REF /SDO PKR (CPO) - JIN LEE - SEHCOM - PGEO OM - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND - SIME DARBY OILS PORT KLANG REFINERY	2340.67	303.58
9	April 2020	-SDOLR REF /SDO PKR (CPO) - JIN LEE - SEHCOM - PGEO OM -HOK HUAT OM - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND - SIME DARBY OILS PORT KLANG REFINERY	2407.58	526.37
10	May 2020	-SDOLR REF /SDO PKR (CPO) - JIN LEE - PGEO OM - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND - SIME DARBY OILS PASIR GUDANG REFINERY SDN BHD	496.68	640.5
11	June 2020	-SDOLR REF /SDO PKR (CPO)	1408.52	285.56

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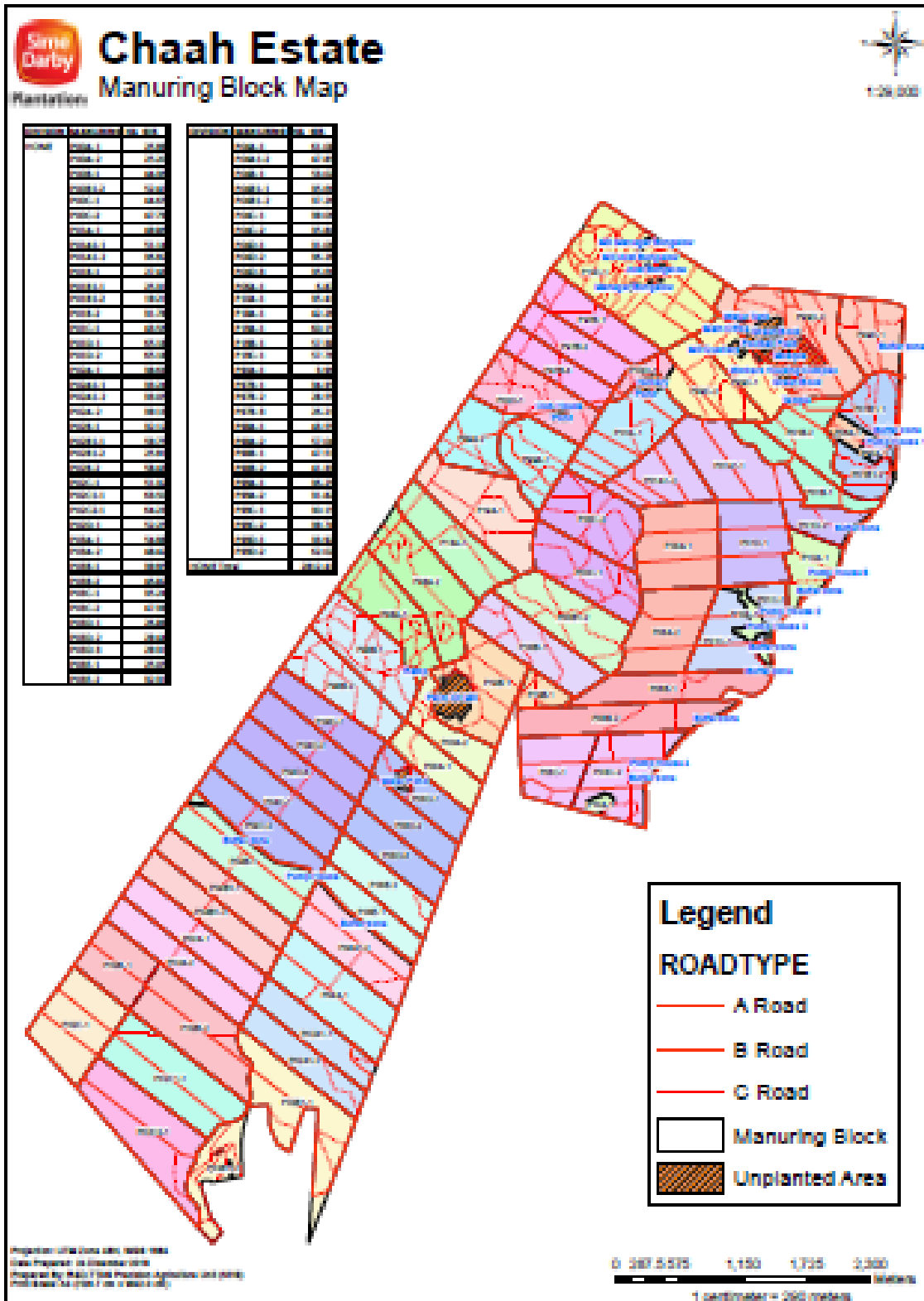
		- JIN LEE - SEHCOM - PGEO OM -HOK HUAT OM - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND		
12	July 2020	-SDOLR REF /SDO PKR (CPO) - SEHCOM (PK) - PGEO OM -HOK HUAT OM - SIME DARBY PLANTATION BERHAD – JOMALINA REFINERY - SIME DARBY PLANTATION BERHAD - KCP CAREY ISLAND	1924.50	286.14
<b>TOTAL</b>			<b>20,307.07</b>	<b>5,709.95</b>

<b>E. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading License Number</b>	<b>RSPO Credits of Certified CPO Sold (mt)</b>
-	N/A	-	-

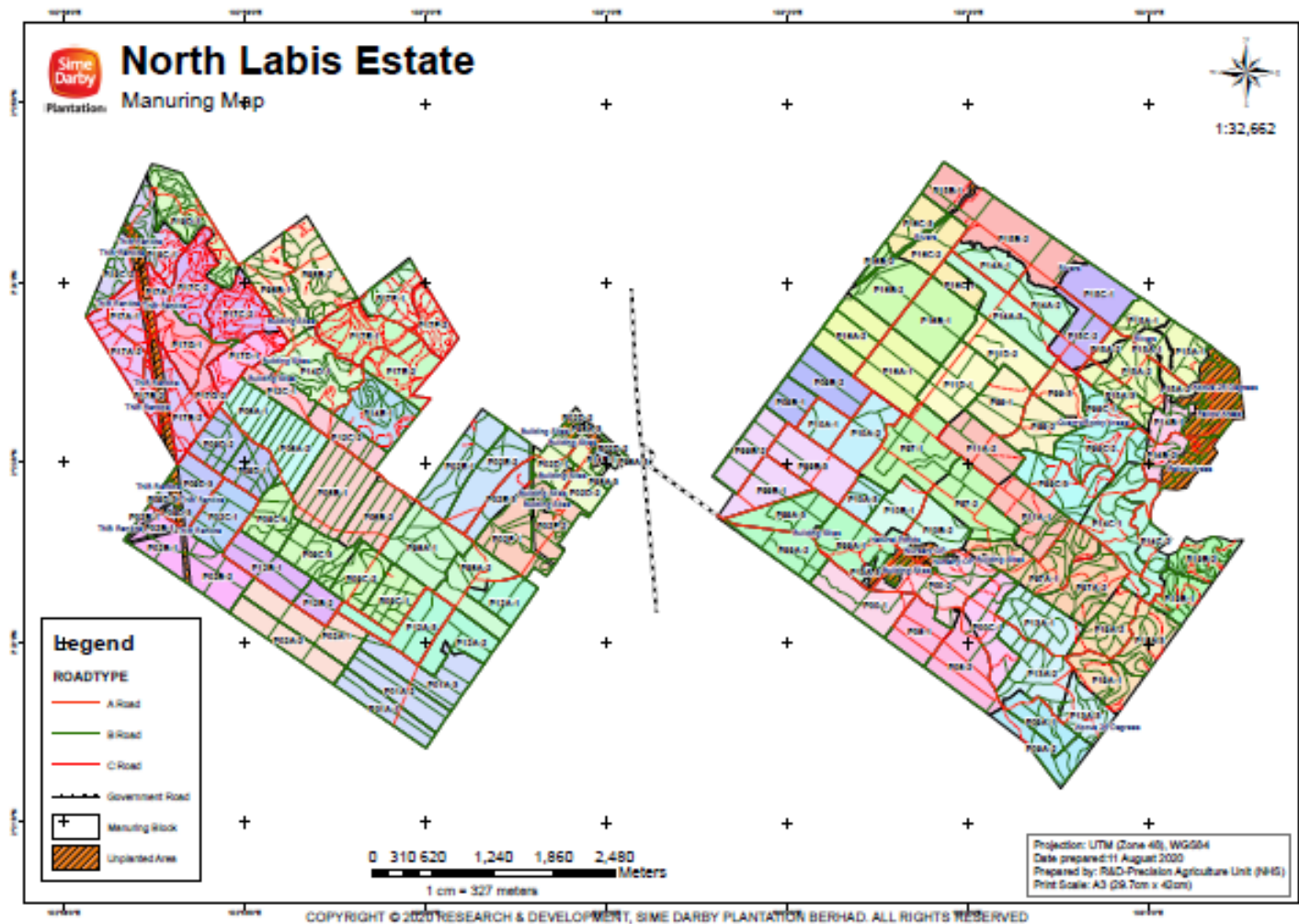
**Appendix E: Location Map of Certification Unit and Supply bases**



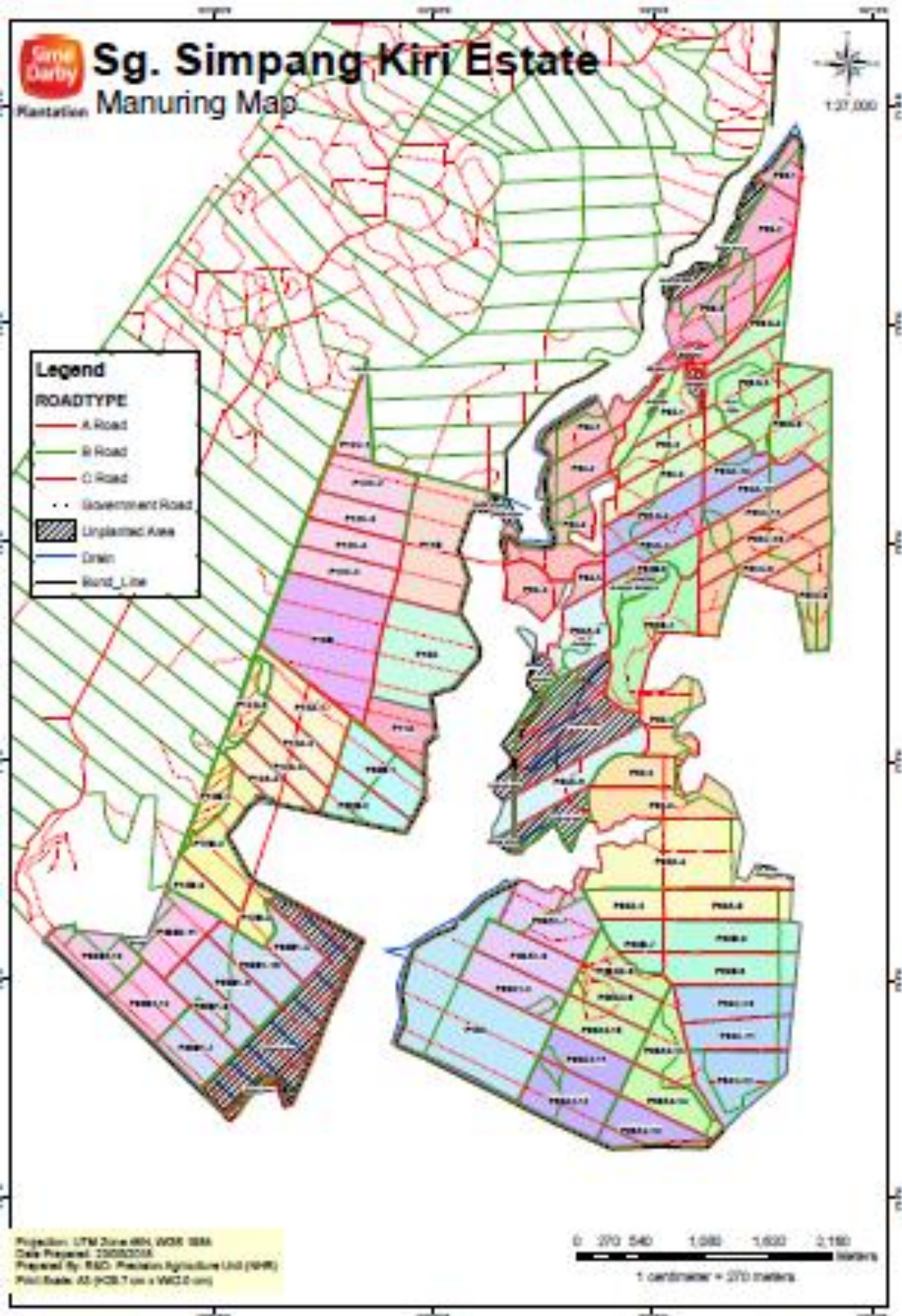
**Appendix F: Estate Field Map**



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## Appendix G: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CP	Compensation Plan
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
SDPSB	Sime Darby Plantation Sdn Bhd
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure