

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (2\_3)
- Recertification Assessment (Choose an item.)
- Extension of Scope

<b>Client Company Name (Parent Company):</b> <b>Sime Darby Plantation Berhad</b>
Client Company / Parent Company Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: <b>Strategic Operating Unit (SOU 8) East Palm Oil Mill</b>
Location of Certification Unit: Lot 2664 Jalan Pulau Carey, 42960 Carey Island, Selangor, Malaysia
Date of Final Report: 09/08/2023

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### Section 1: Scope of the Assessment

1. Company Details			
<b>Parent Company</b>	Sime Darby Plantation Berhad		
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Date</b>	<b>Approval</b> 07/09/2004
<b>Address</b>	Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Strategic Operating Unit (SOU 8) - East Palm Oil Mill		
<b>Location / Address</b>	Lot 2664 Jalan Pulau Carey, 42960 Carey Island, Selangor, Malaysia		
<b>Website</b>	<a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a>		
<b>Management Representative</b>	Mdm. Shylaja Devi Vasudevan Nair, Head Sustainability Certification Unit, Group Sustainability Department (GSD) Mr Hudal Firdaus Lahuri (Mill Manager)	<b>E-mail</b>	<a href="mailto:kks.east@simedarbyplantation.com">kks.east@simedarbyplantation.com</a>
<b>Telephone</b>	+603-78484379 (Head Office) +603-31224001 (Mill)	<b>Facsimile</b>	+603-78484356 (Head Office) +603-31224005 (Mill)

2. Certification Information			
<b>Certificate Number</b>	RSPO 543543	<b>Certificate Start Date</b>	19/05/2020
<b>Date of First Certification</b>	19/05/2010	<b>Certificate Expiry Date</b>	18/05/2025
<b>Scope of Certification</b>	Production of Sustainable Crude Palm Oil (CPO) and Palm Kernel (PK)		
<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"/> Pre-Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2_3) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards / Normative Reference</b>	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item.		

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	<input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
<b>Supply Chain Module</b>	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	<b>Mill Capacity</b>	30 MT/Hour
<b>ISH certification Phase</b>	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		
<b>Is this a remote audit or on-site audit</b>	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 687976	MS 2530-3:2013 General Principles for Oil Palm Plantations and Organized Smallholders	BSI Services Malaysia Sdn Bhd	18/05/2025
MSPO 682045	MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		18/05/2025
MSPO 714129	MSPO SCCS: 2018		22/07/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
East Palm Oil Mill	Lot 2664 Jalan Pulau Carey, Carey Island, 42960, Selangor, Malaysia	2°53'02.58"N	101°26'11.65"E
East Estate	East Estate, 42960 Carey Island, Selangor, Malaysia.	2°54'01.70"N	101°23'53.70"E
Dusun Durian Estate	Ladang Dusun Durian, 42700 Banting, Selangor, Malaysia	2°48'02.30"N	101° 27'43.00"E
Sepang Estate	Ladang Sepang, 43900 Sepang, Selangor, Malaysia	2°42'11.60"N	101°44'37.60"E

<b>5. Description of Supply Base</b>					
<b>New Planting Development</b>	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes		
<b>Estate / Smallholders</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>
East	4,963.88	135.37	658.42	5,757.68	88.09
Sepang	2,689.13	2.00	467.27	3,158.80	85.13
Dusun Durian	1,913.99	0	77.46	1,991.45	96.11
<b>Total</b>	<b>9,567</b>	<b>137.37</b>	<b>1203.15</b>	<b>10,907.93</b>	

**Note:**  
*Change of planted area due to re-survey during replanting*  
*Dusun Durian Estate – Land sold to Klang Group – 51.80 ha*  
*East Estate – HCV area increase by 135.375 ha as per HCV addendum report dated October 2020*  
*Sepang Estate – Reclassification of HCV area*

<b>6. Plantings &amp; Cycle</b>						
<b>Estate / Smallholders</b>	<b>Age (Years) - ha</b>				<b>Mature</b>	<b>Immature</b>
	<b>0 - 3</b>	<b>4 - 14</b>	<b>15 - 25</b>	<b>&gt;25</b>		
East	491.00	2,709.02	1,763.86	0	4,472.88	491.00
Sepang	124.62	1,022.27	1,017.15	525.09	2,564.51	124.62
Dusun Durian	84.81	1,126.35	692.05	10.78	1,829.18	84.81
<b>Total (ha)</b>	<b>700.43</b>	<b>4,857.64</b>	<b>3,473.06</b>	<b>535.87</b>	<b>8,866.57</b>	<b>700.43</b>

**Note:**

<b>7. Summary of Certified Tonnage of FFB (Own Certified Scope)</b>				
<b>Estate / Smallholders</b>	<b>Tonnage (MT) / year</b>			
	<b>Estimated last year (May 2022 – Apr 2023)</b>	<b>Actual (Feb 2022 – Jan 2023)</b>		<b>Forecast (May 2023 – Apr 2024)</b>
		<b>Previous license period (Feb 2022 – Apr 2022)</b>	<b>Current license period (May 2022 – Jan 2023)</b>	
Dusun Durian Estate	51,102.00	20,204.94	23,403.84	40,983.15
East Estate	45,300.00	5,736.75	8,718.98	99,491.68
Sepang Estate	65,892.00	14,854.20	13,331.50	51,589.67
<b>Total</b>	<b>162,294</b>	<b>86,250.21</b>		<b>192,064.5</b>

**Note:** \*Actual FFB received is less due to diversion to West POM.

<b>8. Summary of Certified Tonnage of FFB (from other certified unit(s))</b>				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (May 2022 – Apr 2023)	Actual (Feb 2022 – Jan 2023)		Forecast (May 2023 – April 2024)
		Previous license period (Feb 2022 – Apr 2022)	Current license period (May 2022 – Jan 2023)	
West Estate		0.00	753.36	
Sg Buloh Estate		0.00	2,208.26	
Bk Kerayong Estate		138.10	1,531.35	
<b>Total</b>		<b>4,631.07</b>		

<b>9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)</b>				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (May 2022 – Apr 2023)	Actual (Feb 2022 – Jan 2023)		Forecast (May 2023 – April 2024)
		Previous license period (Feb 2022 – Apr 2022)	Current license period (May 2022 – Jan 2023)	
Not applicable	-	-	-	-
<b>Total</b>	<b>N/A</b>	<b>N/A</b>		<b>N/A</b>

<b>9A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Feb 2022	7,180.16	0.00	7,180.16
2	Mar 2022	3,199.81	0.00	3,199.81
3	Apr 2022	7,684.90	0.00	7,684.90
4	May 2022	7,662.29	0.00	7,662.29
5	June 2022	7,297.23	0.00	7,297.23
6	July 2022	7,909.60	0.00	7,909.60
7	Aug 2022	9,554.63	0.00	9,554.63
8	Sept 2022	9,297.78	0.00	9,297.78
9	Oct 2022	6,229.94	0.00	6,229.94
10	Nov 2022	7,822.76	0.00	7,822.76
11	Dec 2022	7,911.33	0.00	7,911.33
12	Jan 2023	9,130.85	0.00	9,130.85
	<b>TOTAL</b>	<b>90,881.28</b>	<b>0</b>	<b>90,881.28</b>

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<b>10. Summary of Certified Tonnage (MT) (not applicable for ISS)</b>			
<b>Estimated last year (May 2022 – Apr 2023)</b>	<b>Actual (Feb 2022 – Jan 2023)</b>		<b>Forecast (May 2023 – Apr 2024)</b>
	Previous license period (Feb 2022 – Apr 2022)	Current license period (May 2022 – Jan 2023)	
<b>FFB</b>	<b>FFB</b>		<b>FFB</b>
162,294.00 mt	33,024.39 mt	57,856.89 mt	192,064.50 mt
	<b>TOTAL</b>	90,881.28 mt	
<b>CPO (OER: 22%)</b>	<b>CPO (OER: 20.64 %)</b>		<b>CPO (OER: 22%)</b>
35,705.00 mt	8,577.74 mt	10,186.69 mt	42,254.19 mt
	<b>TOTAL</b>	18,764.43 mt	
<b>PK (KER: 5.00%)</b>	<b>PK (KER: 5.04 %)</b>		<b>PK (KER: 5%)</b>
8,115.00 mt	1,642.48 mt	2,934.55 mt	9,603.22 mt
	<b>TOTAL</b>	4,577.03 mt	

<b>10A. 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	Feb 2022	1,489.44	361.04
2	Mar 2022	744.73	175.61
3	Apr 2022	1,564.07	394.98
4	May 2022	1,551.82	357.74
5	June 2022	1,536.97	353.11
6	July 2022	1,670.71	400.83
7	Aug 2022	1,918.80	522.65
8	Sept 2022	2,036.83	479.14
9	Oct 2022	1,293.30	304.78
10	Nov 2022	1,612.67	383.03
11	Dec 2022	1,573.05	422.12
12	Jan 2023	1,752.05	422.00
	<b>TOTAL</b>	<b>18,744.44</b>	<b>4,577.03</b>

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<b>11. Summary of Actual Volume sold</b>					
<b>Current License period (May 22 – Jan 23)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>CPO (MT)</b>	2,145.25	0	0	6,410.70	8,555.95
<b>PK (MT)</b>	2,288.61	0	0	409.3	2,697.91
<b>Credits</b>	0	0	0	0	0
<b>Previous License period (Feb 22 – Apr 22)</b>					
<b>CPO (MT)</b>	1,702.67	0	0	5,064.37	6,767.04
<b>PK (MT)</b>	1,187.21	0	0	150.80	1,338.01
<b>Credits</b>	0	0	0	0	0

<b>11A. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	Non-disclosure	Non-disclosure	3,847.92	0
2	Non-disclosure	Non-disclosure	0	3,475.82
<b>TOTAL</b>			<b>3,847.92</b>	<b>3,475.82</b>

<b>11B. Records of certified CPO &amp; PK Sold under other schemes since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	Nil			
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>

<b>11C. Records of CPO &amp; PK Sold as conventional since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1	Non-disclosure	11,475.07	0
2	Non-disclosure	0	560.10
<b>TOTAL</b>		<b>11,475.07</b>	<b>560.10</b>



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11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
Nil			
<b>TOTAL</b>			

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (Not Applicable)			Actual (Not Applicable)			Forecast (Not Applicable)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			N/A			N/A			N/A
IS-CSPO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKE	N/A	N/A		N/A	N/A		N/A	N/A	
CSPK	N/A	N/A		N/A	N/A		N/A	N/A	

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
<b>Current License period (Not Applicable)</b>							
Credits				N/A	N/A	N/A	N/A
Physical	N/A	N/A	N/A				
<b>Previous License period (Not Applicable)</b>							
Credits				N/A	N/A	N/A	N/A
Physical	N/A	N/A	N/A				

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<b>13A. Records of Certified FFB, CPO, PK &amp; PKE (including credits) sold since the last audit</b>							
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading License Number</b>	<b>FFB Sold (MT)</b>	<b>Certified CPO Sold (MT/credit)</b>	<b>Certified PK Sold (MT/credit)</b>	<b>Certified PKO Sold (MT/credit)</b>	<b>Certified PKE Sold (MT/credit)</b>
	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Note:</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: Dr. Chaiyaporn Seekao ([Chaiyaporn.Seekao@bsigroup.com](mailto:Chaiyaporn.Seekao@bsigroup.com))  
Website: [www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI 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 **13/03/2023-16/03/2023**. 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.

The Critical NC close out on-site assessment was conducted on **17/05/2023**. 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. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula  $N = (\sqrt{y}) \times (z)$  where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula  $(\sqrt{y}) \times (z)$ ; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

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This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer 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 2_1)</b>	<b>Year 3 (ASA 2_2)</b>	<b>Year 4 (ASA 2_3)</b>	<b>Year 5 (ASA 2_4)</b>
East Palm Oil Mill	√	√	√	√	√
East Estate	√	√	√	√	√
Sepang Estate	√	√	√	√	√
Dusun Durian Estate	√	√	√	√	√

**Tentative Date of Next Visit: March 13, 2024 - March 16, 2024**

**Total Number of Mandays: 12 Mandays**

## 2.2 BSI Assessment Team

<b>Name</b>	<b>Role</b>	<b>Competency</b>
Mohamed Zainal Abidin (MHZ)	Team Leader	<p><b>Education:</b> Bachelor Degree in Chemical Engineering, National University of Malaysia</p> <p><b>Work Experience:</b> 1) 7 years working experience in palm oil industry specifically on palm oil milling for 5 years 2) Auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO since 2012</p> <p><b>Training attended:</b> 1) ISO 9001 Lead Auditor Course 2) ISO 14001 Lead Auditor Course 3) OHSAS 18001 Lead Auditor Course in 2012 4) Endorsed RSPO P&amp;C Lead Auditor Course in 2013 5) MSPO Awareness Training in 2014 6) Endorsed RSPO SCCS Lead Auditor Course 7) SMETA Auditor training 8) HCV &amp; HCS Introductory Training 9) Endorsed RSPO Refresher trainings</p> <p><b>Language proficiency:</b></p>

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		<p>Fluent in in both verbal/written Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Economic management plan, mill best practices, estate best practices, natural and biodiversity conservation, Waste management, GHG, HCV, and RSPO supply chain requirements.</p>
Valence Shem (VSH)	Team Member	<p><b>Education:</b> Holds a Bachelor of Technology BTech (Hons.) Industrial Technology, University of Science Malaysia.</p> <p><b>Work Experience:</b> He has more than 20 years of working experience with 9 years in oil palm plantation industry and 13 years in management system auditing since 2009 for various standards such as ISO 14001, RSPO P&amp;C, RSPO SCCS, MSPO and SMETA.</p> <p><b>Training attended:</b> He has completed ISO 14001 Lead Auditor Course, ISO 9001 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, Endorsed RSPO SCCS Lead Assessor Course, MSPO Awareness Training, ISO 45001 Lead Auditor Course, SMETA Auditor training, HCV &amp; HCS Introductory Training, RSPO ISH Standard 2019 Auditors Course and Endorsed RSPO Refresher trainings</p> <p><b>Language proficiency:</b> Fluent in Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Policy and commitment, social requirements, contract agreement, human rights, workers’ welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land &amp; Legal issue and RSPO supply chain requirements</p>
Nor Halis Abu Zar (NHA)	Team Member	<p><b>Education:</b> Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara in 2012.</p> <p><b>Work Experience:</b> He has 6 years’ experience in Oil Palm Estate Management with Kulim Plantations Sdn. Bhd. The last position held was Assistant Manager. His experience includes the day-to-day estate operations and ensures the implementation of RSPO, ISCC and MSPO certification. He is a qualified Lead Auditor for MSPO and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p><b>Training attended:</b> He has completed ISO IMS 9001 and 14001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor Course, ISO</p>

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		<p>45001 Lead Auditor Course, ISO 9001:2015 Lead Auditor Course, MSPO SCCS Auditor Course and SMETA Requirement Training.</p> <p><b>Language proficiency:</b> Fluent in Bahasa Malaysia and English Language.</p> <p><b>Aspect covered in this audit:</b> Occupation Health Safety requirement, HIRARC, Environment responsibility, training, environment impact assessment and management plan.</p>
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**Accompanying Persons:**

Name	Role
N/A	N/A

**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	MHZA	VS	NHA
Sunday, 12/03/2023	PM	Audit team travel Teluk Panglima Garang. Check in at The Zone hotel	√	√	√
Monday, 13/03/2023 <b>Dusun Durian Estate</b>	0730	Audit team travel to <b>East Estate for opening meeting</b> Opening Meeting:	√	√	√
	0830	• Opening Presentation by Audit team leader.			
	0900	• Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).			
	0900	• Verification on previous audit findings Audit team travel to Dusun Durian Estate			
	0930 1300	<b>Dusun Durian 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 1300	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	√	√
	1300 1400	Lunch	√	√	√

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	1400 1630	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	√	√	√
Tuesday, 14/03/2023 <b>Sepang Estate</b>	0730	Travel Sepang Estate	√	√	√
	0830 1300	<b>Sepang 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 1300	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	√	√
	1300 1400	Lunch	√	√	√
	1400 1630	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, 15/03/2023 <b>East POM</b>	0730	Travel to East POM	√	√	√
	0830 1300	<b>East POM</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.			
	1000 1300	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	√	√

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	1300 1400	Lunch break	√	√	√
	1400 1630	<p><b>East POM</b></p> <p>Document Review P1 – P7: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP &amp; implementation etc</p> <p>RSPO Supply chain requirements for mill</p> <ul style="list-style-type: none"> <li>-Identity Preserved Module</li> <li>-Internal Audit</li> <li>-Outsourcing activities</li> <li>-Purchasing and Goods In</li> <li>-Sales and Goods Out</li> <li>-Outsourcing Activities</li> <li>-Record keeping</li> <li>-Extraction Rate</li> <li>-Processing</li> <li>-Registration of transaction</li> <li>-Claims</li> </ul>	√	√	√
	1630 1700	Interim Closing Briefing	√	√	√
<p>Thursday, 16/03/2023</p> <p><b>East Estate</b></p>	0730	Travel to East Estate	√	√	√
	0830 1300	<p><b>East Estate</b></p> <p>Field visit, boundary inspection, field operations, staff &amp; workers interview, buffer zone, HCV area, IPM implementation, OSH&amp;ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.</p>			
	1300 1400	Lunch break	√	√	√
	1300 1630	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	Closing meeting – conclusion and recommendation	√	√	√



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**Major NC close out verification**

Time	Subjects	Mohd Hidhir
Tuesday 16/5/2023	Travel to Teluk Panglima Garang. Check in at The Zone Hotel	√
Wednesday 17/5/2023		
0745	Auditor travel to Dusun Durian Estate	√
0830 – 0845	Opening Meeting <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Briefing on the verification plan</li> </ul>	
0845 – 1130	Verification on previous Major NC. i) 2322633-202303-M1 – workers interview (individual and group session), document review and site visit (Dusun Durian Estate) ii) 2322633-202303-M2 – workers interview (individual and group session) and document review (Dusun Durian Estate, Sepang Estate) iii) 2322633-202303-M3 – site observation and document review (Dusun Durian estate) iv) 2322633-202303-M4 – Workers/stakeholder interview (individual and group session) and document review (Dusun Durian Estate)	√
1130 – 1200	Closing meeting - conclusion and recommendation	√

### Section 3: Assessment Findings

#### 3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
<p>Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?</p>	<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):</p> <p><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>
<p>Have all the estates and mills certified within five (5) years after obtaining RSPO membership?</p> <p>If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021</p>	<p>Generally all estates and mills excepted stated below or in the TBP are 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, Sime Darby Plantation Berhad 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. Until 01/10/2018, the mill has completed the selling off transaction. In Indonesia, PT Mitral Austral Sejahtera (MAS) was sold and currently Sime Darby Plantation Berhad have no control in the management.</p> <p>As the latest TBP approved by RSPO on 13/07/2023, all uncertified units were scheduled to be certified within 2024.</p>	<p>Complied</p>
<p>Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.</p> <p>If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.</p>	<p>No. There is no new acquisitions as at latest TBP approved by RSPO on 13/07/2023.</p>	<p>Complied</p>
<p>Any deviations from the maximum periods requires approval by the RSPO Secretariat.</p>	<p>Although deviation has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>

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<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required.          Is this consistent with the ACOP reporting?</p>	<p>Yes.          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. PT Mitral Austral Sejahtera: The properties was sold and currently Sime Darby Plantation Berhad have no control in the management. The property was disposed on 25/06/2019 and an official letter on disposal of PT MAS was sent to RSPO Secretariat on 27/06/2019. Malaysia - Pekaka Mill is being mothballed in year 2018 and all the certified supply base Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate &amp; Chartquest Estate has been transferred to SOU Lavang. Bintang Oil Mill: Sime Darby Plantation Berhad 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 01/10/2018, the mill has completed the selling off transaction.          For Liberia operations: As at 16/01/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation Liberia) to Mano Palm Oil Industries Ltd (MPOI):  <a href="https://simedarbyplantation.com/sime-darby-plantation-completes-the-divestment-of-its-liberia-operations/s">https://simedarbyplantation.com/sime-darby-plantation-completes-the-divestment-of-its-liberia-operations/s</a>. ACOP 2020 has been cross-referenced as below: <a href="http://www.rspo.org/members/29">www.rspo.org/members/29</a></p>	<p>Complied</p>
<p>Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised</p>	<p>Although there lapses has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised</p>	<p>No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as these 2 assets were disposed.</p>	<p>Complied</p>
<p><b>Un-Certified Units or Holdings</b></p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&amp;C criterion 7.12.</p>	<p>There was no changes from the previous audit based on the time-bound plan, it was not identified that those uncertified units are due to RaCP. Mainly reason to become un-certified units in Indonesia are due to awaiting to receive land titles</p>	<p>Complied</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>New plantings within Sime Darby Plantation Berhad that have completed NPP notification          1. NBPOL (Poliamba Limited) 23/05/2020 – no comments  <a href="https://rspo.org/wp-content/uploads/NPP_Notification_Statement_-">https://rspo.org/wp-content/uploads/NPP_Notification_Statement_-</a></p>	<p>Complied</p>

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	<p>_Poliamba_Limited_(Tivingau_ILG).pdf2. NBPOL (Guadalcanal Plain Palm Oil Ltd)          06/04/2018 – no comments  <a href="https://rspo.org/wp-content/uploads/NPP_GPP_Phase_1_Final_submitted_to_RSPOrevised-07.03.18_(1).pdf">https://rspo.org/wp-content/uploads/NPP_GPP_Phase_1_Final_submitted_to_RSPOrevised-07.03.18_(1).pdf</a></p> <p>3. NBPOL (Ragu Agri Industries Limited)          29/01/2018 – no comments  <a href="https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-ramuagri-industries-ltd">https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-ramuagri-industries-ltd</a></p> <p>4. NBPOL (Ragu Agri Industries Limited)          02/09/2016 – no comments  <a href="https://rspo.org/public-consultation/nbpol-ramu-agri-industries-ltd/5">https://rspo.org/public-consultation/nbpol-ramu-agri-industries-ltd/5</a>. NBPOL (Higaturu Oil Palms) 21/06/2016 – no comments  <a href="https://rspo.org/public-consultation/new-britain-palm-oil-ltd-higaturu-oil-palms/6">https://rspo.org/public-consultation/new-britain-palm-oil-ltd-higaturu-oil-palms/6</a>. NBPOL (Poliamba Limited – Lamawan)          07/04/2014 – no comments captured in RSPO Website  <a href="https://rspo.org/public-consultation/nbpol-poliamba-limited-lamawan-png/">https://rspo.org/public-consultation/nbpol-poliamba-limited-lamawan-png/</a></p> <p>7. NBPOL (Poliamba Limited – Lamendauen)          07/04/2014 – no comments captured in RSPO Website  <a href="https://rspo.org/public-consultation/nbpol-poliamba-limited-lamendauen-png/">https://rspo.org/public-consultation/nbpol-poliamba-limited-lamendauen-png/</a></p> <p>8. NBPOL (Roka Mini estate) 04/11/2013 – no comments captured in RSPO website  <a href="#">New Britain Palm Oil Ltd. - Roundtable on Sustainable Palm Oil (RSPO)</a></p> <p>9. NBPOL (J estate) 01/11/2013 – no comments captured in RSPO website  <a href="https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-j-estate">https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-j-estate</a></p> <p>10. NBPOL (Higaturu Oil Palm) 14/12/2012 – no comments captured in RSPO website  <a href="https://rspo.org/public-consultation/new-britain-palm-oil-ltd-higaturu-oil-palms/11">https://rspo.org/public-consultation/new-britain-palm-oil-ltd-higaturu-oil-palms/11</a>. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website  <a href="https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/">https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/</a></p> <p>12. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website  <a href="https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/">https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/</a></p> <p>13. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p>	
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	<p><a href="https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/">https://rspo.org/public-consultation/sime-darby-liberia-plantation-inc-new-planting-assessment-2/</a>  Management units for 11 – 13 above were disposed.</p>	
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&amp;C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.</p>	<p>No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as both sites was disposed.</p> <p>The RaCP tracker was checked. There are 21 Management units that have potential liabilities. There are some discrepancy between RaCP tracker and actual scenario due possibility of assets disposal. As per the data audited, there are 19 management units for the Indonesia Operations that requires LUCA. All LUCAs were submitted but the review was delayed due to change of RSPO reviewer. As of June 2023, 16 LUCAs review completed with remaining 8 concept note required, 6 concept note approved by RSPO, 1 Concept note endorsed and 9 required Remediation plan.</p> <p>As per Internal Audit conducted in 27 – 28/06/2022, 01 – 06/08/2022 and 23/10/2022, all issues of are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&amp;C.</p> <p>Based on verification in the media (i.e internet and newspaper) it was confirmed that no news or issue related land disputed were raised by any parties.</p>	Complied
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 4.2</p>	<p>Sime Darby Plantation Berhad have published Grievance mechanism that is applied to all management units. Disputes related to labor, stakeholders and communities are to be dealt using this mechanism.</p> <p>As per Internal Audit conducted in 27 – 28/06/2022, 01 – 06/08/2022 and 23/10/2022, no labor dispute issues were reported.</p> <p>Based on verification in the media (i.e internet and newspaper) it was confirmed that no news or issue related labour disputed were raised by any parties.</p>	Complied
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C criteria 2.1</p>	<p>Sime Darby Plantation maintain corporate governance to monitor and address any legal non-compliances. Through the published Code of Business Conduct and charters, the company is committed to delivery their business complying to the laws and regulations of the country.</p> <p>As per Internal Audit conducted in 27 – 28/06/2022, 01 – 06/08/2022 and 23/10/2022, the legal compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C.</p> <p>Based on verification in the media (i.e internet and newspaper) it was confirmed that no news or issue related legal compliance were raised by any parties.</p>	Complied
<p>Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&amp;C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8</p>	<p>Yes. The sustainability unit has conducted internal audits the uncertified 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 1st 2010. The issue are mainly awaiting for Land Titles. The last audit was conducted on 27 – 28/06/2022, 01 – 06/08/2022 and 23/10/2022. The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes</p>	Complied

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and 7.12? If yes, a positive assurance statement shall be available and justified.	and legal compliance is monitored during the internal audit as the positive assurance.	
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No any critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Respective sites maintained stakeholder engagements as part of the estates/mills operations especially in Indonesia, socialization of company	Complied

**3.2 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 East Certification Unit.	Not Applicable

**Approved Time Bound Plan**

Name of the Unit of Certification (UoC)	Country	Name of the Mills and Supply Bases	Location Address	GPS Coordinates (in decimal degree)		Total Managed Area (Ha)	Certification Status (Certified / Not certified)	Plan Year for Certification	Actual Certification Year	Date of Last TBP Verified and Approved by CB	REVISION OF THE TBP <i>(Only applicable when revision is made)</i>			
				Latitude	Longitude						Any revision from the last approved TBP?	New Proposed Year for Certification	Justification of changes for each UoC	Date of approval from RSPO
Manggala	Indonesia	Manggala Mill	Rokan Hilir District - Riau	1.521111	100.727778		Certified	N/A	23-Nov-10	19-20 July 2021	No	N/A	N/A	N/A
		Manggala -1 Estate		1.535278	100.730000	4,919	Certified	N/A	23-Nov-10		No	N/A	N/A	N/A
		Manggala -2 Estate		1.531667	100.643889	4,922	Certified	N/A	23-Nov-10		No	N/A	N/A	N/A
		Manggala -3 Estate		1.473056	100.758889	3,995	Certified	N/A	23-Nov-10		No	N/A	N/A	N/A
Alur Dumai	Indonesia	Alur Dumai Mill	Rokan Hilir District - Riau	1.561111	100.541667		Certified	N/A	16-Jan-12	19-20 July 2021	No	N/A	N/A	N/A
		Alur Dumai Estate		1.561111	100.541667	3,759	Certified	N/A	16-Jan-12		No	N/A	N/A	N/A
Teluk Siak	Indonesia	Teluk Siak Mill	Siak District - Riau	0.591389	101.658889		Certified	N/A	11-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Teluk Siak Estate		0.585833	101.616944	3,321.20	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A
		Pinang Sebatang Estate		0.543056	101.575000	3,799.21	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A
		Aneka Persada Estate		0.626389	101.655833	4,434.90	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A
Blang Simpo	Indonesia	Blang Simpo Mill	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	4.708333	97.840556		Certified	N/A	3-May-13	19-20 July 2021	No	N/A	N/A	N/A
		Blang Simpo -1 Estate		4.696944	97.837222	3,460.06	Certified	N/A	3-May-13		No	N/A	N/A	N/A
		Blang Simpo -2 Estate		4.685000	97.817500	2,677.83	Certified	N/A	3-May-13		No	N/A	N/A	N/A
		Tamiang (PT PPP) Estate		4.306667	98.026944	1,451.99	Certified	N/A	3-May-13		No	N/A	N/A	N/A
		Batang Ara (PT PSK) Estate		4.290000	98.013333	1,187.34	Certified	N/A	3-May-13		No	N/A	N/A	N/A
Teluk Bakau	Indonesia	Teluk Bakau Mill	Indragiri Hilir District - Riau	0.256389	103.588889		Certified	N/A	11-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Teluk Bakau Estate		0.192500	103.596944	4,025.07	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A
		Nusa Lestari Estate		0.185278	103.568056	3,456.74	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A
		Nusa Perkasa Estate		0.117222	103.605278	5,836.00	Certified	N/A	11-Oct-11		No	N/A	N/A	N/A

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Mandah	Indonesia	Mandah Mill	Indragiri Hilir District - Riau	0.115833	103.549167		Certified	N/A	1-Apr-14	19-20 July 2021	No	N/A	N/A	N/A
		Mandah Estate		0.135278	103.547500	5,053.18	Certified	N/A	1-Apr-14		No	N/A	N/A	N/A
		Rotan Semelur Estate		0.117778	103.604722	7,313.00	Certified	N/A	1-Apr-14		No	N/A	N/A	N/A
Sungai Pinang	Indonesia	Sungai Pinang Mill	Musi Rawas District - South Sumatera	-2.984722	103.405833		Certified	N/A	11-Sep-12	19-20 July 2021	No	N/A	N/A	N/A
		Sungai Pinang Estate		-2.986944	103.406944	3,374.42	Certified	N/A	11-Sep-12		No	N/A	N/A	N/A
		Sungai Pinang Estate		-2.986944	103.406944	Land legalisation process for 308.35 ha (Div 1 Bukit Pinang & Div 3 Sungai Pinang) still in process.	Not Certified	June 2023			No	N/A	N/A	N/A
		Bukit Pinang Estate		-2.987222	103.405556	3,138.58	Certified	N/A	11-Sep-12		No	N/A	N/A	N/A
		Bukit Pinang Estate		-2.987222	103.405556	Land legalisation process for 308.35 ha (Div 1 Bukit Pinang & Div 3 Sungai Pinang) still in process.	Not Certified	June 2023			No	N/A	N/A	N/A
Ladang Panjang	Indonesia	Ladang Panjang Mill	Muaro Jambi District - Jambi	-1.792500	103.793611		Certified	N/A	9-Jul-12	19-20 July 2021	No	N/A	N/A	N/A
		Ladang Panjang Estate		-1.794167	103.799444	1,202.04	Certified	N/A	9-Jul-12		No	N/A	N/A	N/A
		Ladang Panjang Estate		-1.794167	103.799444	Total Areas of Div 1 and 2 (1,796.19 ha) HGU still in process.	Not Certified	June 2023			No	N/A	N/A	N/A
	Indonesia	Rantau Panjang Mill		-2.916389	103.747778		Certified	N/A	16-Mar-12		No	N/A	N/A	N/A



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Rantau Panjang		Rantau Panjang Estate	Musi Banyuasin District - South Sumatera	-2.922222	103.745278	2,679.74	Certified	N/A	16-Mar-12	19-20 July 2021	No	N/A	N/A	N/A
		Bumi Ayu Estate		-2.896944	103.676944	2,960.98	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Karang Ringin Napal Estate		-2.859722	103.646944	4,359.74	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Mangun Jaya Estate		-2.853056	103.571111	139.45	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Sungai Jernih Estate		-2.979833	103.803500	851.57 ha under legalization process	Not Certified	June 2023			No	N/A	N/A	N/A
Angsana	Indonesia	Angsana Mill	Tanah Bumbu District - South Kalimantan	-3.613611	115.610556		Certified	N/A	6-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Angsana Estate		-3.532222	115.669722	3,250.06	Certified	N/A	6-Jul-11		No	N/A	N/A	N/A
		Gunung Sari Estate		-3.583056	115.687500	2,826.94	Certified	N/A	6-Jul-11		No	N/A	N/A	N/A
Mustika	Indonesia	Mustika Mill	Tanah Bumbu District - South Kalimantan	-3.488611	115.738611		Certified	N/A	3-Jul-13	19-20 July 2021	No	N/A	N/A	N/A
		Mustika Estate		-3.488889	115.716111	3,648.74	Certified	N/A	3-Jul-13		No	N/A	N/A	N/A
		Pantai bonati Estate		-3.747500	115.577500	2,534.00	Certified	N/A	6-Jul-11		No	N/A	N/A	N/A
Gunung Aru	Indonesia	Gunung Aru Mill	Kotabaru District - South Kalimantan	-3.613611	115.610556		Certified	N/A	5-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Gunung Aru Estate		-3.504167	116.163056	2,684.41	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Gunung Kemasan Estate		-3.530000	116.183333	3,511.36	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Laut Timur Estate		-3.596944	116.205000	3,207.28	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Pantai Timur Estate		-3.606667	116.223889	3,337.49	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
Ungkaya	Indonesia	Ungkaya Mill	Morowali District - Sulawesi Tengah	-2.222778	121.563611		Certified	N/A	10-Jul-12	19-20 July 2021	No	N/A	N/A	N/A
		Ungkaya Estate		-2.222778	121.563611	4,145.00	Certified	N/A	10-Jul-12		No	N/A	N/A	N/A
Rantau	Indonesia	Rantau Mill	Kotabaru District - South Kalimantan	-2.439167	116.114167		Certified	N/A	30-Dec-11	19-20 July 2021	No	N/A	N/A	N/A
		Rantau Estate		-2.445000	116.111944	4,638.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Matalok Estate		-2.445556	116.111944	3,082.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Selabak Estate ( PT SAA)		-2.442222	116.208056	3,757.67	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Randi Estate (PT SAA)		-2.438889	116.208611	2,882.98	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Sangkoh Estate (PT SAA)		-2.470556	116.237500	3,789.34	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A

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		Lanting Estate (PT LMR)		-2.463611	116.283611	3,249.27	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
Betung	Indonesia	Betung Mill	Kotabaru District – South Kalimantan	-2.378611	116.205000		Certified	N/A	1-Apr-14	19-20 July 2021	No	N/A	N/A	N/A
		Betung Estate		-2.356667	116.195833	4,266.00	Certified	N/A	1-Apr-14		No	N/A	N/A	N/A
		Sekayu Estate		-2.326111	116.182778	3,313.57	Certified	N/A	1-Apr-14		No	N/A	N/A	N/A
Bebunga	Indonesia	Bebunga Mill	Kotabaru District – South Kalimantan	-2.373611	116.329722		Certified	N/A	16-Mar-12	19-20 July 2021	No	N/A	N/A	N/A
		Bebunga Estate		-2.383611	116.334444	3,958.43	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Bakau Estate		-2.420556	116.328333	5,342.14	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Sungai Cengal Estate		-2.406111	116.363056	4,974.20	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
Pondok Labu	Indonesia	Pondok Labu Mill	Kotabaru District – South Kalimantan	-2.459167	116.518889		Certified	N/A	16-Mar-12	19-20 July 2021	No	N/A	N/A	N/A
		Pondok Labu Estate		-2.412500	116.510000	3,569.53	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Binturung Estate		-2.440833	116.442222	4,072.01	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Rampa Estate		-2.452500	116.436389	3,656.20	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
		Sesulung Estate		-2.494444	116.510556	4,578.46	Certified	N/A	16-Mar-12		No	N/A	N/A	N/A
Sekunzir	Indonesia	Sekunzir Mill	Seruyan and West Kotawaringin District – Central Kalimantan	-2.444722	112.006944		Certified	N/A	23-Nov-10	19-20 July 2021	No	N/A	N/A	N/A
		Sekunzir Estate		-2.446667	112.008889	3,555.19	Certified	N/A	23-Nov-10		No	N/A	N/A	N/A
		Seruyan Estate		-2.407778	112.068056	4,179.40	Certified	N/A	23-Nov-10		No	N/A	N/A	N/A
Sukamandang	Indonesia	Sukamandang Mill	Seruyan and East Kotawaringin District – Central Kalimantan	-2.057778	112.316944		Certified	N/A	5-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Sukamandang Estate		-2.065556	112.313333	3,936.56	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Sapiri Estate		-2.023889	112.347778	3,530.90	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Baras Danum Estate		-2.080000	112.381111	3,664.60	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Kuala Kuayan Estate		-2.079444	112.352778	3,647.86	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
Pematang	Indonesia	Pematang Mill	Seruyan and East Kotawaringin District – Central Kalimantan	-2.148333	112.292778		Certified	N/A	5-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Pematang Estate		-2.158056	112.290556	3,857.91	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Kawan Batu Estate		-2.161111	112.385278	4,400.00	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Hatantiring Estate		-2.116111	112.293333	3,811.00	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A
		Batang Garing Estate		-2.157778	112.420833	4,532.75	Certified	N/A	5-Jul-11		No	N/A	N/A	N/A

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Lembiru	Indonesia	Lembiru Mill	Ketapang District – West Kalimantan	-2.168889	110.673889		Certified	N/A	3-Jul-14	19-20 July 2021	No	N/A	N/A	N/A	
		Lembiru Estate		-2.164722	110.687778	4,929.49	Certified	N/A	3-Jul-14		No	N/A	N/A	N/A	
		Awatan Estate		-2.215278	110.681944	3,476.79	Certified	N/A	3-Jul-14		No	N/A	N/A	N/A	
		Pelanjau Estate (PT BAL)		-2.227778	110.621944	1,002.79	Certified	N/A	3-Jul-19		No	N/A	N/A	N/A	
		Karya Palma Estate		-2.170592	110.726528		Pending confirmation from BPN on HGU document	Not Certified	2023			No	N/A	N/A	N/A
		Beturus Estate (PT BAL)		-2.174444	110.659722		HGU was obtained however BPN never release the HGU to the company	Not Certified	June 2023			No	N/A	N/A	N/A
Bukit Ajong	Indonesia	Bukit Ajong Mill	Sanggau District – West Kalimantan	0.269444	110.482778		Certified	N/A	18-Oct-10	19-20 July 2021	No	N/A	N/A	N/A	
		West Estate		0.271667	110.405833	4,562.34	Certified	N/A	18-Oct-10		No	N/A	N/A	N/A	
		East Estate		0.256111	110.502500	2,665.48	Certified	N/A	18-Oct-10		No	N/A	N/A	N/A	
		East/Sei Mawang Estate		0.155224	110.532656		Land legalization process for East Estate for 6123.7 ha under process	Not Certified	N/A			No	N/A	N/A	N/A
Sg. Dingin	Malaysia	Sungai Dingin Oil Mill	Karangan, Kedah	5.394734	100.710604		Certified	N/A	12-Aug-10	19-20 July 2021	No	N/A	N/A	N/A	
		Anak Kulim Estate		5.301731	100.589053	1,523.35	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A	
		Sungai Dingin Estate		5.374539	100.723497	4,244.03	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A	
		Somme Estate		5.247043	100.624650	941.56	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A	
		Bukit Selarong Estate		5.505948	100.608351	3,896.17	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A	
		Padang Buluh Estate		5.673433	100.543599	4,008.47	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A	

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		Bukit Hijau Estate		5.600325	100.717128	2,725.00	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A
		Jentayu Estate		5.772915	100.587191	2,178.59	Certified	N/A	12-Aug-10		No	N/A	N/A	N/A
Chersonese	Malaysia	Chersonese Oil Mill	Kuala Kurau, Perak	4.978457	100.461902		Certified	N/A	5-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Chersonese Estate		4.987886	100.456169	3,293.72	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Kalumpong Estate		4.957656	100.566418	2,716.80	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Tali Ayer Estate		5.081477	100.523402	3,756.10	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Holyrood Estate		5.139587	100.712109	1,332.74	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Elphil		Malaysia	Elphil Oil Mill	Sg Siput, Perak	4.890787	101.092768			Certified	N/A	18-Jun-11	19-20 July 2021
Kamuning Estate	4.850552	101.031803	3,888.43		Certified		N/A	18-Jun-11	No	N/A	N/A	N/A		
Elphil Estate	4.848728	101.102094	1,865.43		Certified		N/A	18-Jun-11	No	N/A	N/A	N/A		
Kinta Kellas Estate	4.459869	101.087714	1,060.74		Certified		N/A	18-Jun-11	No	N/A	N/A	N/A		
Flemington	Malaysia	Flemington Oil Mill	Teluk Intan, Perak	3.928662	100.856590		Certified	N/A	5-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Flemington Estate		3.901745	100.905976	1,906.84	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Bagan Datoh Estate		3.987867	100.815889	3,781.86	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Sabak Bernam Estate		3.754999	101.014455	2,511.79	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Sg. Samak Estate		3.774142	101.158366	3,025.74	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
Seri Intan/Selaba	Malaysia	Seri Intan Oil Mill	Teluk Intan, Perak	3.969097	100.985458		Certified	N/A	3-Mar-11	19-20 July 2021	No	N/A	N/A	N/A
		Selaba Oil Mill		3.989699	101.081201	1,549.75	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Seri Intan (+ Selaba) Estate		3.962735	101.016490	4,013.16	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Sabrang Estate		4.011192	100.960478	3,945.23	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Sogomana Estate		4.387616	100.701262	2,214.08	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Sg. Wangi Estate		4.280812	100.743135	2,226.66	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Bikam Estate		4.017065	101.317302	2,075.16	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Cluny (+ Bedford) Estate		3.857921	101.434059	1,549.75	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
Tennamaram	Malaysia	Tennamaram Oil Mill		3.396501	101.418491		Certified	N/A	3-Mar-11		No	N/A	N/A	N/A

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		Tennamaram Estate	Bestari Jaya, Selangor	3.413960	101.416127	1,981.60	Certified	N/A	3-Mar-11	19-20 July 2021	No	N/A	N/A	N/A
		Sungai Buluh Estate		3.318358	101.327095	5,152.22	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
		Bukit Talang Estate		3.401577	101.303102	3,572.44	Certified	N/A	3-Mar-11		No	N/A	N/A	N/A
Bkt Kerayong	Malaysia	Bukit Kerayong Oil Mill	Kapar, Selangor	3.188046	101.372775		Certified	N/A	15-Apr-11	19-20 July 2021	No	N/A	N/A	N/A
		Bukit Kerayong Estate		3.165246	101.371079	2,699.28	Certified	N/A	15-Apr-11		No	N/A	N/A	N/A
		Bukit Cheraka Estate		3.223053	101.357632	3,647.62	Certified	N/A	15-Apr-11		No	N/A	N/A	N/A
East	Malaysia	East Oil Mill	Carey Island, Selangor	2.885355	101.436495		Certified	N/A	19-May-10	19-20 July 2021	No	N/A	N/A	N/A
		East Estate		2.894306	101.402747	5,634.45	Certified	N/A	19-May-10		No	N/A	N/A	N/A
		Sepang Estate	Sepang, Selangor	2.692067	101.723500	2,092.28	Certified	N/A	19-May-10		No	N/A	N/A	N/A
		Dusun Durian Estate	Kuala Selangor, Selangor	2.810648	101.495017	3,176.21	Certified	N/A	19-May-10		No	N/A	N/A	N/A
West	Malaysia	West Oil Mill	Carey Island, Selangor	2.905704	101.360380		Certified	N/A	19-May-10	19-20 July 2021	No	N/A	N/A	N/A
		West Estate		2.867693	101.338941	5,912.69	Certified	N/A	19-May-10		No	N/A	N/A	N/A
Bukit Puteri	Malaysia	Bukit Puteri Oil Mill	Raub, Pahang	4.201447	101.862680		Certified	N/A	7-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Bukit Puteri Estate		4.188357	101.864388	3,875.80	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
Kerdu	Malaysia	Kerdu Oil Mill	Temerloh, Pahang	3.569692	102.278807		Certified	N/A	7-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Kerdu Estate		3.582726	102.314266	5,683.04	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Mentakab Estate		3.488212	102.243800	3,266.49	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Chenor Estate		3.784343	102.615444	2,834.98	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Sg Mai Estate		3.847749	102.341727	1,996.99	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
Jabor	Malaysia	Jabor Oil Mill	Kuantan, Pahang	3.960000	103.310000		Certified	N/A	7-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Jabor Estate		3.958168	103.299484	2,332.92	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
Labu	Malaysia	Labu Oil Mill	Nilai, Negeri Sembilan	2.750730	101.805038		Certified	N/A	30-Dec-11	19-20 July 2021	No	N/A	N/A	N/A
		Labu Estate		2.737380	101.816051	4,529.72	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
Tanah Merah	Malaysia	Tanah Merah Oil Mill	Port Dickson, Negeri Sembilan	2.654368	101.792488		Certified	N/A	19-May-10	19-20 July 2021	No	N/A	N/A	N/A
		Tanah Merah Estate		2.634776	101.798120	4,341.73	Certified	N/A	19-May-10		No	N/A	N/A	N/A

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		Bukit Pelandok Estate		2.690570	101.773393	1,862.14	Certified	N/A	19-May-10		No	N/A	N/A	N/A
Sua Betong	Malaysia	Sua Betong Oil Mill	Port Dickson, Negeri Sembilan	2.529158	101.894873		Certified	N/A	18-Feb-14	19-20 July 2021	No	N/A	N/A	N/A
		Sua Betong Estate		2.503423	101.919182	2,870.75	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		Sengkang Estate		2.447583	101.962703	2,831.51	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		Bradwall Estate		2.564010	101.938966	3,828.34	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		PD Lukut Estate		2.535525	101.850486	1,523.79	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		Tampin Linggi Estate		2.523442	101.995888	2,106.71	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		Sg. Bahru Estate		2.439865	102.084904	1,427.31	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
		Salak Estate		2.572851	101.884647	3,868.86	Certified	N/A	18-Feb-14		No	N/A	N/A	N/A
Kok Foh	Malaysia	Kok Foh Oil Mill	Bahau, Negeri Sembilan	2.784092	102.507537		Certified	N/A	7-Jul-11	19-20 July 2021	No	N/A	N/A	N/A
		Muar River Estate		2.592059	102.740421	1,584.62	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Sg. Senarut Estate + Sg Gemas Estate		2.556845	102.691147	2,958.38	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Kok Foh Estate		2.818025	102.516297	2,275.84	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Bukit Pilah Estate		2.718295	102.527980	3,667.31	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		St. Helier Estate		2.779462	102.374345	1,992.65	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Sungai Sabaling Estate		2.844046	102.474445	1,321.35	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
		Pertang Estate		2.969102	102.244214	1,052.49	Certified	N/A	7-Jul-11		No	N/A	N/A	N/A
Kempas	Malaysia	Kempas Oil Mill	Jasin, Melaka	2.243408	102.481607		Certified	N/A	20-May-10	19-20 July 2021	No	N/A	N/A	N/A
		Kempas Estate		2.207737	102.441483	4,505.45	Certified	N/A	20-May-10		No	N/A	N/A	N/A
		Tangkah Estate		2.292917	102.602549	2,537.78	Certified	N/A	20-May-10		No	N/A	N/A	N/A
		Kemuning Estate		2.431024	102.297339	2,671.05	Certified	N/A	20-May-10		No	N/A	N/A	N/A
		Serkam Estate		2.250557	102.394318	2,114.23	Certified	N/A	20-May-10		No	N/A	N/A	N/A
Diamond Jubilee	Malaysia	Diamond Jubilee Palm Oil Mill	Jasin, Melaka	2.324247	102.482843		Certified	N/A	5-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Diamond Jubilee Estate		2.307499	102.439884	2,836.19	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Bukit Asahan Estate		2.417485	102.550615	3,072.18	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A

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		Welch Estate		2.459303	102.656758	1,447.82	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
Pagoh	Malaysia	Pagoh Oil Mill	Muar, Johor	2.077708	102.719062		Certified	N/A	28-Jan-14	19-20 July 2021	No	N/A	N/A	N/A
		Pagoh Estate		2.078652	102.700463	2,325.93	Certified	N/A	28-Jan-14		No	N/A	N/A	N/A
		Lanadron Estate		2.199715	102.744380	1,964.44	Certified	N/A	28-Jan-14		No	N/A	N/A	N/A
		Pengkalan Bukit Estate		2.126414	102.772148	3,128.22	Certified	N/A	28-Jan-14		No	N/A	N/A	N/A
Chaah	Malaysia	Chaah Oil Mill	Chaah, Johor	2.148569	102.973809		Certified	N/A	18-Nov-10	19-20 July 2021	No	N/A	N/A	N/A
		Chaah Estate		2.148681	102.975656	2,795.36	Certified	N/A	18-Nov-10		No	N/A	N/A	N/A
		Sg. Simpang Kiri Estate		2.117737	102.990732	2,371.66	Certified	N/A	18-Nov-10		No	N/A	N/A	N/A
		North Labis Estate		2.383325	103.024507	3,532.91	Certified	N/A	18-Nov-10		No	N/A	N/A	N/A
Gunung Mas	Malaysia	Gunung Mas Oil Mill	Kluang, Johor	2.243769	103.138027		Certified	N/A	19-May-10	19-20 July 2021	No	N/A	N/A	N/A
		Gunung Mas Estate		2.256176	103.128691	3,466.17	Certified	N/A	19-May-10		No	N/A	N/A	N/A
		Kempas Klebang Estate		2.217905	103.160775	2,473.06	Certified	N/A	19-May-10		No	N/A	N/A	N/A
		Bukit Paloh Estate		2.155149	103.180279	3,390.90	Certified	N/A	19-May-10		No	N/A	N/A	N/A
		Yong Peng Estate		2.063715	103.119119	2,975.41	Certified	N/A	19-May-10		No	N/A	N/A	N/A
Bukit Benut	Malaysia	Bukit Benut Oil Mill	Kluang, Johor	1.931143	103.347365		Certified	N/A	5-Oct-11	19-20 July 2021	No	N/A	N/A	N/A
		Bukit Benut Estate		1.910217	103.336262	2,799.78	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		Lambak Elaeis Estate		1.965476	103.319840	3,740.16	Certified	N/A	5-Oct-11		No	N/A	N/A	N/A
		CEP Nyior Estate		2.090638	103.248932	1,955.19	Certified	N/A	5-Oct-11		Yes	Not applicable - this revision is only on change of certified supply base from one certified mill to another certified mill within SDP.	CEP Nyior Estate, a certified estate, is in the process of being included as part of the supply base of SOU Gunung Mas, and will be excluded from SOU Bukit Benut, the final change will be	

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													reported in the next update, as SDP is now awaiting final report by CB.	
Ulu Remis	Malaysia	Ulu Remis Oil Mill	Layang-layang, Johor	1.834433	103.462750		Certified	N/A	11-Apr-11	19-20 July 2021	No	N/A	N/A	N/A
		Ulu Remis Estate		1.842329	103.479604	2,598.25	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
		Cenas Estate		1.926143	103.580014	1,974.06	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
		Bukit Badak Estate		1.873353	103.506986	3,234.25	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
		Tun Dr. Ismail Estate		1.832710	103.359779	4,271.44	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
		Pekan Estate		1.846603	103.583208	3,258.70	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
		Sembrong Estate		1.878696	103.459400	1,778.88	Certified	N/A	11-Apr-11		No	N/A	N/A	N/A
Hadapan	Malaysia	Hadapan Oil Mill	Layang-layang, Johor	1.762310	103.448013		Certified	N/A	29-Mar-11	19-20 July 2021	No	N/A	N/A	N/A
		Sri Pulai Estate		1.617621	103.493465	2,049.87	Certified	N/A	29-Mar-11		No	N/A	N/A	N/A
		Kulai Estate		1.661084	103.570639	3,023.42	Certified	N/A	29-Mar-11		No	N/A	N/A	N/A
		Layang Estate		1.788781	103.451095	3,258.90	Certified	N/A	29-Mar-11		No	N/A	N/A	N/A
		CEP Renggam Estate		1.874883	103.377487	3,039.63	Certified	N/A	29-Mar-11		No	N/A	N/A	N/A
Sandakan Bay	Malaysia	Sandakan Bay Oil Mill	Sandakan, Sabah	5.640834	118.166631		Certified	N/A	1-Oct-08	19-20 July 2021	No	N/A	N/A	N/A
		Tun Tan Siew Sin Estate		5.649754	118.188772	3,125.60	Certified	N/A	1-Oct-08		No	N/A	N/A	N/A
		Tunku Estate		5.695778	118.205194	3,199.05	Certified	N/A	1-Oct-08		No	N/A	N/A	N/A
		Tigowis Estate		5.745396	118.216785	2,074.02	Certified	N/A	1-Oct-08		No	N/A	N/A	N/A
		Sentosa Estate		5.599561	118.178923	3,545.54	Certified	N/A	1-Oct-08		No	N/A	N/A	N/A
		Segaliud Estate		5.707622	117.753884	4,820.13	Certified	N/A	1-Oct-08		No	N/A	N/A	N/A
Melalap	Malaysia	Melalap Oil Mill	Tenom, Sabah	5.233156	115.986648		Certified	N/A	21-Jan-11	19-20 July 2021	No	N/A	N/A	N/A
		Melalap Estate		5.223404	115.992040	2,096.73	Certified	N/A	21-Jan-11		No	N/A	N/A	N/A
		Sapong Estate		5.045466	115.930091	3,149.45	Certified	N/A	21-Jan-11		No	N/A	N/A	N/A
Binuang	Malaysia	Binuang Oil Mill	Kunak, Sabah	4.704700	118.060210		Certified	N/A	16-Jan-09		No	N/A	N/A	N/A



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		Binuang Estate		4.687893	118.049997	3,271.08	Certified	N/A	16-Jan-09	19-20 July 2021	No	N/A	N/A	N/A
		Sungang Estate		4.658950	118.121355	3,407.98	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Tingkeyu Estate		4.716962	118.077638	1,881.08	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Jeleta Bumi Estate		4.709414	117.977971	3,099.44	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
Giram	Malaysia	Giram Oil Mill	Kunak, Sabah	4.586585	118.193448		Certified	N/A	16-Jan-09	19-20 July 2021	No	N/A	N/A	N/A
		Giram Estate		4.575846	118.206571	4,166.98	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Mostyn Estate		4.670009	118.169029	4,178.04	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
Merotai	Malaysia	Merotai Oil Mill	Tawau, Sabah	4.373961	117.808354		Certified	N/A	16-Jan-09	19-20 July 2021	No	N/A	N/A	N/A
		Merotai Estate		4.390278	117.808586	3,052.66	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Imam Estate		4.341017	117.894636	3,773.56	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Tiger Estate		4.409715	117.840613	2,497.86	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
		Table Estate		4.365974	117.868354	2,221.63	Certified	N/A	16-Jan-09		No	N/A	N/A	N/A
Lavang	Malaysia	Lavang Oil Mill	Bintulu, Sarawak	3.431669	113.598862		Certified	N/A	30-Dec-11	19-20 July 2021	No	N/A	N/A	N/A
		Lavang Estate		3.427129	113.586935	4,363.83	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Rasan Estate		3.405057	113.635653	3,454.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Belian Estate		3.369111	113.560310	2,847.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Kelida Estate		3.364892	113.624465	2,460.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Lavang (Special) Estate		3.400634	113.593633	included under Lavang Estate Ha	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Pekaka Estate		3.481090	113.641821	2,626.14	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Ruai Estate		3.449198	113.624477	2,460.96	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Dulang Estate		3.460195	113.677984	2,548.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Charquest Estate		3.490618	113.602270	1,448.71	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Paroh Estate		3.463913	113.734106	2,627.90	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
Rajawali	Malaysia	Rajawali Oil Mill	Bintulu, Sarawak	3.373177	113.400308		Certified	N/A	30-Dec-11		No	N/A	N/A	N/A

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		Rajawali Estate		3.394716	113.426263	6,087.27	Certified	N/A	30-Dec-11	19-20 July 2021	No	N/A	N/A	N/A
		Samudera Estate		3.502793	113.412122	3,308.60	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Semarak Estate		3.373453	113.375595	2,248.68	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Bayu Estate		3.503470	113.374145	2,459.90	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
Derawan	Malaysia	Derawan Oil Mill	Bintulu, Sarawak	3.390463	113.348888		Certified	N/A	30-Dec-11	19-20 July 2021	No	N/A	N/A	N/A
		Derawan Estate		3.412304	113.359221	2,490.79	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Sahua Estate		3.462224	113.366926	2,644.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Takau Estate		3.387069	113.329626	2,107.00	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
		Damai Estate		3.440639	113.400749	2,287.04	Certified	N/A	30-Dec-11		No	N/A	N/A	N/A
Guadalcanal Plains Palm Oil Limited (GPPOL)	Solomon Islands	Tetere Oil Mill	Guadalcanal Province, Solomon Islands	9.442703	160.219366		Certified	N/A	18-Mar-11	19-20 July 2021	No	N/A	N/A	N/A
		Tetere Estate		9.449012	160.218796	2947.79	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Ngalimbiu Estate		9.463400	160.146900	2498.65	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Mbalisuna Estate		9.447400	160.255700	2868.47	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Smallholders – West Zone (83)		9.450278	160.140000	245.50	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Smallholders – Central Zone (53)		9.460000	160.210000	181.71	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Smallholders – MBA East Zone (59)		9.468056	160.253889	180.80	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
		Smallholders – MBE East Zone (37)		9.484167	160.322222	102.77	Certified	N/A	18-Mar-11		No	N/A	N/A	N/A
Milne Bay Estates (MBE)	Papua New Guinea	Hagita Oil Mill	Milne Bay Province, Papua New Guinea	-10.315730	150.286230		Certified	N/A	15-Feb-13	19-20 July 2021	No	N/A	N/A	N/A
		Giligili Estate		-10.300140	150.358360	1095.47	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Hagita Estate		-10.310940	150.281030	2450.02	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Waigani Estate		-10.309390	150.259640	2341.13	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Sagarai Estate		-10.432860	150.190920	2864.55	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Padipadi Estate		-10.405080	150.024360	4517.67	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Mariawatte Estate		-10.405080	149.892330	1680.14	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A

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		Smallholders - East Gurney Estate (259)		From - 10.327640 to - 10.290530	From 150.284940 to 150.389560	450.59	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Smallholders - West Gurney Estate (231)		From - 10.307500 to - 10.408060	From 150.284940 to 150.664940	479.13	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Smallholders - East Sagarai Estate (156)		From - 10.431250 to - 10.290530	From 150.269220 to 150.300220	283.93	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
		Smallholders - West Sagarai Estate (212)		From - 10.450830 to - 10.405810	From 150.047890 to 150.047890	345.96	Certified	N/A	15-Feb-13		No	N/A	N/A	N/A
Poliamba (POL)	Papua New Guinea	Poliamba Oil Mill	New Ireland Province, Papua New Guinea	-2.874720	151.276389		Certified	N/A	19-Mar-12	19-20 July 2021	No	N/A	N/A	N/A
		Kara Estate		From - 2.706390 to -2.811000	From 151.028330 to 151.184972	1032.10	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		Nalik Estate		From - 2.8705500 to -2.9325000	From 151.214990 to 151.429720	2666.75	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		West Coast Estate		From - 2.813720 to -2.982200	From 151.214990 to 151.292970	627.60	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		Noatsi Estate		From - 2.960550 to -3.109720	From 151.456390 to 151.705280	2064.10	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		Madak Estate		From - 3.143060 to -3.259720	From 151.755830 to 152.041100	1517.11	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A

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		Smallholders -North Division (615)		From - 2.68390 to -2.88000	From 150.95000 to 150.25660	1022.12	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		Smallholders- South Division (866)		From - 2.871100 to -3.188060	From 151.286110 to 151.835500	1257.21	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
		Smallholders -West Division (309)		from - 2.809440 to -2.992770	From 151.028330 to 151.345270	533.54	Certified	N/A	19-Mar-12		No	N/A	N/A	N/A
Ramu Agricultural Industries Ltd (RAIL)	Papua New Guinea	Gusap Mill	Morobe Province, Papua New Guinea	-6.088989	145.006104		Certified	N/A	5-Aug-10	19-20 July 2021	No	N/A	N/A	N/A
		Gusap East (Gusap) Estate		-6.088556	146.006000	2856.45	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Gusap West (Paddock) Estate		-6.049400	145.993900	3019.09	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Surinam Estate		-5.900300	145.783600	2154.14	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Dumpu Estate		-5.855700	145.730400	2254.36	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Ngaru Estate		-6.139300	146.623100	854.33	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		J Estate (Jephcott) Estate		-6.056200	145.933000	2824.01	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Smallholders - Madang VOPs (71)		-5.462500	145.344600	360.00	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
		Smallholders - Morobe VOPs (253)		-6.762000	146.130400	283.70	Certified	N/A	5-Aug-10		No	N/A	N/A	N/A
Higaturu Oil Palm (HOP)	Papua New Guinea	Sangara Oil Mill	Oro Bay Province, Papua New Guinea	-8.743400	148.198700		Certified	N/A	1-Feb-13	19-20 July 2021	No	N/A	N/A	N/A
		Mamba Oil Mill		-8.854700	147.707000		Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Embi Estate		-8.850600	148.429200	1737.78	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Ambogo Estate		-8.712500	148.233600	2040.00	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Sangara Estate		-8.742800	148.181700	1780.00	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Sumbiripa Estate		-8.751700	148.963100	2545.00	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Mamba Estate		-8.848100	147.715000	4013.10	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A

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		Sambogo Estate		-8.799700	148.340000	2637.85	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Scheme Smallholder Sorovi Division (2019)		-8.758600	148.312800	3940.21	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Scheme Smallholder Saiho Division (842)		-8.847500	148.050800	1493.06	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Scheme Smallholder Aeka Division (911)		-8.673900	148.017800	1474.23	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Scheme Smallholder Igora Division (1367)		-8.717500	148.135000	2940.15	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
		Scheme Smallholder Ilimo Division (671)		-8.893600	147.857800	1063.66	Certified	N/A	1-Feb-13		No	N/A	N/A	N/A
West New Britain (WNB)	Papua New Guinea	Mosa Oil Mill	Kimbe, West New Britain, Papua New Guinea	5.622481	150.245278		Certified	N/A	10-Sep-08	19-20 July 2021	No	N/A	N/A	N/A
		Kumbango Oil Mill		5.591944	150.211944		Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Kapiura Mill		5.623611	150.684167		Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Numundo Mill		5.233333	150.033611		Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Waraston Mill		5.483889	150.086667		Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Bebere Estate		5.614081	150.251000	2226.71	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Kumbango Estate		5.605300	150.196950	2610.80	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Togulo Estate		5.667369	150.186389	1509.20	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Dami Estate		5.514181	150.452058	1507.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Waisisi Estate		5.512966	150.454435	1090.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Kautu Estate		5.521269	150.055125	4280.60	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Karaisu Estate		5.520800	150.752600	2387.64	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Moroa Estate		5.520962	150.752590	848.16	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Bilomi Estate		5.617497	150.677997	2011.70	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Loata Estate		5.653739	150.666787	562.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Haella Estate		5.521269	150.048760	4220.30	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Garu Estate		5.512894	149.992978	3709.60	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A

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		Daliavu Estate		5.569761	150.022617	2484.10	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Sapuri Estate		5.569761	149.992978	2180.90	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Malilimi Estate		5.657400	150.441497	3837.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Rigula Estate		5.619300	150.792100	3720.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Nomundo Estate		5.499700	150.086600	2645.17	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Navarai / Karato ME /KDC EU Estate		5.359989	150.035939	1103.77	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Volupai / Lotomgam / Natupi / Goruru Estate		5.264997	150.009500	1992.59	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Lolokoru Estate		5.114500	150.058797	2453.10	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Ove Estate		5.580100	149.694400	3541.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Tamare Estate		5.625800	149.735300	1362.70	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders LSS Mosa (1822)		5.594119	150.226439	5008.53	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders VOP East (1817)		5.469011	150.452478	5324.37	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders VOP Central (1964)		5.593700	150.310900	5756.57	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders VOP West (1279)		5.280369	150.006219	2804.10	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders LSS Kapiura (551)		5.556645	150.850221	551.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders VOP Kapiura (850)		5.548892	150.868508	847.00	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
		Smallholders Kaulong/Akami/Pushiki/Repamira/Sakapei (20)		5.650939	150.022897	700.37	Certified	N/A	10-Sep-08		No	N/A	N/A	N/A
Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd.	Papua New Guinea	Erap Mill	Markham Farms	-6.580870	146.642220		Certified	N/A	27-Mar-20	19-20 July 2021				There is total area for NPP: 710.30 ha which is currently excluded from the certification scope of MFCL

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													until the NPP is approved.	
		Munum Estate		-6.542150	146.816230	1734.57	Certified	N/A	27-Mar-20		No	N/A	N/A	N/A
		Maralumi Estate		-6.542150	146.674450	2427.15	Certified	N/A	27-Mar-20		No	N/A	N/A	N/A
		Erap Estate		-6.573910	146.648240	1237.68	Certified	N/A	27-Mar-20		No	N/A	N/A	N/A

**3.3 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; two (2) Minor nonconformities and zero (0) Opportunity For Improvement raised. The Strategic Operating Unit (SOU 8) East Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its 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>	2322633-202303-M1	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	14/06/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.3.1 (Major)		
<b>Statement of Nonconformity:</b>	Disposal of waste material according to procedures was not effectively demonstrated.		
<b>Requirement Reference:</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
<b>Objective Evidence:</b>	<p>Dusun Durian Estate Observed during site visit at all 4 nursery ponds, empty chemical containers were not properly disposed;</p> <ul style="list-style-type: none"> <li>- Chemical container painted with hazards sign (red) used to fill the priming tank at pond no.1</li> <li>- Chemical container used as support structure for 4-inch poly pipe (suction point) at pond no. 3</li> <li>- Chemical container was seen floating at pond no.4</li> </ul> <p>Due to recurrence of issue under 7.3.1, previous minor NC was not effectively closed and escalate to Major NC.</p>		
<b>Corrections:</b>	<p>The entire empty container was collected and placed at the Scheduled Waste Store.</p> <p>Support structure using the empty container replaced with proper PVC support.</p> <p>Dedicated bucket provided to the operator for the priming tank.</p>		
<b>Root Cause Analysis:</b>	<p><b>Dusun Durian Estate.</b></p> <p>Repair work for PVC pipe (suction point) was done in February 2023. The chemical containers used for spraying activity were reused as support structure as immediate action (supposedly to be stored at SW store) and some were left behind (floating). These are the results of:</p> <ol style="list-style-type: none"> <li>1.Training on scheduled waste management from Estate Management was ineffective, as the water pump attendant was not included in the recent training dated 22/2/23 on Empty Chemical Container (SW).</li> </ol>		



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	2. There is a breakdown in complaint reporting in the Estate, in which the complaint from water pump attendant on faulty structure did not get through to Estate Management in time. Moreover, workplace inspection at Nursery did not include the checking on SW usage (ineffective WPI).
<b>Corrective Actions:</b>	<p>1. Training on the scheduled waste item conducted on 24 March 2023 by Senior Assistant of DDE. The training included staff, mandore, water pump attendant and contractors' workers. The training stressed the importance of empty chemical container handling ensuring misused/ repurpose of container not repeated and all the empty container was collected after the work is completed.</p> <p>2. To utilize and socialize e-sime as a complaint mechanism in order to address faulty/ damaged structure</p> <p>3. WPI will be revised to include SW checking at the nursery area</p>
<b>Assessment Conclusion:</b>	<p>Major NC close out verification:</p> <p>i) Evidence of site verification was carried out on 17/5/2023 at pond no.1, 2, 3 and 4. It was verified all rectification work and disposal work was and no recurrence of issue observed.</p> <p>ii) Updated waste inventory (dated 12/5/23) was sighted and has included was generation from nursery/operation.</p> <p>iii) The latest scheduled waste training was carried out on 24/3/23. Related training material and post evaluation training was made available for verification.</p> <p>iv) Latest WPI dated 15/5/23 has included nursery inspection as part of the checklist. As part of pro-active initiative, sime card will be used to record any ESH non-compliance, faulty damage structure in future.</p> <p>The major NC was closed effectively on 15/6/2023 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>

<b>Non-conformity</b>			
<b>NCR Ref #</b>	2322633-202303-M2	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	14/06/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	3.6.1 (Major)		
<b>Statement of Nonconformity:</b>	Risk assessment comprehensiveness to identify H&S issues and mitigation plans were not effectively implemented.		
<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><b>Dusun Durian Estate</b></p> <p>HIRARC risk control at Nursery was not implemented. During site visit at Nursery area, it was found that 3 workers was not wearing shoes during polybag fillings. It was not in line with HIRARC Nursery dated 20/10/2022, Existing risk control, Use PPE (N95, Topeng Keselamatan, Jaket Keselamatan, Kasut Keselamatan, Topi Keledar Keselamatan).</p>		

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	<p><b>Sepang Estate</b></p> <p>HIRARC Risk Control for Tractor Driver and Mechanical Buffalo was not implemented and not stated as NRA recommendation by Assessor. During site visit at harvesting area P99C, PPE (ear plug) was not worn by MB Driver and Tractor Driver and not available while working the in the field. Verified from PPE issuance, ear plug was given on 18/01/2023 for the respective drivers. Based on HIRARC for Mechanical Buffalo and Tractor dated 07/10/2022, the risk control on Expose to High Noise stated Provide Ear Plug, Earmuff, to wear Ear Plug/ Earmuff, Safety Awareness briefing but not implemented as practiced in field.</p> <p>Other than that, inspection on Mechanical Buffalo and Scissor Hook Lift Trailer with Tractor, there was no "Personal Hearing Protection" sticker installed. HIRARC Risk Control did not state the administrative control as per NRA recommendation report dated 10/08/2020, Section 8.0 Recommendation (e) Warnings sign should be posted at the entrance to the workshop as well as at the noisy tools/ equipment's / machineries mentioned in the discussion page. The warning sign should clearly indicate that personal hearing protector must be worn while working at the workshop or while handling noisy tools/ equipment or machineries.</p>
<p><b>Corrections:</b></p>	<p><b>Dusun Durian Estate</b></p> <p>All the workers previously have been provided with the appropriate shoes. Management will display SOP on PPE requirement as reminder to all workers.</p> <p><b>Sepang Estate</b></p> <ol style="list-style-type: none"> <li>1.To install or posted the Warning Sign at the entrance to the workshop as well as at the equipment/machineries involved with above excessive noise level on 15 March 2023.</li> <li>2.Continuous provide suitable ear plug (NRR29) and use ear plug while handling noisy equipment/machineries by recording the PPE issuance in PPE issuance record.</li> <li>3.Monitor with enforcement process by the estate management on the PPE compliance to each driver involved by reporting/update in operation group to ensure they have complete PPE before start working.</li> <li>4.To review HIRARC as per NRA recommendation report on the installation of "Personal Hearing Protection" sticker as administrative control during OSH meeting on 24 March 2023.</li> </ol>
<p><b>Root Cause Analysis:</b></p>	<p><b>Dusun Durian Estate.</b></p> <p>Workers were involved during HIRARC development and wellington boots were identified as the most appropriate PPE for the activity at nursery at that point of time. However, workers found that for some activities at the nursery e.g. polybag filling which requires the workers to sit for a long period, wellington boots are not comfortable to be worn. Hence, during the polybag filling activity, the wellington boots are not used.</p> <p><b>Sepang Estate</b></p> <p>Lack of understanding on compliance as per NRA recommendation report due to PIC (Medical assistant) did not read the report fully and was not aware on the requirements.</p>

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<b>Corrective Actions:</b>	<p><b>Dusun Durian Estate</b></p> <ol style="list-style-type: none"> <li>To review HIRARC to replace the wellington boots with normal shoes for polybag filling activity</li> <li>Training on PPE conducted on the 24th of March 2023 addressing the importance of wearing PPE while working and compulsory in adhering to the PPE compliance.</li> <li>Repeated offense by workers on the same issue i.e. PPE usage, disciplinary action will be initiated by Management.</li> </ol> <p><b>Sepang Estate</b></p> <ol style="list-style-type: none"> <li>To appoint the PIC (Medical Assistant) to read and summarize the NRA report and to be discussed with management during OSH meeting.</li> <li>To review HIRARC with the respective team consist of worker representative for the activity and management team by RSQM/Estate Management annually.</li> <li>To conduct HIRARC training and educational programs at every year for all employees exposed to noise level at or above the Excessive Noise Level.</li> </ol>
<b>Assessment Conclusion:</b>	<p>NC close out verification:</p> <ol style="list-style-type: none"> <li>PPE issuance records for nursery workers were verified and available for verification. During site visit on 17/5/2023, it was observed that all nursery workers were completely equipped with PPE while doing work.</li> <li>Risk assessment @ HIRARC for nursery operation has been revised to include updated control measure (training, PSS and enforcement through sime card). Document dated 19/5/23 was sighted.</li> <li>Medical assistant is the person in charge and appointed as representative for NRA. Any issues with regards to NRA will be discussed in the OSH meeting. Latest OSH meeting dated 24/3/23 (1st quarter) was sighted. Related OSH related issues including NRA were discussed in the meeting.</li> <li>Latest HIRARC review was done on 29/4/2023 and included risk control measure as required under NRA.</li> </ol> <p>The major NC was closed effectively on 15/6/2023 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>

Non-conformity			
<b>NCR Ref #</b>	2322633-202303-M3	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	14/06/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.2.9 (Major)		
<b>Statement of Nonconformity:</b>	Prior government authority approval was not made available for drone/aerial spraying.		
<b>Requirement Reference:</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 48 hours prior to application of aerial spraying.		

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<b>Objective Evidence:</b>	<p>Verified that availability of Drone P&amp;D Spray activities for Nursery Dusun Durian Estate. The project is under Mechanization Units and handled by service provider XXX Agriculture Sdn Bhd. The drone spray was commenced in January 2023 as per latest agreement dated 01/01/2023 however there was no evidence that permit issued by CAAM has been obtained. Refer to correspondence email dated 13/03/2023 by ikwan@meraue.com stated that permit application process is still in progress. Consultation with Department of Agriculture Kuala Lumpur, Mr Baharudin Basri as Public Relation Officer (PRO) Section Drone and Chemical stated that Spraying Activities using Drone Required permit by Aviation Authority. The current approved chemical for drone spraying only for paddy and no approve list for oil palm as of now.</p> <p>As per agreement dated 01/01/2023 section 5.8 stated on shall comply to all relevant Malaysia Laws related to HSE and drone operation (if any). In additional, information on drone application was not made available and provided to the operating units as per section</p> <p>5.10 To provide the following</p> <p>5.10.1 SOP</p> <p>5.10.2 HIRARC</p> <p>5.10.3 Pilot / Operators competency</p> <p>5.10.4 Verification of drone activity</p> <p>5.10.5 Information on control chemical exposure</p> <p>5.10.6 Information on control Noise exposure.</p> <p>The above requirements were not able to be verified during onsite assessment.</p>
<b>Corrections:</b>	<p>1.The drone operator, Meraue has provided the email trail with MyMagic and MRANTI which mentions that as discussed with CAAM team, the drone operators (ie Meraue) are allowed to continue operations pending the formal approval. Mechanisation Unit of SDP is further consulting the relevant authorities i.e CAAM/MRANTI/MyMagic in March 2023 indicated that Meraue’s AWC is currently being prioritised and processed, however it may take some time due to certain limitations at CAAM. MRANTI advises and encourages all drone operators out there especially those within the agriculture or plantation sector to apply for the AWC and while doing so, the drone operators are advised that if they are operating current, they are to ensure that they are operating safely according to existing SOPs and guidelines from CAAM, and SDP is in progress of obtaining a formal letter.</p> <p>Note: Malaysian Research Accelerator for Technology &amp; Innovation (MRANTI) an agency under the Ministry of Science, Technology &amp; Innovation (MOSTI) is currently leading the Malaysia Drone Technology Action Plan 2022-2030 (MDTAP30). MyMagic – Malaysian Global Innovation &amp; Creativity Centre.</p> <p>2.To approach the relevant authority and clarify and obtain the approval related to the use of chemical for drone spraying.</p> <p>3. To immediately make available the relevant documents as per the agreement at the OUs.</p>

<b>Root Cause Analysis:</b>	<p>1.The confirmation/approval including the approval on chemical was not made readily available at the time of audit.</p> <p>2.Information related to the agreement was partially available and not shared to the OU by Mechanisation Unit/HQ.</p>
<b>Corrective Actions:</b>	<p>1.The OUs has to ensure that Mechanisation Unit provides the completed and updated approvals/documentation</p> <p>i)all confirmation/approval availability,</p> <p>ii)approval for use of chemicals by drones</p> <p>iii)availability of documents at the OUs as per the SOP prior to the start of drone operations.</p> <p>2.OU to ensure that above document are made available the documents at OU offices.</p>
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Verification:</p> <p>i) Verified related evidence for Merague's temporary operation as requested by CAAM. SOP for daily field operations dated rev1A.001 dated November 2020 and Job Safety Analysis (JSA)/ HIRARC dated 1/1/21 was made available for review.</p> <p>ii) Clarification made with Department of Agriculture on 13/6/23 pertaining to approved chemical use for drone spraying. Only registered and approved chemical under LRMP @ "Lembaga Racun Makhluk Perosak" can be used with drone operation recommendation written in the product label for Cypermetrin @ Cymerin (trade name).</p> <p>iii) Documentation for drone operation has been obtained by OU i.e pilot competency certificate, SOP for drone operations, JSA/HIRARC, DOA's SOP - Chemical spraying using Unmanned Aerial Vehicle (UAV) @ Drone version 1 dated 2018 were made available for verification.</p> <p>The major NC was closed effectively on 15/6/2023 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>

<b>Non-conformity</b>			
<b>NCR Ref #</b>	2322633-202303-M4	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	14/06/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	2.1.1 (Major)		
<b>Statement of Nonconformity:</b>	Evidence of compliance with some legal requirements was not satisfactorily demonstrated.		
<b>Requirement Reference:</b>	The Unit of Certification complies with legal requirements.		
<b>Objective Evidence:</b>	<p>Based on site visit at the groceries shop at Dusun Durian Estate Main Division, it was observed that the shop has been storing liquid petroleum gas cylinders and distributing them to workers. However, there was no evidence that shows the shop have obtained legal permit from the relevant authority for this activity.</p> <p>It was also found that the shop has been preparing and serving food for customers. However, there was no evidence that the food handler has attended the food</p>		

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	<p>handling course and has obtained typhoid vaccination as required in the Food Hygiene Regulations 2009. Similar case was found at East Estate that the canteen operators (tenant: XXX) was not able to show the evidence of attending food handling course.</p>
<p><b>Corrections:</b></p>	<p><b>Dusun Durian Estate</b></p> <p>The management issued a letter for the shop to stop selling and storing the LPG until the shop has managed to acquire the necessary permit.</p> <p>The management also has issued a letter for the shop owner to stop preparing and serving food until the store operator attended the food handling course and has obtained typhoid vaccination.</p> <p><b>East Estate</b></p> <p>Estate Management requested Canteen operator to submit the certificate for record purposes.</p>
<p><b>Root Cause Analysis:</b></p>	<p><b>Dusun Durian Estate</b></p> <p>Lack of enforcement from Management on the requirements for LPG selling/ food handling in the Estate. Estate management was under the impression that the local dealer license was sufficient to fulfil the requirement. The food preparation and selling was done without proper approval from Estate Management.</p> <p><b>East Estate</b></p> <p>The OVR tendering process did not include on specific requirement to obtain the food handling certificate from the canteen operator, hence the certificate was not obtained during tendering process from the canteen operator and no record was kept.</p>
<p><b>Corrective Actions:</b></p>	<p><b>Dusun Durian Estate</b></p> <ol style="list-style-type: none"> <li>1.Management to ensure that during yearly tenancy agreement renewal, the shop operator to show all required licenses i.e. selling LPG (if there is any), proof of typhoid vaccination and food handling course attendance.</li> <li>2.Management to include store in the workplace inspection (quarterly basis)</li> </ol> <p><b>East Estate</b></p> <ol style="list-style-type: none"> <li>1.Estate Management to ensure all canteen operators and food handler submit their food handling course certificate before allowing them to operate in Estate.</li> <li>2.Estate management to ensure all the certificate included in contractor and vendor management record.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Major NC Close Out Verification:</p> <ol style="list-style-type: none"> <li>i) Related records for Vendor Performance Evaluation (VPE) were verified for both Dusun Durian and East Estate. Typhoid injection records were found valid and related certificate for food handling training was verified.</li> <li>ii) Based on site visit at Dusun Durian Estate shop, there was no more LPG sell by the shop owner and no food preparation done at the shop. Quarter WPI will included the inspection at sundry shop to ensure no LPG sell and food preparation carried out by the shop owner.</li> </ol>

	<p>iii) Related records for all vendors kept by the OUs i.e food handling certificate, typhoid injection records, tenancy agreement and related VPE records.</p> <p>The major NC was closed effectively on 15/6/2023 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>
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Non-conformity			
<b>NCR Ref #</b>	2322633-202303-N1	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	15/04/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.3.3 (Minor)		
<b>Statement of Nonconformity:</b>	Open fire was used by operating unit for waste disposal.		
<b>Requirement Reference:</b>	The unit of certification does not use open fire for waste disposal.		
<b>Objective Evidence:</b>	Waste burning residue from (garden waste - dried leaves, dried coconut other miscellaneous waste) was sighted near to estate clinic and office compound.		
<b>Corrections:</b>	All the burnt debris removed and show cause letter issued to the staff.		
<b>Root Cause Analysis:</b>	<p>1.Upon investigation, non-compliance by the staff on zero burning requirement despite briefings and trainings given to all workforce on the matter and lenient enforcement/ action by Management.</p> <p>2.Inefficient monitoring and enforcement action by Management on zero burning in compliance in the linesite.</p>		
<b>Corrective Actions:</b>	<p>1.To continuously give reminder to the staff about open burning and repeated offence can result in serious disciplinary action.</p> <p>2.To strengthen weekly housing inspection by PIOA (Medical Assistant) by ensuring all in compliance regarding zero burning policy is documented and reported to Management for next course of action.</p>		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.		

Non-conformity			
<b>NCR Ref #</b>	2322633-202303-N2	<b>Issued Date</b>	16/03/2023
<b>Due Date</b>	15/04/2023	<b>Closure Date</b>	15/6/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.11.3 (Minor)		
<b>Statement of Nonconformity:</b>	Engagement process with adjacent stakeholders on fire prevention and control measures was not effectively implemented.		
<b>Requirement Reference:</b>	The unit of certification engages with adjacent stakeholders on fire prevention and control measures.		



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<p><b>Objective Evidence:</b></p>	<p><b>Dusun Durian Estate</b>            Adjacent stakeholders (villagers/communities) was not clearly identified in the stakeholder map. The extension and limit on which neighbours that fall under SDPB commitment on 5km radius on zero burning was not verifiable.</p> <p>Reference:            5km Radius Zero-Burning Commitment;            - We extend our Zero-Burning Policy to our neighbours to include those in areas within 5km radius of our estate boundaries.            - Not only do we help them to monitor fire occurrence, we will help to put out fires as soon as we are alerted to prevent further fire damage.</p> <p><b>Sepang Estate</b>            Identification of adjacent stakeholders (private estate owner - no name) at P01A was in the stakeholder map. However other details of the owner (contact no) was not available for verification.</p>
<p><b>Corrections:</b></p>	<p><b>Dusun Durian Estate</b>            GSD has already checked on this and updated management on the changes in IOM (PSQM/100/11/2017), Response on fire hotspot alert dated 12 December 2017 from Head of PSQM to estate management.</p> <p><b>Sepang Estate</b>            1. Estate security team to verify estate perimeter area to get the details of landowner.            2. Estate management to map the latest update information in the estate map and update in estate stakeholder list for future reference.</p>
<p><b>Root Cause Analysis:</b></p>	<p><b>Dusun Durian Estate</b>            Management was not aware on the changes stated in SDPB commitment on zero burning in IOM (PSQM/100/11/2017), Response on fire hotspot alert dated 12 December 2017 from Head of PSQM. SDPB commitment on 5km radius on zero burning was intended for Indonesia Operation (Please refer Appendix 3: Commitment of Fire Hotspot Monitoring of the IOM).</p> <p><b>Sepang Estate</b>            Estate management unable to obtain contact number and details from the stakeholder due to complexity of Sepang Estate surrounding. Most of the private land is leased to third party for agriculture activities such as coconut, dragon fruit and oil palm planting.</p>
<p><b>Corrective Actions:</b></p>	<p><b>Dusun Durian Estate</b>            To amend any presentation material/ document presented to stakeholder (if any) with the correct information on zero burning for Malaysia Operation and ensure that all parties are updated and aware on the changes.</p> <p><b>Sepang Estate</b></p>



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	<p>1.Estate to identify affected stakeholder and reaching out the affected stakeholder to get further information.</p> <p>2.Estate to come out with updated method (e.g; forward invitation letter for stakeholder meeting and follow up to get the response and information) to ensure all the identified adjacent stakeholders are engage in future.</p>
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.

Opportunity for Improvements	
OFI #	Description
OFI 1	N/A

Positive Findings	
PF #	Description
PF 1	Good cooperation given by certification unit team and GSD team, HQ

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

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M1	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	2.2.2 – Critical		
<b>Statement of Nonconformity:</b>	Due diligence of contractors was not available.		
<b>Requirement Reference:</b>	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
<b>Objective Evidence:</b>	<p>Sepang Estate:</p> <p>Reviewed 4 of the employment contracts for contractor’s workers (Tiong Ying Enterprise Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2016 and Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2020.</p> <p>Dusun Durian Estate:</p>		

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	<p>1. Reviewed 7 of the employment contracts for contractor’s workers (G.S.P Lechumy Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022.</p> <p>2. There was no payment of wage for public holiday on 04/11/2021 and 25/12/2021 to the workers of G.S.P Lechumy Sdn Bhd as verified in the payslips.</p> <p>3. There was no payment of two days’ wages at the ordinary rate of pay for worked on public holiday on 04/11/2021 for workers below:</p> <ul style="list-style-type: none"> <li>• Passport No.: BW0507xx</li> <li>• Passport No.: BX06995xx</li> <li>• Passport No.: BQ03615xx</li> <li>• I/C No.: 551113-10-56XX</li> <li>• I/C No.: 581025-10-50xx</li> </ul> <p>4. Reviewed the payslips and checkroll attendance for worker (Passport No.: BW0507xx) found that he has worked on rest day on 28/11/2021. However, no payment of wages as per Employment Act 1955, Section 60 (3) (d).</p> <p>5. Reviewed the payslips and checkroll attendance for November 2021 and January 2022 found that the contractor paid RM 6.00/ hour of overtime to the workers who work for overtime. This has confirmed with the contractor that he just paid RM 6.00/ hour of overtime to the workers who worked overtime. Sampled workers as below:</p> <ul style="list-style-type: none"> <li>• Passport No.: BW0507xx</li> <li>• Passport No.: BX06995xx</li> <li>• Passport No.: BQ03615xx</li> <li>• I/C No.: 551113-10-56XX</li> <li>• I/C No.: 581025-10-50xx</li> </ul> <p>East Estate:</p> <p>1. Reviewed 7 of the employment contracts for contractor’s workers (S M Nooris Enterprise) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022.</p> <p>2. The contractor (S M Nooris Enterprise) has made deduction of wages for SOCSO &amp; EIS for 7 of his workers as verified in the payslips for November 2021, December 2021 and January 2022. According to Employees’ Social Security Act 1969 (Act 4), the rate of contribution is 1.25% of the insured monthly wages and to be paid by the employer.</p> <p>3. The EIS contribution made was not in accordance to Employees’ Social Security Act 1969 (Act 4), Attachment B for foreign workers as verified the Borang 8A. The workers as below:</p>						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 33%;">Passport No.</th> <th style="width: 33%;">EIS Contribution made as per <i>Borang 8A</i></th> <th style="width: 33%;">Correct amount to contribute as per Attachment B</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Passport No.	EIS Contribution made as per <i>Borang 8A</i>	Correct amount to contribute as per Attachment B			
Passport No.	EIS Contribution made as per <i>Borang 8A</i>	Correct amount to contribute as per Attachment B					

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	U05618xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 23.10 January 2022: RM 23.10
	K08612xx	November 2021: RM 11.90 December 2021: RM 11.90 January 2022: RM 14.40	November 2021: RM 21.90 December 2021: RM 25.60 January 2022: RM 24.40
	U05640xx	November 2021: RM 15.60 December 2021: RM 15.60 January 2022: RM 15.60	November 2021: RM 24.40 December 2021: RM 24.40 January 2022: RM 24.40
	EA00925xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 23.10 January 2022: RM 23.10
	BX08323xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 26.90 January 2022: RM 23.10
	BX04807xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 25.60 December 2021: RM 23.10 January 2022: RM 23.10
	U00696xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 25.60 January 2022: RM 25.60
	4. There was no payment of wage for public holiday on 04/11/2021 to the workers of S M Nooris Enterprise as verified in the payslips.		
<b>Corrections:</b>	<p>Sepang Estate</p> <ol style="list-style-type: none"> <li>Estate management already communicated with the contractor on 23.02.2022 through the issue of minimum wage. The Contractor need to follow the standard minimum wage as amount of RM 1,200.00 per month because of Sepang is nominated as a town area.</li> <li>To issue a notice of non-compliance to Tiong Ying Enterprise Sdn Bhd to review and provide amended (addendum- confirmation of employment terms ) employment contract to their worker accordingly.</li> </ol> <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> <li>Contractor has been briefed on the new Minimum Wage Order 2020 and during this assessment as at February 2022 the new Minimum Wage Order 2022 also has been briefed to the Contractor.</li> </ol>		

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	<ol style="list-style-type: none"> <li>2. To issue a notice of non-compliance to GSP Letchumy Sdn Bhd to review and provide amended (addendum- confirmation of employment terms ) employment contract to their worker accordingly.</li> <li>3. To issue a reminder to GSP Letchumy Sdn Bhd to check workers pay status and reimburse the underpaid wages i.e. rest day and public holiday pay to their workers.</li> <li>4. Investigation on the 04/11/2021 PH has revealed that the Staff in charge has made an error on the marking for the said 5 workers involved and verified/ confirmed by the workers that they did not work on the said Public Holidays and crosschecked on contractors workers attendance records. Show cause letters has been issued to the Staff in charge for the erroneous markings of Contract Workers attendance on the 04/11/2021 Public Holiday. Moving forward the attendance sheet will have PH, weekends pre marked to avoid such mistakes.</li> <li>4. The contractor is advised to pay and show the proof of payment for the Sunday Work. Payment of Sunday work to the workers by the contractor as per Payment Voucher and amended Payslip as attached. Moving forward the attendance sheet will have PH, weekends pre marked to avoid such mistakes.</li> <li>5. The contractor to pay the variance of RM 1.93/ hour to the affected Contract Workers.</li> </ol> <p>East Estate</p> <ol style="list-style-type: none"> <li>1. Estate management already communicated with the contractor on 23.02.2022 regarding the latest of minimum wages 2022 and compliance to legal requirement.</li> <li>2. To issue a notice of non-compliance to SM Norris to review and provide amended (addendum- confirmation of employment terms ) employment contract to their worker accordingly.</li> <li>2. To issue a reminder to SM Nooris to check all workers pay status and reimburse SOCSO wrongly deducted from their workers. To trace back and repay the workers from the time of employment.</li> <li>3. The contractor to re-submit payment of SOCSO according to the table Employees' Social Security Act 1969 (Act 4).</li> <li>2. 5. To issue a reminder to SM Nooris to check workers' pay status and reimburse the underpaid wages i.e. public holiday pay to their workers.</li> </ol>
<b>Root Cause Analysis:</b>	No enforcement on compliance to legal by the management
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. To brief the contractors on a guideline to comply to legal requirement.</li> <li>2. To request contractor to submit payslip and 'Borang 8A' for SOCSO every month and these document will be verified by Site Safety &amp; Sustainability Officer on a monthly basis.</li> <li>3. Annual due diligence exercise by Group Sustainability to ensure contractor compliance to legal requirement.</li> </ol>
<b>Assessment Conclusion:</b>	Verified during Major Non-conformity closure as follows:

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Sepang Estate

1. The estate has conducted briefing to the contractors on the Minimum Wages Order 2020. Reviewed the briefing records in the Communication Books dated 23/02/2022 attended by the Contractor.
2. The contractor has amended the employment contract and include the wages is accordance to Minimum Wage Order 2020. Reviewed the employment contract for workers with ID no. 580404-10-5xxx, 760921-02-5xxx and 830312-10-5xxx.
3. RSQM and the estate has issued notice of non-compliance to Tiong Ying Enterprise Sdn Bhd as per letter 04/03/2022 signed by the Regional CEO.

Dusun Durian Estate

1. RSQM and the estate has issued notice of non-compliance to Tiong Ying Enterprise Sdn Bhd as per letter 04/03/2022 signed by the Regional CEO and acknowledge by Contractors on 04/03/2022.
2. The contractors has reimburse the insufficient payment for working on rest day, working on Public Holidays and over time on 23/02/2022. Reviewed payment for workers with employment ID. BW 0505775 as per receipt no. 635417, BX 0699589 as per receipt no. 635419 and BQ0361523 as per receipt no. 635416.
3. The estate has issued warning letter to the field supervisor as per letter dated 23/02/2022 signed by the Manager.
4. The estate has marked the Public Holidays and Rest Day in the checkroll. Reviewed the check roll for contract workers for the month of February, March and April 2022.

East Estate

1. . The estate has conducted briefing to all contractors on Payslip, employment contracts, deduction and etc on 24/02/2022 and 02/04/2022.
2. The estate has issued Notice of non-compliance to S M Nooris Enterprise as per letter dated 08/03/2022 signed by the Sr. Estate Manager and received and signed by the contractor representative on 10/03/2022.
3. The contractors has paid/reimburse the wrongly deduction of SOCSO and EIS for the affected workers. Reviewed the payment voucher to workers with ID no. U0561881, K0861283, U0564060, EA0092539, BX0832351, BX0480722 and U0069690 on 02/03/2022 as per receipt no 20220000966262.
4. The contractors has reviewed and made amendment to the employee as per amendment letter dated 01/02/2022. In the amended contract stated the wages is accordance to Minimum Wage Order 2022. Reviewed the sample contracts for employee with ID no. K0861283, BQ0643189, and U0561881.

The estate and RSQM has conducted Contractor and Vendor Contract Employment and Payslip Requirement Briefing for all contractors in SOU 8 as per minutes meeting dated 04/03/2022.

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	<p>Contractors were required to submit payslip and 'Borang 8A' for SOCSO and Site Safety &amp; Sustainability Officer conducted the verification on the documentation as per Contractors' Workers Assessment Report. Reviewed the assessment report for the month of March 2022 dated 15/04/2022.</p> <p>Sustainability certification Unit has established will conduct Annual due diligence exercise during internal audit. Reviewed the Internal Audit Plan for SOU 8 dated 17 – 21/10/2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<p>ASA 2_3 verification:</p> <p><u>Sepang Estate</u></p> <p>The current employment contract between Tiong Ying and its employees dated 01/03/2023 has the statement about adhering the Minimum Wage order 2022. A letter dated 1/1/2023 to inform that the working hours have been changed from 48 hr to 45 hr, and maternity leave has been changed from 90 days to 98 days was given to all Tiong Ying's employees. Verified pay slips Jan 2023, it was observed that all payment, deduction, contribution were in order.</p> <p><u>Dusun Durian and East estates</u></p> <p>Contractors' workers assessment is done monthly by the management to ensure the contractors have correctly paid their workers according to legal requirements and employment contract. Based on verification of the assessment report among the criteria checked:</p> <ul style="list-style-type: none"> <li>A) Employment contract             <ul style="list-style-type: none"> <li>1) Designation</li> <li>2) Work scope, working hours</li> <li>3) Work location</li> <li>4) Wage rate</li> <li>5) Wage period – payday timeline</li> <li>6) Employment benefit</li> <li>7) Holidays, annual and sick leave</li> <li>8) Matters related to preserving health and safety</li> <li>9) Termination notice</li> <li>10) Employment terms/details stated incompliance with employment Act</li> <li>11) Contract sign off</li> </ul> </li> <li>B) Pay slips             <ul style="list-style-type: none"> <li>1) Availability of pay slip</li> <li>2) Date before/on 7th</li> <li>3) Pay slip comply with Minimum Wage Order 2022</li> <li>4) SOCSO paid for local and foreign workers</li> <li>5) EPF paid for local workers</li> </ul> </li> </ul>

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	<p>6) EPF/SOCSO/EIS</p> <p>7) Attendance/productivity record available</p> <p>8) Is wages calculation consistent with EC?</p> <p>9) Is working hour not more than 12 hours?</p> <p>10) Is advance payment not more than 50%?</p> <p>Cross-checked pay slips of Tiong Ying Enterprise (FFB Transport) and GSP Letchumi, some lapses were found in the pay slips Jan 2023 by the SSSO (Nur Syahirah Zawawi) e.g., overtime rate still calculated based on 8 hours instead of 7.5 hours (GSP) and 1 worker productivity typo (Tiong Ying). Reimbursement to be made in the following payment (Feb 2023) as a correction of the non-conformity.</p> <p>Based on the evidence verified, there was no recurrence of non-conformity as the management has implemented the monthly checking by an officer. Thus, the non-conformity remains closed at the point of this assessment.</p>
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Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M2	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	3.3.2 - Critical		
<b>Statement of Nonconformity:</b>	Mechanism to check consistent implementation of procedures was not effective.		
<b>Requirement Reference:</b>	A mechanism to check consistent implementation of procedures is in place.		
<b>Objective Evidence:</b>	<p>East POM:</p> <ol style="list-style-type: none"> <li>1. Sime Darby Plantation has implemented Oil Palm Pal (OPP) and developed Workers Housing Management Procedure dated 26/11/2021 to provide guideline to the management in providing a safe, liveable workers housing condition including the process of handling housing repair. The timeline to investigate/ inspect the housing defect based on the risk category. If high risk, the inspection/ investigation needs to be done immediately. If medium risk, the inspection/ investigation needs to be done within 24 hours and if low risk, the inspection/ investigation needs to be done within 3 working days. However, interviewed with the person-in-charge confirmed that he did not carry out initial inspection based on the risk category in East POM. For eg: There were two medium risk issues raised on 04/12/2021 and 09/12/2021. The inspection was conducted on 21/12/2021 by the person-in-charge and the contractor.</li> <li>2. Sime Darby Plantation has developed Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. There were issues raised by the workers in Gender Committee meeting and recorded in the meeting minutes.</li> </ol>		



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	<p>However, the issues raised on 11/01/2021 has yet to be resolved and it repeated during the meeting on 24/11/2021. This has verified with the representative that the issues have yet to resolve.</p> <ol style="list-style-type: none"> <li>3. During site visit at the East POM workshop, it was sighted that the Oxygen and Acetylene gas container used for welding/cutting works was not installed with flash back arrestor. This was against the Safety Work Procedure for Workshop, rev. no. 2, issued on 07/01/2008 under section 18.4 (b).</li> <li>4. During document review at East POM, it was noted that an accident occur on 13/09/2021 at boiler operation involving workers with id no. 850809-10-6135 with 19 days medical leaves. However, the JKPP 6 notification was submitted to DOSH was only conducted 01/10/2021, 18 days after the accident happen. This was against the Standard Operating Procedure of Incidents, Accidents &amp; Non-Conformance Management. Refer SOP no. SDP/SQM/(ESH)/001-2-9 rev. 1 dated 30/05/2019.</li> </ol>
<b>Corrections:</b>	<p>East POM</p> <ol style="list-style-type: none"> <li>1. An Assistant Manager and a Quality Assessor have been assigned to review the OPP log daily and sort the priority as per the risk category in Workers Housing Management Procedure dated 26/11/2021 They will monitor and carry out initial inspection based on the risk category.</li> <li>2. Attend to the specific GC complaint with target completion by 1/3/2022. The complaint of GC has been attended and solved and was included in Management Plan on Social Impact Assessment FY2022.</li> <li>3. Flash back arrestor has been installed to all oxygen and acetylene tank on 1/3/2022.</li> <li>4. The manager will monitor compliance with DOSH and supported by RSQM.</li> </ol>
<b>Root Cause Analysis:</b>	<ol style="list-style-type: none"> <li>1. In-sufficient follow up mechanism on issues raised during meetings that lead to omitting the action plan</li> <li>2. No dedicated and trained personal to monitor the implementation of procedure.</li> </ol>
<b>Corrective Actions:</b>	<p>East POM</p> <ol style="list-style-type: none"> <li>1. Briefing has been conducted to the appointed Person In-Charged on the requirement to monitor implementation of the procedure. The manager will also review the implementation of an action plan during the social dialogue meeting held biweekly.</li> <li>2. All accidents and related procedures with the time line has been briefed by RSQM manager and will be jointly monitored to avoid any recurrence. Please refer to the memo issued by RGM on this matter. This is also extended to all OUs in the region.</li> <li>3. To remind Safety &amp; Health Committee member on their role i.e. to monitor the implementation of safety procedure during operation and to encourage workers to issue a Sime Card for any unsafe act occurrence.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Verified during Major Non-conformity closure as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> <li>1. The mill has appointed the Asst. Mill Manager and Quality Assurance Officer as person responsible to monitor and follow up the report in OPP as per appointment letter dated 01/03/2022 signed by the mill manager.</li> </ol>



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	<p>2. The mill has addressed the issue raised during Gender Committee meeting dated 11/01/2021 and 24/11/2021 on 01/03/2022 and 05/03/2022. The estate has called for meeting with gender committee representative to verify the issue is solved.</p> <p>3. The mill monitored the compliance with DOSH through the implementation of the Scheduled of safety. Reviewed the records of implementation as at 09/05/2022. Schedule of Safety include Monthly Reports, Accident Reports, training and etc.</p> <p>4. The mill has conducted training to the person responsible for OPP and Safety and Health procedure implementation as per training records dated 01/03/2022.</p> <p>5. The mill monitor the and review the implementation of the action plan established during Social Dialogue meeting with workers representative. Reviewed the minutes meeting dated 09/04/2022.</p> <p>6. Upstream Malaysia has issued Internal Office Memo on HSE UM Procedures – Incidents, Accidents and non-compliance Management, dated 04/03/2022 signed by the CEO Upstream Malaysia.</p> <p>7. Flash back arrestor has been installed to all oxygen and acetylene tank on 1/3/2022.</p> <p>8. The RSQM has conducted online training to all person responsible on OSH Legal Compliance on 18/03/2022.</p> <p>9. The mill remind the Safety and Health Committee members on their role to monitor the implementation of safety procedure during the safety and health committee meeting. Reviewed the minutes meeting dated 30/03/2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<p>Site inspection at workshop and mill compound found that Oxygen and Acetylene gas container used for welding/cutting works was installed with flash back arrestor. Verified workplace inspection records found that the installation of flash back arrestor be checked. Verified that JKKP report has been submitted at January 2023. All accidents record has been available for verification. JKKP 6 report has been submitted for accidents within the time frame.</p> <p><u>East POM</u></p> <p>1) There were 7 complaints in total lodged between 11/01/2022 to 19/01/2023, which consists of 3 high, 3 medium, and 1 low. Based on verification of the OPP tracker, all the risk categories have been inspected in timely manner without any delay.</p> <p>2) All the issues raised during the gender committee meeting were recorded in the minutes of meeting and the status of action taken were also recorded in the following minutes. Most of the issues have been closed. Those which were still opened was due to nature of resolving requires more time such as availability of resources.</p> <p>There was no recurrence of non-conformity as the management has implemented the monthly checking by an officer. Thus, the non-conformity remains closed at the point of this assessment.</p>

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M3	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	3.6.2 - Critical		
<b>Statement of Nonconformity:</b>	The effectiveness of the Risk Controls of The HIRARC and CHRA were not demonstrated effectively.		
<b>Requirement Reference:</b>	The effectiveness of the H&S plan to address health and safety risks to people is monitored.		
<b>Objective Evidence:</b>	<p>The effectiveness of the Risk Controls of The HIRARC and CHRA were not demonstrated effectively.</p> <p>East POM</p> <p>During site visit at the East POM Kernel Dispatch area, sighted a lorry driver for lorry with reg. no. BLV 8186 was working on top of the trailer and not wearing safety harness while tarpaulin the canvas after loaded the lorry with palm kernels. This was against the existing control measure in HIRARC established and Safety Work Procedure for Oil Palm and Kernel Dispatch, rev. no. 4, issued on 07/01/2008 under section B(11)</p> <p>East Estate</p> <ol style="list-style-type: none"> <li>1. The Spraying Operation stated under Existing Risk Control: To use PPE (Respirator and Safety Goggles). It was sighted during the Spraying Operation at Field 21B that the sprayers were not wearing Respirators and Safety Goggles</li> <li>2. The Trunk Injection Operation stated in the CHRA under Existing Technical Control: PPE (Respirator). It was sighted during the Trunk Injection Operation at Field 09A that the Injectors were not wearing Respirators.</li> <li>3. The Tractor Driver Operation stated under Existing Risk Control: To use PPE (Safety Shoes). It was sighted during the MTG FFB Evacuation that the Tractor Driver was not wearing Safety Shoes.</li> <li>4. The Bin Attendant was seen sorting and arranging FFB on the bin during the site visit. The risks of the operation due to working at height and its control measures and required PPE were not captured in the HIRARC.</li> </ol>		
<b>Corrections:</b>	<p>East POM</p> <ol style="list-style-type: none"> <li>1. Signboard for wearing Safety Harness has been put in place to remind the drivers to wear Safety Harness. The driver and those involved in this work will be briefed on 7/3/2022 to enhance their understanding and awareness.</li> <li>2. To implement CPO dispatch checklist to kernel dispatch operation. Kernel Dispatch Checklist has been prepared and implemented accordingly.</li> </ol> <p>East Estate</p> <ol style="list-style-type: none"> <li>1. To issue a reminder letter to the trunk injection/spraying mandores and team for neglecting their safety when performing their task by not wearing appropriate PPE such as safety goggles and appropriate mask which were issued to them.</li> </ol>		

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	<ol style="list-style-type: none"> <li>2. To implement PPE monitoring checklist w.e.f 25th February 2022 which is to carry on before work start.</li> <li>3. Replace the safety shoe to the driver as per HIRARC and recorded in PPE book.</li> <li>4. Update &amp; review HIRARC for Bin Attendant which is include the climbing and step down the bin activity.</li> </ol>
<p><b>Root Cause Analysis:</b></p>	<p>In-sufficient mechanism to check the effectiveness of the Risk Controls of The HIRARC and CHRA.</p>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. To engage workers to find out why they are not wearing PPE after being briefed, issued.</li> <li>2. To discuss in social dialogue and get the Worker Representative to explain to the workers on HIRARC and the importance of PPE.</li> <li>3. To review and brief HIRARC with the respective team consist of worker representative for the activity and management team by RSQM.</li> <li>4. To brief/remind Safety &amp; Health Committee on their role to monitor the implementation of risk control stated in HIRARC and CHRA during SHC Meeting.</li> <li>5. Mandors to play an important role to monitor workers including if they have adequate PPE before start work and during work.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Verified during Major Non-conformity closure as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> <li>1. The mill has erected Signboard on Wearing Safety Harness during Kernel Dispatch. Sighted the signboard at the Kernel Dispatch area.</li> <li>2. The mill has also install "Fall Arrestor" at the Kernel Dispatch area as additional safety precautions.</li> <li>3. The mill has conducted briefing on safety harness training on PK dispatch on 07/03/2022.</li> <li>4. The mill has conducted monitoring on safety during Kernel Dispatch recorded in "Senarai Periksa Lori Kernel (Dispatch)". Reviewed the monitoring records dated 05/03/2022.</li> <li>5. The mill discussed on the importance of PPE to the workers representative in the Social Dialogue meeting. The workers representative has conducted briefing on the importance of PPE and HIRARC to the workers during Workers Representative Engagement dated 12/05/2022.</li> </ol> <p>East Estate</p> <ol style="list-style-type: none"> <li>1. The estate has issue reminder letters to the sprayers, trunk injectors and the mandores as per letter dated 21/02/2022 and 01/03/2022 signed by the Sr. Manager and acknowledge by the workers.</li> <li>2. The mandores conducted monitoring on PPE usage for all sprayers and trunk injectors before start works. Reviewed the Monitoring Personal Protective Equipment form dated 25/02/2022, 20/04/2022 and 22/04/2022. The reports were checked by the field supervisors and verified by the asst. manager.</li> <li>3. The estate has issued safety boots to the tractor drivers. Reviewed the PPE issue records for workers with employment ID no. 90848 dated 02/02/2022.</li> <li>4. The estate has conducted HIRARC review on BIN attendant operation on 20/02/2022 and included the Climb and Step Down on the bin hazard. The</li> </ol>

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	<p>estate has conducted briefing/training in Safety Awareness for BIN Attendant dated 04/03/2022.</p> <p>5. The estate discussed on the importance of PPE to the workers representative in the Social Dialogue meeting. Reviewed the minutes meeting dated 19/02/2022. The workers representative has conducted briefing on the importance of PPE to the workers during Workers Representative Engagement dated 21/02/2022.</p> <p>6. The estate brief the Safety and Health committee on the role to monitor the implementation of risk control during Safety and Health committee. Reviewed the minutes meeting dated 17/03/2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>Verified during site visit at East POM, safety harness was prepared for working at height. Training has been conducted to person in charge, auxiliary police and driver. Refer Training record dated 02/02/2023 that involved all respective related person.</p> <p>Verified during site visit at East Estate and Sepang Estate, all sprayers found wear all required PPE. Interview to the sprayers found they have good awareness on importance of wearing PPE. PPE issuance book was verified and found in order.</p> <p>Sighted at Sepang Estate and East estate, Tractor Driver and MB drivers was wearing required PPE. Interview to the sprayers found they have good awareness on importance of wearing PPE. PPE issuance book was verified and found in order. No recurrence of issues observed and the previous NC is remained closed.</p>

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M4	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	6.2.2 - Critical		
<b>Statement of Nonconformity:</b>	Pay documents not give accurate information on compensation for harvesting work performed.		
<b>Requirement Reference:</b>	(C) 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>A grievance was received from consultation made with the harvesting gang during field visit in Sepang Estate Sungai Linau Division revealed that the cutters not getting payment of their newly implemented incentive schemes for harvesters.</p> <p>Trailing with the documented information found that effective from 15/11/2021, Sepang Estate has been selected as pilot site to implement the Harvesting Investing Scheme (HIS) with incentives Allowance Codes as following:</p>		

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	<p>Code Description A194 Harvesting Incentive A195 Harvesting Staff Incentive A196 One-Off Introducer Incentive A197 One-Off Training Incentive A198 Cutter Incentive</p> <p>Where, based on certain criteria of pre-qualification such as outturn, quality and yield bracket tonnage etc., a cutter of harvesting gang are entitled for Code A194 and A198 incentives while the other harvesting operation workers such as carrier etc. are entitled for A194 incentive if all criteria fulfilled accordingly.</p> <p>Sepang Estate management has briefed the affected workers of the scheme on 18/11/2021 and required to monitor for 90 days. Based on the records of December 2021 payslip for the harvesting gang sampled , it was found that two cutters were entitled and qualified for payment of Code A194 and A198 as following:</p> <ul style="list-style-type: none"> <li>- Employee # 127686; M; Date joined: 10/11/2016; Cutter</li> <li>- Employee # 132827; M; Date joined: 17/4/2017; Cutter</li> </ul> <p>Where based on the HIS analysis monitoring records, both cutters met both criteria of A194 and A198 and entitled as following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Employee</th> <th>Cutter</th> <th>Eligibility</th> <th>Incentive</th> </tr> </thead> <tbody> <tr> <td>A194</td> <td>Employee</td> <td># 127686</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A194</td> <td>Employee</td> <td># 132827</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A198</td> <td>Employee</td> <td># 127686</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> <tr> <td>A198</td> <td>Employee</td> <td># 132827</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> </tbody> </table> <p>However, the payslips reviewed for both cutters shown that only A198 incentive was paid for December 2021 although they were qualified. All other sampled harvesting gang workers were paid with their qualified incentives entitlement accordingly except for the sample cutters above. This confirmed the grievance of consulted workers was valid, hence, a Critical Non-compliance has been raised on the matter.</p>	Code	Employee	Cutter	Eligibility	Incentive	A194	Employee	# 127686	100% Eligible	RM 400.00	A194	Employee	# 132827	100% Eligible	RM 400.00	A198	Employee	# 127686	100% Eligible	RM 250.00	A198	Employee	# 132827	100% Eligible	RM 250.00
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<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. To issue notification letter to the affected workers and informed the worker that they will be reimbursed payment due to them in February 2022 wages.</li> <li>2. Briefed and explained to the workers on the underpaid payment for Harvesting Incentive in month of December 2021 done on 22/02/2022 together with workers representative.</li> <li>3. The workers will receive the payment by this month of February 2022 through bank account and not payment by cash. The briefing conducted to ensure the workers understood for the payment parameter. The payment made by the system in account code A194.</li> </ol>																									
<b>Root Cause Analysis:</b>	Lack of monitoring on manual calculation of the incentives																									
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. To opt for auto calculation when the full implementation of these incentives take place across all OUs in Malaysia.</li> </ol>																									

	<p>Interim Additional monitoring and checking by assistant on the payment of HIS to each harvesters eligible during month end closing before upload the worker’s salary into the system and re-confirm back through payslip for each eligible workers.</p>
<b>Assessment Conclusion:</b>	<p>Verified during Major Non-conformity closure as follows:</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> <li>1. The estate has conducted meeting with the affected harvesters and workers representative and brief on the eligibility of HIS to the workers on 22/02/2022. Reviewed the briefing records in the Communication Book. During the meeting, the workers has been notify that the underpaid incentive will be reimburse to them on February 2022 salary.</li> <li>2. The estate has made reimbursement to the workers during February 2022 as per Fixed/Variable Allowance and Deduction Input Form dated 28/02/2022</li> <li>3. The estate has highlighted the issue to opt for auto calculation when the full implementation of these incentives take place across all OUs in Malaysia in HIS Performance Feedback.</li> <li>3. The assistant manager will monitor the harvesters’ eligibility base on the SAP system. Reviewed the monitoring records SAP system no. CKRRM025.</li> </ol> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>Based on verification of pay slips for the month of October 2022, December 2022, and February 2023, all sampled harvesters have been paid with incentive under code A198 i.e., RM400/month. This was also confirmed through interview with the harvesters. There was no recurrence of non-conformity as the management has implemented the monthly checking by an officer. Thus, the non-conformity remains closed at the point of this assessment.</p>

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M5	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	6.7.1 - Critical		
<b>Statement of Nonconformity:</b>	OSH Committee Meeting was not in line with OSH Act 1994, Part IV (21); Meetings of Safety And Health Committee - Frequency Of Meetings Of Committee.		
<b>Requirement Reference:</b>	The responsible person(s) for H&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.		
<b>Objective Evidence:</b>	Sepang Estate - The 1st Quarter OSH Committee Meeting has been planned but postponed due to EMCO as stated in the memo dated 04/02/2021. The OSH Committee Meeting has then been conducted on 08/12/2021 (01-2021).		



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	<p>Dusun Durian Estate - 1st Quarter and 3rd Quarter meeting has been planned but postponed due to MCO as per memo dated 13/01/2021 and 05/07/2021 respectively. OSH Meeting has then been conducted on 20/04/2021 (01-2021) and 18/11/2021 (02-2021).</p> <p>MCO at Sepang Estate commences on June 2021 and August 2021 however, only 1 OSH meeting recorded for the year 2021. For Dusun Durian Estate, MCO on January 2021 and July 2021 however only 2 OSH Meeting conducted.</p> <p>Therefore, this is not in line with OSH Act 1994, Part IV (21); Meetings of Safety And Health Committee - Frequency Of Meetings Of Committee; <i>A safety and health committee shall meet as often as may be necessary commensurate with the risks attendant on the nature of work at the place of work but shall not meet less than once in three months.</i></p> <p>As per new FAQ by DOSH "Soalan Lazim Berkaitan Perintah Kawalan Pergerakan; JKPP Bil. 1; Dated 30/04/2020" stated 2 options which are</p> <ol style="list-style-type: none"> <li>a. "Melaksanakan mesyuarat menggunakan kaedah alternatif seperti telesidang" atau "Tangguh dan adakan mesyuarat selepas tempoh PKP berakhir",</li> <li>b. "Namun majikan perlu memastikan mesyuarat JKK dijalankan sekurang-kurangnya 4 kali setahun dan di minitkan satu persatu".</li> </ol>
<b>Corrections:</b>	<p>Dusun Durian Estate &amp; Sepang Estate</p> <ol style="list-style-type: none"> <li>1. Estate management will ensure to conduct the OSH meeting in quarterly basis in order to comply the OSH Act 1994, Regulation 21.</li> <li>2. To pre-schedule annual plan of OSH meeting in OU annual calendar where it must be conducted 4 times a year without fail and minutes of meeting being recorded.</li> </ol>
<b>Root Cause Analysis:</b>	<p>OU Management not aware of the FAQ by DOSH "Soalan Lazim Berkaitan Perintah Kawalan Pergerakan" and only following the MCO, Lockdown &amp; NRP announcement by the Government.</p> <p>Explanation from OU</p> <p>The management is concerned about the outbreak of COVID 19 and to prevent the infection to our workers and the elderly living at our Workers housing therefore we discourage any physical meeting and ultimately postpone the OSH meeting. Selangor state have the highest numbers of COVID 19 cases therefore we particularly concerned about our safety and wellbeing coupled with confirm death cases due to COVID 19 surrounding our area. The Year started with the continuity of Recovery MCO from 1st January 2021 until 31st March 2021, Total Lockdown for 1 month from 1st June until 28th June 2021 and followed by National Recovery Plan (NRP/ PPN) until 1st October 2021.</p>
<b>Corrective Actions:</b>	<p>Dusun Durian Estate &amp; Sepang Estate</p> <ol style="list-style-type: none"> <li>1. OSH meeting schedule is tabulated as per Appendix Dusun Durian Estate 11. The Management will conduct the meeting as per schedule.</li> <li>2. RSQM will monitor &amp; assess compliance to these procedures as stated in Roles &amp; Responsibility in Safety And Health Committee Procedures</li> </ol>
<b>Assessment Conclusion:</b>	<p>Verified during Major Non-conformity closure as follows:</p> <p>Dusun Durian Estate</p> <p>The estate has established ESh Committee Meeting Plan documented in the HSE Meeting Gant Chart 2022. The meeting was planned to be conducted in the month</p>

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	<p>of February, May, August and November 2022. Reviewed the minutes meeting no 01/2022 dated 28/02/2022. Next meeting is scheduled on 28/05/2022.</p> <p>Selangor Estate</p> <p>The estate has established ESH Committee Meeting Plan documented in Occupational Safety and Health Plan, Selangor Estate 2022. The meeting is scheduled in February, May, August and November 2022. Reviewed the minutes meeting no. 01/2022 dated 14/02/2022. Next meeting is scheduled on 19/05/2022.</p> <p>The RSQM monitor and assess the compliance of Safety and Health Procedures and legal requirement through Checklist Of Occupational Safety &amp; Health (OSH). Reviewed the monitoring conducted in the month of February 2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>																																				
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<p>OSH Meeting for the year 2022 and 1<sup>st</sup> Quarter 2023 has been conducted. Refer details as below:</p> <table border="1" data-bbox="507 936 1305 1294"> <thead> <tr> <th>OSH Meeting 2022</th> <th>East Estate</th> <th>East POM</th> </tr> </thead> <tbody> <tr> <td>1st Quarter</td> <td>17/03/2022</td> <td>30/03/2022</td> </tr> <tr> <td>2nd Quarter</td> <td>16/06/2022</td> <td>20/06/2022</td> </tr> <tr> <td>3rd Quarter</td> <td>10/09/2022</td> <td>21/09/2022</td> </tr> <tr> <td>4th Quarter</td> <td>13/12/2022</td> <td>29/12/2022</td> </tr> <tr> <td>1st Meeting 2023</td> <td>23/02/2023</td> <td>Proposed on March 30</td> </tr> </tbody> </table> <table border="1" data-bbox="507 1339 1305 1675"> <thead> <tr> <th>OSH Meeting 2022</th> <th>Dusun Durian Estate</th> <th>Selangor Estate</th> </tr> </thead> <tbody> <tr> <td>1st Quarter</td> <td>28/02/2022</td> <td>14/02/2022</td> </tr> <tr> <td>2nd Quarter</td> <td>28/05/2022</td> <td>19/05/2022</td> </tr> <tr> <td>3rd Quarter</td> <td>18/08/2022</td> <td>30/08/2022</td> </tr> <tr> <td>4th Quarter</td> <td>21/11/2022</td> <td>15/12/2022</td> </tr> <tr> <td>1st Meeting 2023</td> <td>10/02/2023</td> <td>16/02/2023</td> </tr> </tbody> </table> <p>Internal audit by HQ and Management review meeting was used as mechanism to ensure that OSH Meeting has been conducted accordingly. On the estate level, Senior Assistant was monitored the schedule OSH meeting. Thus, the non-conformity remains closed at the point of this assessment.</p>	OSH Meeting 2022	East Estate	East POM	1st Quarter	17/03/2022	30/03/2022	2nd Quarter	16/06/2022	20/06/2022	3rd Quarter	10/09/2022	21/09/2022	4th Quarter	13/12/2022	29/12/2022	1st Meeting 2023	23/02/2023	Proposed on March 30	OSH Meeting 2022	Dusun Durian Estate	Selangor Estate	1st Quarter	28/02/2022	14/02/2022	2nd Quarter	28/05/2022	19/05/2022	3rd Quarter	18/08/2022	30/08/2022	4th Quarter	21/11/2022	15/12/2022	1st Meeting 2023	10/02/2023	16/02/2023
OSH Meeting 2022	East Estate	East POM																																			
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Non-conformity			
<b>NCR Ref #</b>	2165801-202202-M6	<b>Date Issued</b>	18/02/2022
<b>Due Date</b>	18/05/2022	<b>Date of nonconformity Closure</b>	16/05/2022
<b>Clause &amp; Category (Critical / Minor)</b>	7.8.2 - Critical		
<b>Statement of Nonconformity:</b>	Main drain adjacent to a palm field was not protected from spraying activities.		
<b>Requirement Reference:</b>	<p>i) 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>ii) BMPs for the management and rehabilitation of riparian reserves(April 2017):            2.1.5 ARTIFICIAL DRAINAGE CHANNELS - For artificial channels draining directly into natural waterways, bank erosion and spraying of chemicals close to the water edge should be minimised. Leaving narrow strips (e.g. 10 m wide) of unsprayed vegetation like shrubs and grasses, alongside artificial drainage channels, as well as minimising the amount of disturbances e.g from dredging) inside the channels, would reduce the amount of pollutants entering natural waterways vis artificial channels, particularly during flooding events.</p>		
<b>Objective Evidence:</b>	East Estate Site visit on 18/02/2022 field no P02D and P00D1 observed there were significant traces of spraying being made at row edge of main drain/watercourse leading external flow to the estuary Sg Langat.		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Improve identification through proper signages and better communication Plant Nutrient &amp; Protection (PNP) unit will work together the Operating Unit (OU) to mark the main drain heading towards water course in the map.</li> <li>2. To erect a signboard says "No Chemical Spraying'.</li> <li>3. To educate sprayer gang on the requirement.</li> <li>4. To plant Mucuna sp. along the main drain to cover the bare soil.</li> </ol>		
<b>Root Cause Analysis:</b>	Information with regards to spraying at artificial drain towards natural water source is not being brief and lack of monitoring mechanism i.e. inadequate info given to workers to avoid these areas.		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. All areas to be avoided spraying to be identified, demarcated and communicated to workers constantly.</li> <li>2. Mandors/ supervisors are also trained to ensure they are aware and remind workers when work assigned near these demarcated areas.</li> <li>3. Awareness training to the management and sprayer gang on spraying at sensitive area.</li> </ol>		
<b>Assessment Conclusion:</b>	Verified during Major Non-conformity closure as follows:  East Estate		

	<ol style="list-style-type: none"> <li>1. The estate has communicate with the Plant Nutrient &amp; Protection (PNP) to identified the main drain leading to tides gates to avoid spraying works and per communication email dated 24/02/2022. The PNP has provided the map for Main Drain – Waterways Connectivity Map.</li> <li>2. The estate has conducted the awareness training on the prohibition of spraying at the buffer zone area. Reviewed training records dated 23/02/2022 and 15/03/2022.</li> <li>3. The estate has erected signboard on prohibition of chemical application at the buffer zone area. Sighted the signboard erected and demarcation at field P00D1, P01D and P02D near the tide gate no. 19 and 20.</li> <li>4. The estate has established Mucuna sp. planting alongside the buffer zone area to rehabilitate the area. Sighted the Mucuna sp. Planted at field P00D1, P01D and P02D.</li> </ol> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>Based on site visit at riparian reserve and man-made drain leading to natural waterways at all visited operating units, no evidence of chemical application observed. The estate has erected signboard on prohibition of chemical application at the riparian/buffer zone area as part of administrative control. Mucuna planting is continuously cultivated along riparian reserve for rehabilitation and enhancement of the protected area. No recurrence of issues observed, thus the previous NC is remained closed.</p>

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-N1	<b>Issued Date</b>	18/02/2022
<b>Due Date</b>	In the next surveillance	<b>Closure Date</b>	16/03/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.7.2 (Minor)		
<b>Statement of Nonconformity:</b>	The monitoring of the First Aid Box were not effectively implemented at the Estate.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	<p><b>East Estate</b></p> <p>The first aid box was sampled for the Spraying Gang Trunk Injection and Office. The First Aid boxes were found to be as below:</p> <ol style="list-style-type: none"> <li>1. The First Aid items in the First Aid Box were insufficient. There were less items in the box compared to the First Aid Items list that was in the box. (Cosmoplast, Handiplast, Cotton Ball &amp; Cotton Wool were not available)</li> <li>2. There were items that were in the box but not listed in the First Aid Item List.</li> </ol>		

	<p>3. Monthly Inspection of First Aid Kit Items were ineffective as records of monitoring showed that all items were replenished and available, but the items were not available in the box during inspection despite not being used by the person in charge.</p> <p>4. Issues and Replenishment were not recorded in the first aid kit. Last usage records shown as 2018 despite the items being used as recent as this month.</p>
<b>Corrections:</b>	<p><b>East Estate</b></p> <ol style="list-style-type: none"> <li>To re-brief and issue reminder letter to person in charge.</li> <li>Awareness training on First Aid procedure including the important of updating inventory checklist.</li> </ol>
<b>Root Cause Analysis:</b>	Lack of accountability of PIC despite training – not understanding the consequences of expired and incomplete list of essential items in first aid kit. The current communication and control on monitoring is not effective and alternate approaches needs to be explored.
<b>Corrective Actions:</b>	The trained and appointed PIC will submit the checklist to MA in charge and as additionally will be counter checked by MA on sampling basis. Consequence management approach will be taken considering this is a recurring issue.
<b>Assessment Conclusion:</b>	<p>Training on First Aid has been conducted. Records as below:</p> <p>Refer Appointment letter for 18th’s First Aider dated 10/03/2023. Stated that First Aider must bring the first aid box on monthly basis for checking with MA.</p> <p>Monthly inspection of First Aid conducted by MA. Sighted Monthly Checklist / Monitoring for First Aid Kit dated March 2023.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	Verified during site inspection at East POM, East Estate, Dusun Durian Estate and Sepang Estate, all first box inspected at field and works station found in order, Latest monitoring by MA was conducted in February 2023. All first aid box items checked were up to date.

Non-conformity			
<b>NCR Ref #</b>	2165801-202202-N2	<b>Issued Date</b>	18/02/2022
<b>Due Date</b>	In the next surveillance	<b>Closure Date</b>	Escalate to major NC
<b>Indicator &amp; Category (Critical / Minor)</b>	7.3.1 (Minor)		
<b>Statement of Nonconformity:</b>	The implementation of disposal of used materials was not effective.		
<b>Requirement Reference:</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>16/02/2022 Sepang Estate - During the site visit at PR21B immature area an empty chemical container was sighted at site labelled shown "cypermethrin". Container content checked therein to contain water.</li> </ol>		

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	<ol style="list-style-type: none"> <li>2. 15/02/2022 Sepang Estate - Replaced units of florescent tubes sighted being kept at the fertilizer store and not in a designated waste area.</li> <li>3. 18/02/2022 East Estate P09A1 - Grease container being used to keep chemical for the trunk injection operations.</li> </ol>
<p><b>Corrections:</b></p>	<p><b>Sepang Estate</b></p> <ol style="list-style-type: none"> <li>1. Management has identified the person who brought the item in the field and issue warning letter to contractor Thaylan Enterprise for using the chemical container without permission for the said accident. Appendix IV (1). The empty container will be collected and disposed as scheduled waste according to batches records.</li> <li>2. To identify and register florescent tubes into waste management plan. The management have updated the notification waste for SW109 through E-SWIS application and will assign the contractor (3R Quest Sdn Bhd) for collection. Appendix IV (2)</li> </ol> <p><b>East Estate</b></p> <ol style="list-style-type: none"> <li>1. The grease container being collected and disposed as scheduled waste according to batches records.</li> <li>2. Keep awareness prohibiting usage of schedule waste containers for personal and other use among estate workers by briefing during morning muster, social dialogue, and other communication channels.</li> <li>3. All re-used container marking and labelling for weeding or P&amp;D spraying activity.</li> </ol>
<p><b>Root Cause Analysis:</b></p>	<p>The current communication and control on monitoring is not effective and alternate approaches needs to be explored.</p>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. Estate will ensure the empty chemical container are not being used for any activities without permission by the management (PIC).</li> <li>2. Practice bin card inventory check list for each of waste product (Empty chemical container) by division and submit to Manager for verification for each month.</li> <li>3. Estate management will ensure to do the proper marking on empty container for upkeep work used.</li> <li>4. To communicate and emphasize on the consequences of using empty chemical container to the workers via social dialogue and during morning muster.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Dusun Durian Estate</p> <p>Observed during site visit at all 4 nursery ponds, empty chemical containers were not properly disposed;</p> <ul style="list-style-type: none"> <li>- Chemical container painted with hazards sign (red) used to fill the priming tank at pond no.1</li> <li>- Chemical container used as support structure for 4 inch poly pipe (suction point) at pond no. 3</li> <li>- Chemical container was seen floating at pond no.4</li> </ul> <p>Due to recurrence of issue under 7.3.1, previous minor NC was not effectively closed and escalate to Major NC.</p>

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<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	The previous minor NC was not closed effectively and escalated to major NC
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<b>Opportunity for Improvement</b>	
<b>OFI#</b>	<b>Description</b>
<b>OFI 1</b>	N/A

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1883198-202002-M1	Critical	2.1.1	14/02/2020	Closed out on 12/05/2020
1883198-202002-M2	Critical	7.2.6	14/02/2020	Closed out on 12/05/2020
1883198-202002-N1	Minor	2.2.2	14/02/2020	Escalated to Major NC. Refer NC no. 2165801- 202202-M1
1883198-202002-N2	Minor	4.2.3	14/02/2020	Closed out on 18/02/2022
1883198-202002-N3	Minor	7.3.2	14/02/2020	Closed out on 18/02/2022
1733498-201901-N4	Minor	3.3.2	14/02/2020	Escalated to Major NC. Refer NC no. 2165801- 202202-M2
2165801-202202-M1	Major	2.2.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M2	Major	3.3.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M3	Major	3.6.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M4	Major	6.2.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M5	Major	6.7.1	18/02/2022	Closed on 16/05/2022
2165801-202202-M6	Major	7.8.2	18/02/2022	Closed on 16/05/2022
2165801-202202-N1	Minor	6.7.2	18/02/2022	Closed on 16/03/2023
2165801-202202-N2	Minor	7.3.1	18/02/2022	Escalate to major NC
2322633-202303-M1	Major	7.3.1	16/03/2023	Closed on 15/6/2023
2322633-202303-M2	Major	3.6.1	16/03/2023	Closed on 15/6/2023
2322633-202303-M3	Major	7.2.9	16/03/2023	Closed on 15/6/2023
2322633-202303-M4	Major	2.1.1	16/03/2023	Closed on 15/6/2023
2322633-202303-N1	Minor	7.3.3	16/03/2023	"Open"
2322633-202303-N2	Minor	7.11.3	16/03/2023	"Open"

**3.4 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 Strategic Operating Unit (SOU 8) East Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

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

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

<b>Stakeholders contacted</b>		
<b>Type of Stakeholder</b> (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	<b>Stakeholder name / organization</b>	<b>Means of communication</b> (e.g. face to face interview, email, phone interview, comment from public notice)
Contractor	ABC	Face to face
Contractor	XYZ Trading	Face to face
Contractor	Gan Estate Management Sdn Bhd	Face to face
Contractor	DEF	Face to face
Contractor	XXX	Face to face
Internal	Gender committees	Face to face
Internal	Estates and mill workers	Face to face

<b>Stakeholders comment</b>	
<b>1</b>	<p><b>Feedbacks:</b>  <u>Contractors and Vendors</u></p> <p>The contractor has a good relationship with the company where they have been providing the service for many years. The contractor also mentioned that the award of contract was done through fair and unbiased tendering process. For vendors supplying services or items, the operating units always request for quotations before confirming any purchase. Payments were always made on timely manner. The management and staff of the operating units have also been very accommodating should there be any issues of concern. The operating units also actively provide trainings on RSPO especially with regards to legal, OHS, best practices and employees’ welfare. Although a few challenges were faced in implementing the requirements due to limited knowledge and resources, the contractors have stated that they will do their best to comply.</p> <p>The company has also always invited the contractor’s representative to attend the stakeholder meetings as a channel to discuss any social issues. They were also made to understand the mechanism to lodge complaint or grievance should there be any.</p>

	<p><b>Audit Team verification and response:</b> No further issue.</p>
<b>2</b>	<p><b>Feedbacks:</b>  <u>Gender committee representatives</u>            Each of the operating unit has their own gender committee. Among the main objectives of the committee are:</p> <ul style="list-style-type: none"> <li>– To raise awareness, identify and address issues of concerns, opportunities, and areas for improvement for workers especially women</li> <li>– To create a safe community within operations where women can raise issues and concerns at work and in their lives with a focus on zero tolerance to sexual harassment and gender-biased violence</li> </ul> <p>The committee is required to plan annual activities to achieve the objectives. Among the important activity planned were briefing/training to female workers/employees on understanding the meaning of sexual harassment and domestic violence and method of reporting should it happen. The management has also been very supportive with the programmes in term of financial, facilities and other resources. Since the last audit, there was no sexual harassment case reported.</p> <p><b>Audit Team verification and response:</b> No further issue.</p>
<b>3</b>	<p><b>Feedbacks:</b>  <u>Field workers (estates and mill)</u>            The management has been very accommodative to the workers in term of welfare. Safety at the workplace is a top priority imposed by the management. Adequate trainings and free PPE were among the main needs given by the management. With regards to welfare, housing facilities, water &amp; electricity supply were always maintained in good conditions. With the use of OPP application in smartphone, the reporting of housing defects or maintenance was very convenient. Workers were also made to understand the mechanism to lodge complaint or grievance should there be any. There has been no issue with regards to delivering the terms &amp; conditions stipulated in the employment contract so far.</p> <p><b>Audit Team verification and response:</b> No further issue.</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 contacted					
Not applicable as all estates has undergone the 2 <sup>nd</sup> cycle of planting.					

Previous land owner / user comment	
	Feedbacks: N/A
	Audit Team verification and response: N/A



### 3.5 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.



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**Formal Signing-off of Assessment Conclusion and Recommendation**

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Strategic Operating Unit (SOU 8) East Palm Oil Mill has complied with the Malaysia National Interpretation 2019 of the RSPO P&amp;C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Strategic Operating Unit (SOU 8) East Palm Oil Mill is remain certified.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name: Mohamed Hidhir Bin Zainal Abidin</b>	<b>Name:</b> Shylaja Devi Vasudevan Nair
<b>Company Name: BSI Services (M) Sdn Bhd</b>	<b>Company Name:</b> Sime Darby Plantation Bhd
<b>Title: Lead Auditor</b>	<b>Title:</b> Head, Sustainability Compliance Unit, GSD
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
<b>Date: 18<sup>th</sup> June 2023</b>	<b>Date:</b> 31/07/2023

**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>The documents that are specified in the RSPO P&amp;C were made available on site at all the sampled operating units. Among the publicly available documents are land titles, OHS plans, EIA and SIA reports, HCV documentation, pollution prevention and reduction plans, records of complaints and grievances, negotiation procedures, summary reports, company policies and continual improvement plans. Reports and policies are accessible at the company’s website: <a href="https://www.simedarbyplantation.com/">https://www.simedarbyplantation.com/</a> .</p>	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>Information available in appropriate languages and accessible to relevant stakeholders through sample meeting latest conducted at each specific operating unit. Stakeholder bulletin (complaint and grievance procedure, fire prevention and RSPO requirements) and social dialogue reinforcement were discussed in the meeting with internal stakeholders. Information (in bi-lingual English and Malay) can be seen in the strategic area within estate and mill compound</p>	Complied
1.1.3	<p><b>(C)</b> Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>Should there be any request for information that are specified in the RSPO P&amp;C from any stakeholders, record of request can be maintained in few ways such as Communication Logbook, and filing of correspondence documents e.g., email printout, and letter. There has been no request for information that are specified in the RSPO P&amp;C from any stakeholders since the last assessment.</p>	Complied

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<p>1.1.4</p>	<p><b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, Procedure for External Communication, version 1, issue date 01/11/2008). The procedure has the detail about the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. On top of the existing procedure, Grievance Response Standard Operating Procedure, version 2 dated 18/07/2022 established for handling grievance specific issues for internal and external stakeholders. The Mill Manager has appointed Mill Assistant Manager as the management system officer to handle any issue related to RSPO/ISCC/SCCS/ISO. Whereas the Estate Managers have appointed the Assistant Managers to be the person in charge for social issues.</p> <p>The last stakeholder consultation meeting was conducted on 14/12/2022 (Dusun Durian), 17/02/2023 (Sepang), and 08/12/2022 (East POM and East Estate). Among the attendees were smallholders, local communities, government agencies, contractors, and representatives from nearby schools. Feedbacks were recorded in the minutes of meeting and have been incorporated into the social management plan.</p>	<p>Complied</p>
<p>1.1.5</p>	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>The lists of stakeholders were last updated in January 2023 by each operating unit. Generally, the stakeholders are of various categories such as local communities, authorities, contractors, suppliers, and NGOs to name a few. The lists are completed with the information about nominated representatives, contact numbers and addresses.</p>	<p>Complied</p>
<p><b>Criterion 1.2:</b> The unit of certification commits to ethical conduct in all business operations and transactions.</p>			

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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 Bhd has addressed its policy for ethical conduct in Code of Business Conduct (COBC) and to be implemented in all business operations and transaction, including recruitment and contracts. The document is publicly available on the company's website. Sime Darby has imposed the implementation of the COBC to all its contractors and vendors by signing the Vendors Integrity Pledge document. Copies of the signed pledges were kept by all the operating units and made available for verification.</p>	Complied
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>At the operating unit level, the system to monitor is mainly by regular checking of the contractors' legal compliance and employees' welfare by the management.</p> <p>Apart from that, annual internal audit is also one of the methods to ensure whether the management is monitoring the compliance and implementation of the policy of the counterparties.</p>	Complied
<p><b>Principle 2: Operate legally and respect rights</b></p>			
<p><b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	<p><b>(C)</b> The Unit of Certification complies with legal requirements</p> <p>- Critical (Major) compliance -</p>	<p>The unit of certification continued to comply with legal requirements. Among permits and licenses verified:</p> <p><u>East POM</u></p> <p>i) Mill's compliance schedule under license no. 003772, ref: AS(B) AS(B)31/152/000/308 valid from 1/7/22 until 30/6/23. Mill processing capacity is 30 mt/hr using land application for method of POME disposal. Limit of BOD<sub>3</sub> is 5000 mg/l.</p> <p>ii) 3<sup>rd</sup> party environmental audits</p> <p>1<sup>st</sup> half of 2022 – audit date (8/4/2022), report date (15/4/2022)</p> <p>No NC raised. Four (4) for observations raised. Audit carried out environmental license assessor, EA 0079/CESSWI 3309</p> <p>2<sup>nd</sup> half of 2022 - audit date (3/10/2022), report date (10/10/2022)</p>	Non-compliance

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		<p>No NC raised. Only (1) one observation raised. Audit carried out environmental license assessor, EA 0024</p> <p>iii) List of competent persons</p> <table border="1"> <thead> <tr> <th data-bbox="1128 475 1330 523">Competency</th> <th data-bbox="1330 475 1653 523">Certificate reference</th> <th data-bbox="1653 475 1917 523">Validity period</th> </tr> </thead> <tbody> <tr> <td data-bbox="1128 523 1330 703">CePPOME (Certified Professional in Palm Oil Mill Effluent)</td> <td data-bbox="1330 523 1653 703">CePPOME/00073</td> <td data-bbox="1653 523 1917 703">Effective from 20/2/18</td> </tr> <tr> <td data-bbox="1128 703 1330 916">CePSWaM (Certified Professional in Scheduled Waste Management)</td> <td data-bbox="1330 703 1653 916">CePSWaM/02033</td> <td data-bbox="1653 703 1917 916">Effective from 1/11/18</td> </tr> <tr> <td data-bbox="1128 916 1330 1031">AGT (Authorized Gas Tester)</td> <td data-bbox="1330 916 1653 1031">HQ/23/AGTES/01/17682</td> <td data-bbox="1653 916 1917 1031">20/01/23 – 08/09/24</td> </tr> <tr> <td data-bbox="1128 1031 1330 1145">Electrical charginan, A4</td> <td data-bbox="1330 1031 1653 1145">PJ-T-4-B-0578-2020</td> <td data-bbox="1653 1031 1917 1145">Valid until 14/9/24</td> </tr> <tr> <td data-bbox="1128 1145 1330 1259">Steam Engineer, Grade 1</td> <td data-bbox="1330 1145 1653 1259">077/2008</td> <td data-bbox="1653 1145 1917 1259">Effective from 30/7/08</td> </tr> <tr> <td data-bbox="1128 1259 1330 1335">Internal combustion</td> <td data-bbox="1330 1259 1653 1335">SL/12/EIP/01/7</td> <td data-bbox="1653 1259 1917 1335">Effective from 21/12/12</td> </tr> </tbody> </table>	Competency	Certificate reference	Validity period	CePPOME (Certified Professional in Palm Oil Mill Effluent)	CePPOME/00073	Effective from 20/2/18	CePSWaM (Certified Professional in Scheduled Waste Management)	CePSWaM/02033	Effective from 1/11/18	AGT (Authorized Gas Tester)	HQ/23/AGTES/01/17682	20/01/23 – 08/09/24	Electrical charginan, A4	PJ-T-4-B-0578-2020	Valid until 14/9/24	Steam Engineer, Grade 1	077/2008	Effective from 30/7/08	Internal combustion	SL/12/EIP/01/7	Effective from 21/12/12	
Competency	Certificate reference	Validity period																						
CePPOME (Certified Professional in Palm Oil Mill Effluent)	CePPOME/00073	Effective from 20/2/18																						
CePSWaM (Certified Professional in Scheduled Waste Management)	CePSWaM/02033	Effective from 1/11/18																						
AGT (Authorized Gas Tester)	HQ/23/AGTES/01/17682	20/01/23 – 08/09/24																						
Electrical charginan, A4	PJ-T-4-B-0578-2020	Valid until 14/9/24																						
Steam Engineer, Grade 1	077/2008	Effective from 30/7/08																						
Internal combustion	SL/12/EIP/01/7	Effective from 21/12/12																						

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		<table border="1"> <tr> <td>engine, grade 1</td> <td></td> <td></td> </tr> <tr> <td>Engine driver, grade 1</td> <td>SL/02/2004</td> <td>Effective from 28/1/04</td> </tr> </table>	engine, grade 1			Engine driver, grade 1	SL/02/2004	Effective from 28/1/04	<p>iv) Private electrical installation, serial no. 57884, license no. 2022/03128 for 2,240 kW and valid until 10/11/23</p> <p>v) MPOB license no. 533088004000 with 180,000 mt processing capacity and valid for 1 year (1/10/2022 – 30/9/2023)</p> <p>vi) Sample of certificate of fitness for steam boiler, unfired pressure vessel checked:</p> <table border="1"> <thead> <tr> <th>CF number</th> <th>Type of machinery</th> <th>Validity period</th> </tr> </thead> <tbody> <tr> <td>SL PMD 80297</td> <td>BI Drum Water Tube Boiler</td> <td>9/02/23 – 8/05/24</td> </tr> <tr> <td>PMA 13212</td> <td>Overhead travelling crane</td> <td>9/02/23 – 8/05/24</td> </tr> <tr> <td>SL PMT 1069</td> <td>Sterilizer</td> <td>9/02/23 – 8/05/24</td> </tr> <tr> <td>SL PMT 1531</td> <td>Sterilizer</td> <td>9/02/23 – 8/05/24</td> </tr> <tr> <td>SL PMT 3467</td> <td>Air compressor</td> <td>9/02/23 – 8/05/24</td> </tr> <tr> <td>PMT 37165</td> <td>Back pressure receiver</td> <td>9/02/23 – 8/05/24</td> </tr> </tbody> </table> <p>vii) Weighbridge stamping, serial no. 0107222.6JK, calibration no. B1.ATK 02898, capacity: 60,000 kg (Mettler-Toledo, IND310). Stamping date: 3/2/2023.</p> <p>viii) Fire Certificate, ref. no JBPM: SL-7/1083/2023, serial no. 338875 valid from 11/1/23 to 10/1/24</p>	CF number	Type of machinery	Validity period	SL PMD 80297	BI Drum Water Tube Boiler	9/02/23 – 8/05/24	PMA 13212	Overhead travelling crane	9/02/23 – 8/05/24	SL PMT 1069	Sterilizer	9/02/23 – 8/05/24	SL PMT 1531	Sterilizer	9/02/23 – 8/05/24	SL PMT 3467	Air compressor	9/02/23 – 8/05/24	PMT 37165	Back pressure receiver	9/02/23 – 8/05/24
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		<p><u>Dusun Durian Estate</u></p> <p>i) MPOB license no. 528976002000, valid from 1/5/22 – 30/04/23 for 2,018.98 ha for selling and transporting FFB.</p> <p>ii) MPOB license no. 563441011000, valid from 1/8/22 – 31/07/23 for 2,018.98 ha for production, selling and moving and storage.</p> <p>iii) Air receiver/compressor CF, SL PMT 28263 valid until 29/06/2023</p> <p>iv) Diesel permit, serial no. B005408, ref: B.PGK.SEL/01375, storage capacity: 15,000 litre valid from 13/1/22 – 12/1/24</p> <p><u>Sepang Estate</u></p> <p>i) Air compressor/receiver CF, SL PMT81283 valid until 8/6/24.</p> <p>ii) Petrol permit, serial no. P(BS001291), ref: SL(SPG) 33/21 P(D), storage capacity: 5,000 litres valid from 13/10/22 – 12/10/23</p> <p>iii) MPOB license no. 533267002000, for selling and transporting of FFB valid from 1/10/22 – 30/9/23 for 2,735 ha</p> <p>iv) MPOB license no. 533798002000, for selling and transporting of FFB valid until 1/11/2022 – 31/10/23 for 440.27 ha (Sg Rawang Div.)</p> <p><u>East Estate</u></p> <p>i) MPOB license no. 531308002000, valid from 1/8/22 – 31/07/23 for 5,708.32 ha for selling and transporting FFB.</p> <p>iii) Air receiver/compressor CF, SL PMT 4385 valid until 29/08/2023</p> <p>iv) Diesel permit, serial no. B004146, ref: B.PGK.SEL/01023, storage capacity: 15,000 litre valid from 10/2/22 – 9/2/24</p> <p>Based on site visit at the groceries shop at Dusun Durian Estate Main Division, it was observed that the shop has been storing liquid petroleum gas cylinders and distributing them to workers. However,</p>	
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		<p>there was no evidence that shows the shop have obtained legal permit from the relevant authority for this activity.</p> <p>It was also found that the shop has been preparing and serving food for customers. However, there was no evidence that the food handler has attended the food handling course and has obtained typhoid vaccination as required in the Food Hygiene Regulations 2009.</p> <p>Similar case was found at East Estate that the canteen operators (tenant: XXX) was not able to show the evidence of attending food handling course. Thus, a non-conformity was assigned due to this lapse.</p>	
2.1.2	<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>Sime Darby Plantation Berhad has established legal and other requirements register @ LORR to have a list of legal register to ensure compliance is in place. The system has a means to track changes to the laws and regulations. The GSQM Department is responsible to track changes and the information was disseminated to all its plantations and mill operation. The newly added laws and regulations as per the following:</p> <ul style="list-style-type: none"> <li>- Employees Social Security (Amendment) Act 2022, date review 26/9/22</li> <li>- Employment Insurance System (EIS) (Amendment) Act 2022, date review 26/9/22</li> </ul> <p>Employment Act (Amendment) 2022, date review 6/1/23</p>	Complied
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>Legal or authorised boundaries are clearly demarcated and visibly maintained as per verification during site visit. Whenever the land boundaries are adjacent with third party (smallholders, villages, other oil palm companies, etc.) the normal practice of sample estate to indicate the legal boundaries are through construction of trenches and parameter road. This was confirmed through the field visit at East Estate, Dusun Durian Estate and Sepang Estate found practiced</p>	Complied



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		<p>was clearly visible. Boundary and monthly patrolling record was verified.</p> <p><u>East Estate</u></p> <p>Sighted boundary at P20A neighbouring Government Road. Verified that there is no planting beyond these legal or authorised boundaries.</p> <p><u>Dusun Durian Estate</u></p> <p>Sighted boundary at P06K2 neighbouring with Smallholders. Verified that there is no planting beyond these legal or authorised boundaries.</p> <p><u>Sepang Estate</u></p> <p>Sighted boundary at P14C neighbouring with Smallholders and P21B neighbouring with Malaysia Airports. Verified that there is no planting beyond these legal or authorised boundaries.</p>	
<p><b>Criterion 2.2:</b> All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>The certification unit had listed all contracted parties and documented in individual operating units' stakeholders list, which was last updated in March 2023. The lists were made available for verification at all the sampled units.</p>	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>- Minor compliance -</p>	<p>All contracted parties/vendors were required to sign Vendor Integrity Pledge (VIP) and to comply with the following requirements:</p> <ul style="list-style-type: none"> <li>- Vendor Code of Business Conduct (VCOBC)</li> <li>- All applicable laws and regulations related anti-bribery, fraud, and corruption</li> </ul> <p>The operating units had carried out legal due diligence of all their contracted parties through internal audits, and performance review. Among the documents and records inspected by the operating units</p>	Complied

		were possession of appropriate licenses/permits and payslips of the employers of the contractors to name a few.	
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 -	Generic clauses related to disallowing child, forced, and trafficked labour are available in Vendor Integrity Pledge (VIP). All contracted parties/vendors were required to sign Vendor Integrity Pledge (VIP) and to comply with the following requirements: – Vendor Code of Business Conduct (VCOBC) – All applicable laws and regulations related anti-bribery, fraud, and corruption	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 -	For directly sourced FFB, information of third party FFB suppliers such as contract agreement, MPOB license, location maps with GPS coordinates information and evidence of ownership kept in specific FFB supplier files.	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 -	There were several indirectly sourced FFB and the mill is still in the process of collecting the information described in 2.3.1. As to comply with RSPO Announcement dated 15 February 2022 on Interim Measure for Fulfilment of Indicator 2.3.2 of the 2018 RSPO Principles & Criteria On Legality of Indirect FFB Supplies, Sime Darby Plantation Berhad has, case register has been submitted to RSPO on 11/11/2022. 3 main challenges as to obtained land ownership evidence, MPOB license and geo-location for the indirect supplier. Target fulfilment of requirement under 2.3.2 is by November 2023.	Complied
<b>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</b>			

Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.																				
3.1.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Business Plan has been prepared by certification units. Refer Business Plan FY2023-2027 that prepared in December 2022. The business plan covered on:</p> <p>Estates</p> <ol style="list-style-type: none"> <li>1. Oil Palm – Mature Upkeep</li> <li>2. Oil Palm – Harvesting &amp; Collection</li> <li>3. Oil Palm – Transport</li> <li>4. Estate Admin</li> <li>5. Labour Overhead</li> <li>6. Roads &amp; Bridges</li> </ol> <p>Mill</p> <ol style="list-style-type: none"> <li>1. FFB Processed</li> <li>2. CPO Produced</li> <li>3. CPK Produced</li> <li>4. OER</li> <li>5. KER</li> </ol>	Complied																	
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 8 Supply Base estates have prepared the replanting programme with minimum of 5 years projection. The review of the programme is done at the end of every year. Below are the details of the programme:</p> <table border="1" data-bbox="1131 1197 1915 1358"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="5">Replanting Program, Ha, For the Year</th> </tr> <tr> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>195.37</td> <td>93.12</td> <td>123.78</td> <td>110.93</td> <td>262.71</td> </tr> </tbody> </table>	Estate	Replanting Program, Ha, For the Year					2023	2024	2025	2026	2027	East Estate	195.37	93.12	123.78	110.93	262.71	Complied
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		Dusun Durian Estate	0.00	83.33	138.34	158.70	186.55	
		Sepang Estate	127.84	153.31	51.32	154.41	133.99	
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>- Minor compliance -</p>	<p>Management Review meeting has been conducted upon internal audit successfully conducted. Among the agenda in the meeting were:</p> <ol style="list-style-type: none"> <li>1. Introduction by Chairman</li> <li>2. Results of internal audits covering RSPO SCCS</li> <li>3. Customer feedback</li> <li>4. Status of preventive and corrective action</li> <li>5. Follow up actions from management review</li> <li>6. Changes that could affect the management system</li> <li>7. Recommendation for improvement</li> <li>8. Improvement of the effectiveness of the management system and process</li> <li>9. Resources needs</li> </ol> <p>MRM conducted at certification units as date below:</p> <p>East Estate: 29/12/2022 East POM: 29/12/2022 Dusun Durian Estate: 16/01/2023 Sepang Estate: 20/01/2023</p>						Complied
<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>Action plan for continuous improvement implemented by individual operating unit within the certification unit based on consideration of the social impacts, which in general includes welfare of employees, and relationship between the relevant stakeholders.</p> <p>Example of CAPEX for SOU8;</p> <p><u>Dusun Durian Estate</u></p> <ul style="list-style-type: none"> <li>i) House beautification/repainting project</li> <li>ii) Structural damaged due to termite</li> <li>iii) Stagnant water and blockage drain repair</li> <li>iv) Upgrading of gravel to tarmac road (2.5 km with speed bump)</li> </ul> <p><u>East POM</u></p> <ul style="list-style-type: none"> <li>i) Omega Project, concrete work EFB yard (1,440 m<sup>2</sup>) – compliance towards DOE’s license conditions</li> <li>ii) Roofing replacement (main process building, kernel plant</li> <li>iii) Concrete work on the shunting area (1,660 m<sup>2</sup>)</li> <li>iv) Wood and asbestos replacement at worker’s housing</li> </ul> <p><u>East Estate</u></p> <ul style="list-style-type: none"> <li>i) Main division schedule waste store</li> <li>ii) Vehicle for mechanization (tractor/grabber)</li> <li>iii) Bund heightening project</li> </ul>	<p>Complied</p>
<p>3.2.2</p>	<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>  The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p>	<p>RSPO metric template version 2.1 is used for the reporting of SOU8 East Certification Unit’s metrics (economic, social and environment). Data reporting period is January to December 2022 for (social and environment metrics) and economic metrics from Feb 2022 – Mar 2023 (counting back from audit month). Based on verification with input data, no discrepancies of data reported for the said period for all metrics.</p>	<p>Complied</p>

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	<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><b>Criterion 3.3:</b> Operating procedures are Appropriately documented, consistently implemented and monitored.</p>			
<p>3.3.1</p>	<p><b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>Standard Operating Procedures (SOPs) for the estate and mill has been prepared. 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 SOU 8 as a guidance document to conduct estate operation. The estates also hold the Safety Work Procedure. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation etc.</p> <p>Palm Oil 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>For Health, Safety and Environment, both mill and estates, Sime Darby has issued Health, Safety and Environment (HSE) Management System and Standard Operating Procedures. Sime Darby continuously updated the SOP established. Among the updated SOP FY 2022/2023 as follows:</p> <ol style="list-style-type: none"> <li>1. UM HSE Management System Manual, UM/HSE/MS/01</li> <li>2. First Aid in Workplace Procedure, UM/HSE/OCP/01</li> <li>3. Safety Harvesting Procedure, UM/HSE/OCP/02</li> <li>4. Personal Protective Equipment Procedure, UM/HSE/OCP/03</li> <li>5. Chemical Safety Management Procedure, UM/HSE/OCP/04</li> <li>6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05</li> </ol>	<p>Complied</p>

		7. OSH Risk Management Procedure, UM/HSE/SE/01	
3.3.2	A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -	A mechanism on checking the consistency of estate and mill implementation of their procedures were in place. Among the mechanism such as Mill/Plantation Advisor Visit, Performance Monitoring Visit, SORA/SCRA visit, Agronomist visit and Internal Audit.	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available. - Minor Compliance -	The operating units maintain all the records of monitoring and actions taken for all issues raised during the visit. Reviewed the monitoring records as follows: <u>East Estate</u> 1. Internal Audit dated 21/11/2022 2. Performance Monitoring Visit Summary dated 28/10/2022. 3. Estate Structured Crop Recovery Assessment Report dated 25/10/2022 4. Agronomist Visit dated 07/09/2022 <u>East POM</u> 1. Structured Oil Recovery Assessment (SORA) dated 17-21/10/2022 2. Internal Audit Report dated 22/11/2022 <u>Dusun Durian Estate</u> 1. Internal Audit dated 23/11/2022 2. Performance Monitoring Visit Summary dated 26/10/2022. 3. Estate Structured Crop Recovery Assessment Report dated 18/10/2022 <u>Sepang Estate</u> 1. Internal Audit dated 24/11/2022	Complied

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		<p>2. Estate Structured Crop Recovery Assessment Report dated 26/10/2022</p> <p>3. Performance Monitoring Visit Summary dated 09/01/2023.</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 was no new planting or new operation reported in the sampled estates. SIA was conducted on 24 – 26/03/2014 for the certification unit by the Social &amp; Environment Projects Unit, GSD Department. Among the methods used in the assessment were interviews with stakeholders, site observations and documentation reviews. The assessment had covered the affected stakeholders such as contractors, government authorities, local communities, and workers. Issues raised by the stakeholders were incorporated into a management plan. Social profile such as social background of employees, background of local community, education, safety &amp; health, living condition, infrastructure and amenities and stakeholder engagement were taken into consideration in the assessment.</p> <p>There are no new plantings or operations within SOU8 East POM. For existing operation, identification and evaluation of impact assessments relating to environmental impacts based on documents verified as following:</p> <p>a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register</p> <p>b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI</p>	<p>Complied</p>



		<p>c) Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE.</p> <p>There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates. Mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered. Latest review of EIE was carried out on 13/1/2023 for East Estate.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and Assistant Managers of mill and estate were identified as person-incharge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were made annually if there’s no any new activity within respective sites.</p>	
<p>3.4.2</p>	<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>For existing operation, the social impact management plans were developed and updated from time to time by the operating units. The updating of the management plan was based feedbacks and issues collected during various of meeting such as stakeholder meeting, social dialogue session, OSH meeting, trade union meeting, and complaint book to name a few.</p> <p>Each operating units under SOU8 East POM has established an environmental management plan for FY 2022/2023. It mentioned the objectives, category, action, frequency, person in charge and monitoring period. Development of the management plan is based on result of the aspect and impact analysis for all the mill/estate operations. For example the management plan revised annually and the recent review was in January 2023 for FY 2023. In the report, the study of aspect and impact are aimed to;</p>	<p>Complied</p>

		<ul style="list-style-type: none"> <li>a) Plan to avoid negative impact and to promote positive impacts.</li> <li>b) Reduction disposal of waste taking into consideration of social responsibilities.</li> <li>c) Plan to reduce pollution and release of GHG</li> <li>d) Development and implementations.</li> </ul>	
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>Among the information available in the social impact management plans was objectives, feedbacks/issues, actions to be taken, timeframe, and persons in-charge. The progress of the actions was monitored and regularly updated. Generally, among the objectives of the social management plan were:</p> <ul style="list-style-type: none"> <li>- To address the issues raised in various platforms, e.g., repair of housing defects, improving the line-site cleanliness, and following-up the mitigation progress of ILO requirements</li> <li>- To review social impacts and to implement plans to mitigate the negative impacts and promote the positive ones, e.g., engagement with relevant stakeholders</li> <li>- To ensure compliance with SOP and legal requirements regarding social, e.g., appointment of PIC/committee to handle social issues, communication on policies/SOP on social to relevant stakeholders, monitoring of pay and agreement of workers and contractor’s workers, to maintain housing and facilities provided to workers</li> <li>- To contribute to local communities’ development, e.g., monetary/non-monetary</li> </ul>	Complied
<p><b>Criterion 3.5:</b> A system for managing human resources is in place.</p>			
3.5.1	<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>The Human Resource Department in SDP HQ has established SOP for Hiring of Local Workers dated 01/12/2019 and newly revised Migrant Worker Responsible Recruitment Procedure updated on 20/08/2021 to explain the recruitment processes for both local and</p>	Complied

		foreign workers. The recruitment of foreign workers will be carried out by the Workforce Management Unit and HR.	
3.5.2	Employment procedures are implemented, and records are maintained. - Minor Compliance -	Recruitment of workers is carried out by SDPB's Workforce Management Unit at HQ level. At the operating units, application forms, interview assessment form, medical check-up report, copy of identification documents and employment contract for newly recruited employees were made available for verification. Induction process is mandatory to be carried out by operating units to ensure company's rules and regulations were socialized and acknowledged by the workers. These are among the pre-requisites spelt out in the recruitment procedure.	Complied
<b>Criterion 3.6:</b> An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	<b>(C)</b> All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -	<p>All operations were risk assessed to identify H&amp;S issues in the estate and mill. Mitigation plans and procedures were documented and implemented as verified below.</p> <p><u>East POM</u></p> <ol style="list-style-type: none"> <li>1. The Mill had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, HIRARC is subject for a review in event of the following Change in work process, Revision/changes in legislative requirement and Occurrence of accidents. Latest reviewed was conducted on 27/12/2022.</li> <li>2. Chemical Hazard and Risk Assessment (CHRA) has been conducted on 23/01/2022 by GATCONST Sdn Bhd with report reference number HQ/09/ASS/00/124-2020/011.</li> <li>3. Medical Surveillance has been conducted on 17/10/2022 for 17 workers by Klinik Hartati. A total of 17 workers were examined</li> </ol>	Non-compliance

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		<p>and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</p> <ol style="list-style-type: none"> <li>4. Noise Risk Assessment (NRA) has been conducted on 04/02/2022 by Procoma Environmental (M) Sdn Bhd.</li> <li>5. Audiometric test has been conducted as per NRA recommendation dated 21/11/2022 and 13/2/2022 by Specialist Mobile Safety Supplies Sdn Bhd. A total of 62 workers were examined and result indicates that 53 of them have normal hearing, 9 workers with abnormal audiogram and fall under Standard Threshold Shift (STS). Retest has been conducted on 13/03/2023. Refer correspondence email dated from 28/12/2022 until 22/02/2023 found the evidence of delayed of retest due to unbale to conduct the test by OHD.</li> <li>6. Workplace Inspection has been conducted on quarterly basis. Sample inspection record on 12/12/2022.</li> <li>7. Chemical Exposure Monitoring Report has been conducted by Procoma Environmental (M) Sdn Bhd dated 23/12/2022. Parameter monitored were N-Hexane and Isopropyl Alcohol found within the Maximum Exposure Limit.</li> <li>8. Annual Local Exhaust Ventilation (LEV) Examination &amp; Testing Report conducted by Procoma Environmental (M) Sdn Bhd dated 23/12/2022.</li> </ol> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. The estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, HIRARC is subject for a review in event of the following Change in work process, Revision/changes in legislative requirement and Occurrence of accidents. Latest reviewed was</li> </ol>	
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		<p>conducted on 27/02/2023.</p> <ol style="list-style-type: none"> <li>2. Chemical Hazard and Risk Assessment (CHRA) has been conducted on 05/11/2020 by GATCONST Sdn Bhd with report reference number HQ/09/ASS/00/124-2020/0043.</li> <li>3. Medical Surveillance has been conducted on 15/02/2023 for 5 workers by Klinik Hartati. A total of 7 workers were examined and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</li> <li>4. Noise Risk Assessment (NRA) has been conducted on 15/11/2020 by Procoma Environmental (M) Sdn Bhd.</li> <li>5. Audiometric test has been conducted as per NRA recommendation dated 15/11/2022 by Procoma Environmental (M) Sdn Bhd. A total of 54 workers were examined and result indicates that 50 of them have normal hearing, 4 workers with abnormal audiogram and fall under Standard Threshold Shift (STS). Retest has been conducted on 09/12/2022.</li> <li>6. Workplace Inspection has been conducted on quarterly basis. Sample inspection record on 22/03/2023.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. The estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, HIRARC is subject for a review in event of the following Change in work process, Revision/changes in legislative requirement and Occurrence of accidents. Latest reviewed was conducted on 12/10/2022.</li> <li>2. Chemical Hazard and Risk Assessment (CHRA) has been conducted on 12/11/2020 by GATCONST Sdn Bhd with report</li> </ol>	
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		<p>reference number HQ/09/ASS/00/124-2020/0045.</p> <ol style="list-style-type: none"> <li>3. Medical Surveillance has been conducted on 25/11/2023 for 21 workers by Klinik Faridah, Selangor. A total of 21 workers were examined and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</li> <li>4. Noise Risk Assessment (NRA) has been conducted on 28/10/2021 by RENASH Solution Sdn Bhd.</li> <li>5. Audiometric test has been conducted as per NRA recommendation dated 13/01/2023 by Procoma Environmental (M) Sdn Bhd. A total of 25 workers were examined and result indicates that 19 of them have normal hearing, 6 workers with abnormal audiogram and fall under Standard Threshold Shift (STS). Retest has been conducted as per recommended by the assessor.</li> <li>6. Workplace Inspection has been conducted on quarterly basis. Sample inspection record on 08/02/2023.</li> </ol> <p><u>Sepang Estate</u></p> <ol style="list-style-type: none"> <li>1. The estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, HIRARC is subject for a review in event of the following Change in work process, Revision/changes in legislative requirement and Occurrence of accidents. Latest reviewed was conducted on 12/10/2022.</li> <li>2. Chemical Hazard and Risk Assessment (CHRA) has been conducted on 11/10/2020 by GATCONST Sdn Bhd with report reference number HQ/09/ASS/00/124-2020/0034.</li> </ol>	
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		<p>3. Medical Surveillance has been conducted on 11/01/2023 for 40 workers by Klinik Velayutham. A total of 40 workers were examined. 37 of them do not have any work-related problems and 3 of them got abnormal results has been change for light job scope.</p> <p>4. Noise Risk Assessment (NRA) has been conducted on 10/08/2020 by PROCOMA Environmental (M) Sdn Bhd.</p> <p>5. Audiometric test has been conducted as per NRA recommendation dated 11/01/2023 by Klinik Imedic Care. A total of 39 workers were examined and result indicates that 39 workers have normal hearing, no workers with abnormal audiogram and fall under Standard Threshold Shift (STS).</p> <p>6. Workplace Inspection has been conducted on quarterly basis. Sample inspection record on 07/12/2022.</p> <p><b>Major NC</b>  HIRARC coverage and risk control was not fully implemented.</p> <p><u>Dusun Durian Estate</u>  HIRARC risk control at Nursery was not implemented. During site visit at Nursery area, it was found that 3 workers was not wearing shoes during polybag fillings. It was not in line with HIRARC Nursery dated 20/10/2022, Existing risk control, Use PPE (N95, Topeng Keselamatan, Jaket Keselamatan, Kasut Keselamatan, Topi Keledar Keselamatan).</p> <p><u>Sepang Estate</u>  HIRARC Risk Control for Tractor Driver and Mechanical Buffalo was not implemented and not stated as NRA recommendation by</p>	
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		<p>Assessor. During site visit at harvesting area P99C, it was found 1 MB Driver and 1 Tractor Driver was not brought Ear Plug as their PPE in the field. Verified from PPE issuance, ear plug has been given to them on 18/01/2023 for the respective driver. Refer PPE Issuance Records. Refer HIRARC Mechanical Buffalo and Tractor dated 07/10/2022, the risk control on Expose to High Noise stated Provide Ear Plug, Earmuff, to wear Ear Plug/ Earmuff, Safety Awareness briefing but not implemented as field visit.</p> <p>Other than that, Inspection on Mechanical Buffalo and Scissor Hook Lift Trailer with Tractor, there is no "Hearing Protection Zone" signage was installed. HIRARC Risk Control did not state the administrative control as per NRA recommendation report dated 10/08/2020, Section 8.0 Recommendation (e) Warnings sign should be posted at the entrance to the workshop as well as at the noisy tools/ equipment's / machineries mentioned in the discussion page. The warning sign should clearly indicate that personal hearing protector must be worn while working at the workshop or while handling noisy tools/ equipment or machineries</p>	
3.6.2	<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>Refer Occupational Safety &amp; Health Plan for the year 2023 that has been prepared by certification units. Among the management discussed were:</p> <ol style="list-style-type: none"> <li>1. OSH Risk Management</li> <li>2. OSH Structure</li> <li>3. Incident Reporting</li> <li>4. Emergency Preparedness &amp; Response</li> <li>5. Chemical Safety Management</li> <li>6. Contractor Safety Management</li> </ol>	Complied



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		<p>7. Vehicle &amp; Machinery safety Management 8. Communication 9. Inspection 10. Health and Hygiene Monitoring program 11. Awareness, competency &amp; Training 12. Reporting</p> <p>The effectiveness of the plans was monitored in many ways such as:</p> <ul style="list-style-type: none"> <li>• Internal audit</li> <li>• Workplace inspection (including field supervision)</li> <li>• Accident &amp; incident reporting</li> <li>• Medical surveillance</li> <li>• Chemical exposure monitoring</li> <li>• Audiometric test</li> <li>• LEV performance monitoring (fume hood)</li> </ul>	
<b>Criterion 3.7:</b> All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.			
3.7.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>The operating units visited has conducted training need analysis for all employee, management, and contractors. The need analysis was conducted based on the job designation and training required by the job type. Trainings was identified for management, employee and contractors and programmed throughout FY 2022/2023. The training identified covers the safety and health, environmental and social aspect.</p>	Complied

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		<p>Means implemented by certification units were to assess understanding of participants include:</p> <ul style="list-style-type: none"> <li>• Participants completing post-training evaluation/feedback form and give suggestions.</li> <li>• Knowledge acquisition and behavioural application rated by immediate supervisor at workplace post training attended.</li> </ul> <p>Random interviews with workers showed that they understood what RSPO is, the several subsidiaries’ policies, what does their work/job SOP states and the consequences if deviated, the need to put on PPE and demonstrate donning PPE and when it should be changed, the use of fire extinguishers, understanding workplace hazards, risks and needed control measures, etc.</p> <p>The annual training program 2022/2023 has been established and significantly covers all aspects of the RSPO requirements. There were also additional subjects including the estate operating procedures, parameters, vehicles maintenance etc. The training program also specified the target group of employees to be trained under the allocated subjects.</p>									
3.7.2	<p>Records of training are maintained. - Minor Compliance -</p>	<p>Records of trainings were maintained by the Mill and all estates as below: -</p> <p><u>East Estate</u></p> <table border="1" data-bbox="1144 1145 1919 1375"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Fire Drill Training</td> <td>12/05/2022</td> </tr> <tr> <td>Chemical mixing training</td> <td>06/03/2023</td> </tr> <tr> <td>SDS &amp; Chemical handling Training</td> <td>24/02/2023</td> </tr> </tbody> </table>	Training	Date	Fire Drill Training	12/05/2022	Chemical mixing training	06/03/2023	SDS & Chemical handling Training	24/02/2023	Complied
Training	Date										
Fire Drill Training	12/05/2022										
Chemical mixing training	06/03/2023										
SDS & Chemical handling Training	24/02/2023										

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		Training on IPM	02/03/2023	
		First Aid Training	24/02/2023	
		Transport safety Training	24/02/2023	
		Safety PPE Training	21/02/2023	
		Ablation training	06/03/2023	
		Harvesting Training	10/11/2022	
		<u>East POM</u>		
		Training	Date	
		Grievance training	24/02/2023	
		E-Swiss and Schedule waste training	14/02/2023	
		FFB Transporter Training	10/11/2022	
		Fruit handling HIRARC Training	09/09/2022	
		Briefing with contractors	14/05/2022	
		Fire Drill Training	20/01/2023	
		PPE Training	15/12/2022	
		First Aid Training	22/10/2022	

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		<u>Dusun Durian Estate</u>		
		Training	Date	
		First Aid, CPR Training	23/11/2022	
		Fire Drill Training	18/10/2022	
		Chemical Mixing	27/08/2022	
		Schedule waste training	22/02/2022	
		Vehicle safety Handling Training	02/03/2023	
		Chemical Spraying, PPE and Calibration	09/03/2023	
		Company Policies, Safety and health	17/11/2022	
		Chemical Handling	17/01/2023	
		PPE awareness training	17/11/2022	
		Briefing on No chemical activities at natural waterways	16/11/2022	
		<u>Sepang Estate</u>		
		Training	Date	
		Manuring Handling Technique	28/02/2023	
		E Swiss and Schedule Waste Training	14/02/2023	

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		Harvesting Training	03/01/2023	
		Chemical Handling Training	03/12/2022	
		First aid Training	07/12/2022	
		Immediate Action & Fire Drill Training	29/11/2022	
		Security Guard Training	16/06/2022	
		OSH Legal Compliance Training	18/03/2022	
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 -			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	<p>Identity Preserved Module</p> <p>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&amp;C), or against the Group Certification scheme.</p> <p>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.</p>	FFB were obtained from all Sime Darby certified estates only. There was no third party's crop nor non-certified FFB received by the mill. This was verified during the stakeholders meeting and sitevisit at mill. The mill opted and eligible for identify preserved module.		Complied

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3.8.2	<p>Mass Balance Module</p> <p>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 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.</p>	<p>FFB were obtained from all Sime Darby certified estates only. There was no third party's crop nor non-certified FFB received by the mill. This was verified during the stakeholders meeting and sitevisit at mill. Thus, this indicator is not applicable.</p>	Not Applicable
3.8.3	<p>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&amp;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.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. (Table 10) under review period of Feb 2022 to January 2023.</p>	Complied
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>The registration of PalmTrace will be carried out by Marketing Department, GTM. All transaction will be registered in the PalmTrace. East POM registered license available in PalmTrace as following:</p> <ul style="list-style-type: none"> <li>- Member Name: East Oil Mill - Sime Darby</li> <li>- Member ID: RSPO_PO1000000097</li> <li>- Member category: Oil Mill</li> <li>- RSPO Membership No.: 1-0008-04-000-00 (Sime Darby Plantation Berhad)</li> <li>- Validity: 9/8/2022 – 18/5/2023</li> </ul>	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>	<p>Procedure namely Sime Darby Plantation Berhad – Sustainable Supply Chain and Traceability Procedure; document ID: SD/SDP/GSD/SCCS/0522/01, version:01 dated June 2022.</p> <p>The procedure was established which covers responsibility,</p>	Complied

	<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> <li>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</li> </ul>	<p>reporting of certified CPO/PK, non-conformance material and documents, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim and etc.</p> <p>The Mill Manager as Head of Operating Unit has the overall responsibility for the implementation of SOP, and he may assign roles to relevant personnel or invite personnel from various departments necessary to assist in the SOP implementation. Sighted the identified and assigned suitable employees to implement and maintain the traceability system by management. Appointment letter dated 9/2/2022 was verified.</p> <p>The procedures for receiving and processing certified and non-certified FFBs are documented in the Sime Darby Plantation – Sustainable Supply Chain and Traceability Procedure; document ID: SD/SDP/GSD/SCCS/0522/01, version:01 dated June 2022.</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <ul style="list-style-type: none"> <li>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill: <ul style="list-style-type: none"> <li>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</li> <li>b. Effectively implements and maintains the standard requirements within its organisation.</li> </ul> </li> <li>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.</li> </ul>	<p>Addressed in Sustainable Supply Chain and Traceability Procedure, version no:1 approved on June 2022 (SD/SDP/GSD/SCCS/0522/01) under section 18.0 Internal Audit procedure. Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Additional procedure for internal audit process ref, SDP/GSD/SCU/IAP, rev:3 dated 31/01/23 was recently developed as guidance procedure for internal audit.</p> <p>Combined internal audit for supply chain was last conducted on 22/12/2022 by 3 internal auditors from Group Sustainability and Quality Management Department. There were 1 non-conformity reports related to RSPO SCCS raised as a result of the internal audit. The mill has taken appropriate corrective action to close the NCR. Based on records, the NCR were closed on 3/3/2023.</p>	<p>Complied</p>

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		<p>The results of Internal Audit were discussed in the Management Review Meeting as sighted in minutes meeting conducted on 29/12/2022.</p>	
<p>3.8.7</p>	<p><b>Purchasing and Goods In</b></p> <ul style="list-style-type: none"> <li>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</li> <li>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</li> <li>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</li> </ul>	<p>The accompanying documents of incoming FFB from own estate are estate’s weighing bridge tickets which has the info about name of estate, RSPO certificate number, weighbridge ticket number, seal number, date of delivery, field number, number of bunches. Upon arrival at the mill, the mill issues its weighbridge ticket as confirmation of receipt. The estate’s ticket number is recorded in the mill’s ticket number.</p> <p>Sample of weighbridge ticket checked:</p> <p>WB ticket Number: 223225, Estate’s DO: 030592 Supplier: E123 – Sepang Estate Date of delivery: 28/01/23 Weight/truck/field/bunches: 9.43 mt/WB9650VG/05C1/600 RSPO certificate no.: RSPO 543543</p> <p>Diversion crop form other group estates; WB ticket Number: 222714, Estate’s DO: 208352 Supplier: E152 – West Estate Date of delivery: 11/01/23 Weight/truck/field/bunches: 10.40 mt/AAM3300DB/06A1/381 RSPO certificate no.: RSPO 543594</p> <ul style="list-style-type: none"> <li>ii) There has been no projected overproduction during the period under reviewed. Nonetheless, based on interview with the staff, the facility is aware of this requirement</li> <li>iii) Handling of non-conforming FFB and/or documents is addressed in the Sustainable Supply Chain and Traceability Procedure, version</li> </ul>	<p>Complied</p>



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		no:1 approved on May 2022 (SD/SDP/GSD/SCCS/0522/01) under 11.0 non-conforming products and Document.	
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> <ol 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> </ol>	<p>East POM ensured the required information is available in document form. Based on sampled contracts [i.e., S/PSD/2212/PK0057 and S/PSD/2301/CPO0005D] the following information was available:</p> <p>CSPK (contract no. S/PSD/2212/PK0057)</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer – confidential</li> <li>• The name and address of the seller – KKS East</li> <li>• The loading or shipment/ delivery date: January 2023</li> <li>• The date on which the documents were issued, 30/1/2023, dispatch ticket no. 016026</li> <li>• A description of the product, including the applicable supply chain model, e.g. "RSPO CSPK IP"</li> <li>• The quantity of the products delivered: 34.35 mt</li> <li>• Related transport documentation, e.g. dispatch ticket no. 016026</li> <li>• Supply chain certificate number of the seller: RSPO 543543</li> <li>• A unique identification numbers - available in a few forms e.g. DN no., seal no., etc.</li> </ul> <p>CSPO (contract no. S/PSD/2301/CPO0005D)</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer – confidential</li> <li>• The name and address of the seller – KKS East</li> <li>• The loading or shipment/ delivery date: January 2023</li> <li>• The date on which the documents were issued, 14/1/2023, dispatch ticket no. 016026</li> <li>• A description of the product, including the applicable supply chain model, e.g. "RSPO CSPO IP"</li> <li>• The quantity of the products delivered: 31.70 mt</li> <li>• Related transport documentation, e.g. dispatch ticket no. 016177</li> <li>• Supply chain certificate number of the seller: RSPO 543543</li> </ul>	Complied

		<ul style="list-style-type: none"> <li>• A unique identification numbers - available in a few forms e.g. DN no., seal no., etc.</li> </ul>	
3.8.9	<p><b>Outsourcing Activities</b></p> <p>i) The mill shall not outsource its milling activities. In cases where he 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>No FFB and/or oil palm products processing outsource by East POM except for CPO delivery transportation only. The mill adapted Sime Darby established Standard Operating procedure for outsourced activities as per Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability Procedure, doc. ID: SD/SDP/GSD/SCCS/0522/01 ver. 1 dated 1<sup>st</sup> June 2022, Section 13.0: Outsourced Contractors.</p> <p>In the SOP under section 13.1 stated that CPO Mill cannot outsourced processing activities like refining or crushing.</p> <p>The list of outsourced contractors was registered in List of Stakeholder records that CPO transporter as per sighted contract agreement as following:</p> <p>XYZ &amp; Transport Sdn Bhd; Transportation of Crude Palm Oil (“CPO”) (Service) for Sime Darby Plantation Berhad’s Peninsular Malaysia’s Oil Mills – Letter of Award (LOA); Reference Number: T/SDPB/PEN/CPO/0720/003; Dated: 12/12/2020; Contract period valid for 3 years from 01/11/2020 – 31/10/2023.</p> <p>The Letter of Award is used as the documented control system that states all procedures and processes which is bound by the contractor.</p> <p>Stated under section 5(d)(iii), ‘permit the CB appointed by the company to conduct audit on its or its sub-contractors’ operations</p>	Complied

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		and provide access to all relevant systems, documents and records when requested by the CB.	
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	No FFB and/or oil palm products processing outsource by East POM except for CPO delivery transportation only. For PK, transportation arranged by buyer to the KCP. The list of outsourced contractors was registered in List of Stakeholder records that included the CPO transporter.	Complied
3.8.11	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>Sime Darby has issued Memorandum to all contractors dated 26/6/2019. In the memorandum stated the contractors have to comply as follows.</p> <ol style="list-style-type: none"> <li>1. Comply with local legal requirements</li> <li>2. Attend the RSPO/ISCC/MSPO/SCCS briefing or training organized by the company</li> <li>3. Having signed and enforceable agreement with the company</li> <li>4. Provide access to the auditors to contractors' operation site(s) and employees whenever deemed necessary</li> <li>5. Having related working permits</li> </ol> <p>Ensure PPE utilization by contractors' employee while being in the company premise.</p>	Complied
3.8.12	<p>Record keeping</p> <p>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.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory</p>	i) All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date, and accessible. Related purchasing goods in and sales good out report in the earlier indicator under 3.8.7 and 3.8.8.	Complied

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	<p>requirements and be able to confirm the certified status of raw materials or products held in stock.</p> <p>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.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>ii) The retention period for maintaining the traceability records is 3 years as stated in the Section 5.4 in Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability, Appendix 15, Version 2, Issue No. 5 dated April 2019.</p> <p>iii) NA as the mill is using MB model</p> <p>iv) All receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK are recorded on a three-monthly basis in the mill's mass balance accounting sheet. The data was mostly sourced from the mill's Daily Production Report. Based on verification of the MB accounting sheet, there was no short selling made since the last assessment.</p>	
3.8.13	<p>Extraction Rate</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>Conversion factor of CPO and PK production is depending on the actual OER and KER.</p>	Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The facility is using the actual extraction rate and therefore updating of rates is not necessary.</p>	Complied
3.8.15	<p>Processing</p>	<p>Addressed in the Sustainable Supply Chain and Traceability Procedure; document ID: SD/SDP/GSD/SCCS/0522/01, version:01 dated June 2022 under section 7 receiving FFB at the mill and 9.0</p>	Complied

	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.	Process Monitoring. East POM received only certified FFB. Therefore, the mill qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.	
3.8.16	<p>Registration of Transactions</p> <p>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.</p> <p>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.</p>	<p>The registration of PalmTrace is carried out by the Sime Darby's Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Sampling a per record below:-</p> <p>Transaction ID; TR-44498b17-9e27  Shipping date: 1/5/2022  Announcement date: 19/5/2022</p> <p>RSPO certified volumes sold under different scheme or as conventional were not registered in the RSPO PalmTrace.</p>	Complied
3.8.17	<p>Claims</p> <p>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.</p>	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims	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.	The Sime Darby Plantation website was reviewed and confirm that the communication made did no explicitly highlight its RSPO membership but had communicated its commitments towards production of sustainable palm oil. The communication did not imply any such that being an RSPO member means had certified to RSPO related certifications.	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>	<p>The Sime Darby Plantation website was reviewed and confirm that the communication made did no explicitly highlight its RSPO membership but had communicated its commitments towards production of sustainable palm oil. The website had not displayed the RSPO website and had not display any RSPO Trademark.</p>	Complied
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>	<p>The communication did not imply any such that being an RSPO member means had certified to RSPO related certifications and selling of its oils are considered RSPO certified.</p>	Complied
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>	<p>The Sime Darby Plantation website was reviewed and confirm the communications are mainly on the efforts and commitments of SDP towards production of sustainable palm oil. The website has published reports, statements, policies, procedures and performances of such implementation. The website did not specifically publish its product as RSPO certified product.</p>	Complied
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>	<p>No evidence of RSPO corporate logo used by East POM and verified through document and site review (notice board, business card, shipping documentation, etc.</p>	Complied
<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>	<p>Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.</p>	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</p>	<p>Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated</p>	Complied

	supply chain model and certificate number under which the claim is being made.	that i.e product/commodity with SCC model (CPO/Palm Kernel RSPO IP) and RSPO certificate number.	
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>	East POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Not Applicable
<b>MODULE A – IDENTITY PRESERVED &amp; SEGREGATED SPECIFIC RULES</b>			
<b>Certified oil palm content (IP)</b>			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	Oil palm content is 100% CPO and claim as RSPO IP-certified.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	Oil palm content is 100% CPO and claim as RSPO IP-certified. All infeed material (FFB) is RSPO certified.	Complied
	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.		Complied
<b>Labelling and trademark (IP)</b>			

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	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <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>	<p>East POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>
<p><b>Messaging (IP)</b></p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <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> <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>East POM is producing crude palm product and does not involved in any labelling of end product</p>	<p>Complied</p>



<b>Principle 4: Respect community and human rights and deliver benefits</b>			
<b>Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</b>			
4.1.1	<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>Sime Darby Plantation has established Group Sustainability &amp; Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding &amp; no-exploitation of fundamental human rights. This policy statement is guided by the commitment spelt out in the Human Rights Charter (HRC). The HRC was last revised in August 2020. They promote the human rights, safeguard democracy and its institutions and not violate the rights of others. They also recognize the important role Human Right Defenders. In accordance with the United Nations Declaration on Human Rights Defenders, the company is committed to safeguarding the confidentiality of those involved by establishing clear operational guidelines on the coordination, administration, and response to the allegations of threats through our Human Rights Defender Policy and ensuring that their internal policies and mechanisms protect and prevent harm to complainants, as well as respond to complaints on any alleged threats made to them. Apart from posting on the company's website, the policy was communicated to the stakeholders mainly through stakeholder meetings and workers' routine musters.</p>	Complied
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>SDPB prohibits any form of violence or harassment in their operation as per the above-mentioned policies. Based on interview with sampled workers and gender committee representatives, there has been no case reported with regards to violence and harassment. Should there be any such case, it can be addressed in accordance with the Sime Darby Plantation Berhad's Standard Operating Procedure of Suara Kami Helpline, dated 15/04/2020.</p>	Complied
<b>Criterion 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties</b>			

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4.2.1	<p><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 whistle-blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>SDPB has developed Human Rights Charter, which was last revised in 2020, where the company believes everyone has the responsibility to promote human rights, safeguard democracy and its institutions and not violate the rights of others. They recognise the important role Human Rights Defenders, whistle-blowers, complainants, and community spokespersons play by lodging complaints in confidence.</p>	Complied
4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>SDPB is implementing the Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after the issue is reported, which involves the disputed parties, zone heads, third parties and stakeholders. Grievance Response Standard Operating Procedure, version 2' which approved on 18/07/2022 established specific for handling grievance issues. Apart from that, the company is also implementing "Suara Kami Helpline" as a platform for the workers to raise any issue. The SOP for "Suara Kami Helpline" dated 15/04/2020 that explains the procedure of using the helpline is available on the company's website. The procedure had been communicated to the employees mainly through briefing on morning muster and display of the procedure on several notice boards. Interview with the sampled workers confirmed that they were aware of the helpline.</p>	Complied
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>SDPB has developed its own online complaint platform called Oil Palm Pal (OPP) for workers to utilised using their smartphones. The complaints will then be registered in a tracking system called Social Dialogue Tracking System. This enables the management to record the complaints and monitor its action progress. A meeting call Social Dialogue Meeting is also conducted every fortnightly between the management and the workers representatives. When interviewed, the workers found to be very well versed in explaining how to use the OPP. The outcomes from this meeting are also registered in the</p>	Complied

		tracking system. Among the information available in the system is details of complaints, name of complainant, action to be taken and timeframe. Complaint/Suggestion Form (Internal & External) and Housing Defect Complaint Form were also still in use to record any complaints from internal and external stakeholders. Verification of sampled issues and interview with workers confirmed that all the complaints/grievances were acted upon on timely manner.	
4.2.4	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. - Minor compliance -	SDPB is implementing the Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after the issue is reported, which involves the disputed parties, zone heads, third parties and stakeholders. Grievance Response Standard Operating Procedure, version 2' which approved on 18/07/2022 established specific for handling grievance issues. Apart from that, the company is implementing "Suara Kami Helpline" as a platform for the workers to raise any issue. Verified the SOP for "Suara Kami Helpline" dated 15/04/2020 that explains the procedure of using the helpline. The procedure had been communicated to the employees mainly through morning muster and display of the procedure on several notice boards.	Complied
<b>Criterion 4.3:</b> The unit of Certification contributes to local sustainable development as agreed by local communities.			
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	The certification unit obtained the information about any potential contribution mainly through stakeholders' consultation meetings or written request. Among the contribution requested by the community are as follows: - Provision of transport for school children and workers to go to Friday prayer - Road maintenance and grass cutting assistance to some of the surrounding schools	Complied

		The CU has updated the progress of the above contribution in their Social Management Plan. Based on the status reported coupled with verification with the concerned stakeholders, the progress has been completely delivered.	
<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	<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. - Critical (Major) compliance -	East POM is situated in the land of East Estate under Land Title# 47697, Lot No. 2666. A copy of the land title was kept in the mill office. East Estate has 17 land titles with a total area of 6,226.8045 Ha, Sepang Estate has 42 land titles with a total area of 3,213.5469 Ha, and Dusun Durian Estate has 40 land titles with a total area of 2,361.136 Ha. All the copy of land titles were made available for verification.	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	SDPB has developed Human Rights Charter last revised 2020, under Clause 3.1.1 where the company ensures the operating environment is free from conflict by undertaking robust free, prior, and informed consent (FPIC) process to any new developed.  There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported.	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. - Minor compliance -	There was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	Complied
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.	There was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	Complied

	- Minor compliance -		
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 was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	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 was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	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 was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	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 was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There was no evidence that the certification unit diminished the legal, customary or user rights of other users. This has also been evident through interview with the local communities.	Complied
<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.			

4.5.1	<p><b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are available.          - Critical (Major) compliance -</p>	<p>As verified through stakeholders’ consultation and boundary verification, there has been no new planting on local people’s land since the last assessment.</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.          - Critical (Major) compliance -</p>	<p>As verified through stakeholders’ consultation and boundary verification, there has been no new planting on local people’s land since the last assessment.</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.          - Minor compliance -</p>	<p>As verified through stakeholders’ consultation and boundary verification, there has been no new planting on local people’s land since the last assessment.</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, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.          - Minor compliance -</p>	<p>As verified through stakeholders’ consultation and boundary verification, there has been no new planting on local people’s land since the last assessment.</p>	Complied
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,</p>	<p>As verified through stakeholders’ consultation and boundary verification, there has been no new planting on local people’s land since the last assessment.</p>	Complied

	environmental and social implications of the proposed operations on their lands. - Minor compliance -		
4.5.6	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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Complied
4.5.7	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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Complied
4.5.8	<b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Complied
<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.			
4.6.1	<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. - Critical (Major) compliance -	Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/04/2008. The procedure has the details about the process of handling any issues reported by local communities regarding land dispute. Should there be any issue, a negotiation process will be initiated where the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders are involved. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	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>	Addressed in the above-mentioned procedure.	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>	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported.	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>	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	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>	SDPB has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/11/2008. The procedure has the details about the process of handling any issues reported by local communities regarding land dispute. Should there be any issue, a negotiation process will be initiated where the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders are involved. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	Complied
4.7.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair and gender-equal 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>	Addressed in the SOP as mentioned in Indicator 4.7.1.	Complied



4.7.3	<p>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.</p> <p>- Minor compliance -</p>	<p>There was no community that had lost access and rights to land as well as no expansion of plantation by the certification unit.</p>	Complied
<p><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.</p>			
4.8.1	<p>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.</p> <p>- Minor compliance -</p>	<p>There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.</p>	Complied
4.8.2	<p><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.</p> <p>- Critical (Major) compliance -</p>	<p>There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.</p>	Complied
4.8.3	<p>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)</p> <p>- Minor compliance -</p>	<p>There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.</p>	Complied
4.8.4	<p>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).</p>	<p>There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. In order to deal with future arising land dispute (if</p>	Complied

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	- Minor compliance -	applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	
<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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable

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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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	Not Applicable
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 -	The mill is IP certified, and it does not accept any crop from third party. Thus, this Indicator is not applicable.	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 supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	NA as the mill does not receive FFB from any smallholders.	Not Applicable
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).	NA as the mill does not receive FFB from any smallholders.	Not Applicable

	- Minor compliance -		
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	NA as the mill does not receive FFB from any smallholders.	Not Applicable
5.2.4	<b>(C)</b> Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	NA as the mill does not receive FFB from any smallholders.	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	NA as the mill does not receive FFB from any smallholders.	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 -	SDPB has developed Human Rights Charter to ensure decent work for all workers means providing equal opportunity, social protection, respecting rights at work and providing a platform for workers' voice and social dialogue. They respect the rights of workers and provide fair and favourable working conditions by promoting diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation, or age. They will facilitate opportunities for advancement for their employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights. The policy can be downloaded from <a href="https://simedarbyplantation.com/sustainability/reports-policies-and-statements/">https://simedarbyplantation.com/sustainability/reports-policies-and-statements/</a> .	Complied

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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>Based on interview with the workers from different gender and nationalities, it was confirmed that there was no discrimination reported. The management has treated all employees equally for example in term of providing accommodation, medical treatment, job opportunity, wages rate, etc. There was also no charging of recruitment fees incurred for foreign workers.</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>Sime Darby Plantation has developed a Promotion for Employees (Doc. No.: SDP/HRUM/2020/SOP01 dated 01/01/2020) and Career Progression for Workers Level (both local and foreign workers), (Doc. No.: SDP/HRUM/2020/SOP01, dated 01/01/2020) to provide a guideline on promotion process to ensure all employees are given fair and equal opportunity based on the set requirements such as work performance and suitability of the position.</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>Based on interview with female employees at the sampled operating units, it was confirmed that there is no requirement for pregnancy testing to be conducted prior the employment.</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>- Critical (Major) compliance -</p>	<p>Each operating unit has its own gender committee which objectives are to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women. The committees had their regular meetings once in every two months in accordance with procedure. Minutes of meeting were made available for verification. So far, there has been no issue raised by the female workers as verified from the feedback forms and minutes of meeting with regards to discrimination, unfair treatment, and opportunity disparity. Based on interview with the Gender Committee representatives at all the operating units, it was confirmed that there has been no case of sexual harassment or violence reported.</p>	Complied

<p>6.1.6</p>	<p>There is evidence of equal pay for the same work scope. - Minor compliance -</p>	<p>Based on the sampled payslips for 45 workers (as per indicator 6.2.3), which consists of both genders, it was noted that workers were paid equally for the same job scope. They were paid according to the Minimum Wage Order 2022 without any form of discrimination. This was also evident through interview with a group of workers sampled. Sample of 45 workers for each operating units listed as per below worker's ID:</p> <p><u>Dusun Durian Estate</u></p> <table border="1" data-bbox="1128 644 1928 895"> <tr> <td>73XXX</td> <td>164XXX</td> <td>166XXX</td> </tr> <tr> <td>160XXX</td> <td>115XXX</td> <td>144XXX</td> </tr> <tr> <td>158XXX</td> <td>137XXX</td> <td>144XXX</td> </tr> <tr> <td>160XXX</td> <td>119XXX</td> <td>126XXX</td> </tr> <tr> <td>173XXX</td> <td></td> <td></td> </tr> </table> <p><u>East Estate</u></p> <table border="1" data-bbox="1128 983 1659 1233"> <tr> <td>172XXX</td> <td>172XXX</td> </tr> <tr> <td>84XXX</td> <td>739XX</td> </tr> <tr> <td>58XX</td> <td>151XXX</td> </tr> <tr> <td>158XXX</td> <td>659XX</td> </tr> <tr> <td>170XXX</td> <td>141XXX</td> </tr> </table> <p><u>Sepang Estate</u></p> <table border="1" data-bbox="1128 1321 1659 1369"> <tr> <td>31XX</td> <td>168XXX</td> </tr> </table>	73XXX	164XXX	166XXX	160XXX	115XXX	144XXX	158XXX	137XXX	144XXX	160XXX	119XXX	126XXX	173XXX			172XXX	172XXX	84XXX	739XX	58XX	151XXX	158XXX	659XX	170XXX	141XXX	31XX	168XXX	<p>Complied</p>
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<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>Sime Darby Plantation Bhd has signed the Collective Agreement (For field/ oil palm harvesters/oil mill and other general employees) with NUPW [MAPA circular No. 12/2019, dated 02/04/2019]. Employment contract was established based on the collective agreement and available in all languages of which the workers are from. Samples of employment contracts were reviewed and found that the agreements were signed by the employees. Any new foreign workers will be inducted for the terms and conditions of employment contract and briefed on the company's policies, upon arrival to the operating units. The implementation of this practice was evident through interview with the sampled workers.</p>	Complied																							

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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>Based on sampled employment contracts the contracts were signed in dual language which is English and their home country language such as Bahasa Indonesia, Hindi, and Bangladeshi. The terms and conditions such as working hours, deduction, overtime, sick leave, holiday entitlement, reason of dismissal and period of notice were outlined in the contract. The extension contract has outlined the terms and condition according to the Collective agreement, Employment Act and Minimum Wage Order 2022.</p>	Complied																					
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>45 samples for workers from various operations such as mill operators, harvester, field workers and general workers were verified. Overtime was found to be appropriate, and deduction was fairly made as per the agreement and approval from the Labour Department. Sample of 45 workers for each operating units listed as per below worker's ID:</p> <p><u>Dusun Durian Estate</u></p> <table border="1" data-bbox="1128 895 1926 1145"> <tr><td>73XXX</td><td>164XXX</td><td>166XXX</td></tr> <tr><td>160XXX</td><td>115XXX</td><td>144XXX</td></tr> <tr><td>158XXX</td><td>137XXX</td><td>144XXX</td></tr> <tr><td>160XXX</td><td>119XXX</td><td>126XXX</td></tr> <tr><td>173XXX</td><td></td><td></td></tr> </table> <p><u>East Estate</u></p> <table border="1" data-bbox="1128 1235 1659 1377"> <tr><td>172XXX</td><td>172XXX</td></tr> <tr><td>84XXX</td><td>739XX</td></tr> <tr><td>58XX</td><td>151XXX</td></tr> </table>	73XXX	164XXX	166XXX	160XXX	115XXX	144XXX	158XXX	137XXX	144XXX	160XXX	119XXX	126XXX	173XXX			172XXX	172XXX	84XXX	739XX	58XX	151XXX	Complied
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<p>6.2.4</p>	<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>Workers are accommodated at the housing complex quarters of the operating units without any charges. Free water supply, subsidised electric supply and free medical support were also given to all workers. Housing inspection was conducted weekly by the Medical Assistant using the Housing Complex/ Nest/ Community Hall Weekly Inspection Checklists (PIOA).</p>			<p>Complied</p>		

	<p>upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</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 was no issue on accessibility to adequate and sufficient food supplies as sundry shops were available in most of the housing complex. Workers are also free to go to the nearby towns for more options of groceries. There has been no complaint received with regards to the price of supplies. Based on interview, the basic supplies were affordable.</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><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</p>	<p>The certification unit has provided decent living wage for both local and foreign workers based on SDPB's prevailing wages assessment. Among the items included in the calculation were wage, service bonus, meals, housing, health, facilities, sports and recreation, education, creche, transport allowance, telecommunication and welfare, to name a few. Review of sampled pay slips and prevailing wage assessment report showed that the wages received complied with the Minimum Wage Order 2022.</p>	Complied

	<p>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 including contractors' workers and contracted workers 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>- Minor compliance -</p>	<p>All the core works are performed by permanent and full-time employees. No temporary/ casual worker was employed. The estates have appointed contractor for replanting, FFB transporting and hiring heavy machinery.</p>	Complied
<p><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.</p>			

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>SDPB has developed Human Rights Charter where they respect Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, they will provide alternative means of employee engagement and grievance redressal. The policy has been communicated to the workers through musters and display on notice boards.</p>	Complied
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>Union Committee was established in the certification unit. The last meeting was conducted on 25/05/2022 with the management and workers’ representatives from all operating units. Issues raised during the meeting were recorded in the minutes of meeting which was made available for verification. Social management plan was thereafter developed to set up the actions to be taken to resolve the issues raised during the meeting.</p>	Complied
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>Interview with the NUPW representatives and the workers confirmed that the election of the representatives were freely done by the workers without any influence or interference from the management.</p>	Complied
<b>Criterion 6.4:</b> Children are not employed or exploited.			
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>SDPB has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography.</p>	Complied

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		<p>They are eradicating the child labour in all their supply chain and not to employ anyone underage of 18 years.</p> <p>All the contractors were required to read through Vendor COBC before they signed on the Vendor Integrity Pledge where they will be required to comply with labour and human rights. The contractors had also been briefed on the human right charter and prohibition of child labour. This has confirmed with the stakeholders through stakeholder consultation.</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>Workforce Management Unit has developed Responsible Recruitment Procedure 2021 where the minimum requirement of the age is 18 years old. Age screening is based on identification documents and/ or passport and from the stated date of birth. The local employees were required to submit a photocopy of identification card during application of job to the management for verification purpose.</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>- Critical (Major) compliance -</p>	<p>There was no young person employed by the company as their minimum age was 18 years old. This were verified through checking of the Employee Master Listing and through interview with the stakeholders.</p>	Complied
6.4.4	<p>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.</p> <p>- Minor compliance -</p>	<p>The management has communicated to the stakeholders regarding the Human Rights Charter and emphasized that the risk of child labour to the stakeholders. This had also been confirmed through interview with the stakeholders and contractors.</p>	Complied
<p><b>Criterion 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p><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.</p> <p>- Critical (Major) compliance -</p>	<p>SDPB has developed Human Rights Charter where they create a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or</p>	Complied

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		conflict. The policy has been communicated to the workers through musters and display on notice boards.	
6.5.2	<p><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.</p> <p>- Critical (Major) compliance -</p>	SDPB has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They facilitate opportunities for advancement for their employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights. The policy has been communicated to the workers through musters and display on notice boards.	Complied
6.5.3	<p>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.</p> <p>- Minor compliance -</p>	Assessment for new mothers (with infants under 24 months) FY2023 were conducted by each operating unit medical assistant. Based on verification of the assessment report and interviews, among the needs identified were time allocated during working hours for breastfeeding and regular visits to clinics. The management had granted the identified needs to the new mothers.	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	SDPB has maintained the Terms of Reference for Gender Representative and Gender Committee (Bidang Tugas untuk Wakil Jantina dan Jawatankuasa Jantina) dated March 2021 where the committee will be on SOU basis instead of operating unit. The objective of the gender committee is to improve awareness, identify opportunity and improvement and issue of the workers specifically on women. The committee will act as the mechanism to monitor and investigate if there is any sexual harassment, domestic violence, and abusive children in the operating unit. The frequency of the meeting is once in two months. Apart from that, flowchart and Procedure on Handling Social Issues, version 1, dated 01/11/2008 was implemented as well. Initial	Complied

		<p>negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.</p> <p>Apart from that, the company has implemented "Suara Kami Helpline" as a platform for the workers to raise any issue. The workers have been informed about the platform through morning muster and display on notice boards. The procedure is also accessible on the SDPB's website.</p>	
<b>Criterion 6.6:</b> No forms of forced or trafficked labour are used.			
6.6.1	<p><b>(C)</b> All workers have entered into employment voluntarily and the following are prohibited:</p> <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> <li>• Withholding of wages</li> </ul> <p>- Critical (Major) compliance -</p>	<p>Interview with the workers confirmed that no forced and trafficked labour in the certification unit. The terms and conditions offered by the company were similar with that shown in their home country before. There was no contract substitution occurred. The foreign workers keep their passports themselves. Workers have the freedom to terminate employment contract anytime without any penalty.</p>	Complied
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDPB is implementing the Sime Darby's Human Rights Charter revised 2020 and can be accessed via <a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a> where they committed as follows:</p> <ul style="list-style-type: none"> <li>- Providing equal opportunity</li> <li>- Respecting freedom of association</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>- Eradicating any form of exploitation</li> <li>- Providing decent and fair wages, reasonable working hours with adequate rest, achievable productivity targets, voluntary overtime as well as adequate housing with access to basic needs</li> <li>- Eradicating any form of exploitation, forced or bonded labour, slavery, human trafficking, and sexual exploitation by eliminating the need to retain identification documents, eliminating risk caused by debt bondage and avoiding contract substitution.</li> </ul> <p>Foreign workers will be provided with induction training prior to work. Moreover, they were provided with decent living condition and free from any form of discrimination. The workers informed through interview that they were treated equally without any discrimination and allowed to join the NUPW freely.</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.			
6.7.1	<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>Refer Safety and health Committee Procedures dated 17/11/2021 with reference number UM/HSE/OCP/08. 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 mill and estates manager has been appointed as person responsible for safety and health cum chairman for safety and health. All correspondence were sighted and verified. 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. Concerns on issue related health, safety and welfare were discussed at these meetings and recorded.</p>	Complied



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		<p>The OSH Committee meeting for Estate was conducted on quarterly basis. Reviewed the latest minutes meeting FY 2022 as follows:</p> <table border="1" data-bbox="1131 435 1921 791"> <thead> <tr> <th>OSH Meeting 2022</th> <th>East Estate</th> <th>East POM</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Quarter</td> <td>17/03/2022</td> <td>30/03/2022</td> </tr> <tr> <td>2<sup>nd</sup> Quarter</td> <td>16/06/2022</td> <td>20/06/2022</td> </tr> <tr> <td>3<sup>rd</sup> Quarter</td> <td>10/09/2022</td> <td>21/09/2022</td> </tr> <tr> <td>4<sup>th</sup> Quarter</td> <td>13/12/2022</td> <td>29/12/2022</td> </tr> <tr> <td>1<sup>st</sup> Meeting 2023</td> <td>23/02/2023</td> <td>Proposed on March 30</td> </tr> </tbody> </table> <table border="1" data-bbox="1131 839 1921 1169"> <thead> <tr> <th>OSH Meeting 2022</th> <th>Dusun Durian Estate</th> <th>Sepang Estate</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Quarter</td> <td>28/02/2022</td> <td>14/02/2022</td> </tr> <tr> <td>2<sup>nd</sup> Quarter</td> <td>28/05/2022</td> <td>19/05/2022</td> </tr> <tr> <td>3<sup>rd</sup> Quarter</td> <td>18/08/2022</td> <td>30/08/2022</td> </tr> <tr> <td>4<sup>th</sup> Quarter</td> <td>21/11/2022</td> <td>15/12/2022</td> </tr> <tr> <td>1<sup>st</sup> Meeting 2023</td> <td>10/02/2023</td> <td>16/02/2023</td> </tr> </tbody> </table> <p>Workplace inspections are made prior to the ESH meeting. Refer Workplace inspection records for the month of November 2022 and December 2022.</p>	OSH Meeting 2022	East Estate	East POM	1 <sup>st</sup> Quarter	17/03/2022	30/03/2022	2 <sup>nd</sup> Quarter	16/06/2022	20/06/2022	3 <sup>rd</sup> Quarter	10/09/2022	21/09/2022	4 <sup>th</sup> Quarter	13/12/2022	29/12/2022	1 <sup>st</sup> Meeting 2023	23/02/2023	Proposed on March 30	OSH Meeting 2022	Dusun Durian Estate	Sepang Estate	1 <sup>st</sup> Quarter	28/02/2022	14/02/2022	2 <sup>nd</sup> Quarter	28/05/2022	19/05/2022	3 <sup>rd</sup> Quarter	18/08/2022	30/08/2022	4 <sup>th</sup> Quarter	21/11/2022	15/12/2022	1 <sup>st</sup> Meeting 2023	10/02/2023	16/02/2023	
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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</p>	<p>The procedures for accident and emergencies have been established. There is formation of ERP Team &amp; ERP for all the identified incidences. In addition the procedures have been</p>	Complied																																				

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<p>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>summarized in a chart flow form and displayed for information of all employees in the estates and mill. They includes emergencies relating fire, chemical spillage, flood and accident at work place. Refer Emergency Preparedness &amp; Response Procedures date 17/11/2021 with refernce number UM/HSE/SP/02 and Standard Operating Procedure of Incidents, Accidents &amp; Non Compliance Management dated 01/05/2022 with refernce number SDP/GS-HSE/SP/01.</p> <p>The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedure’s guidelines were issued by SPO and amended to tailor to the situation differences in the estates and mill.</p> <p>The operating units continuously provide training to the workers to ensure the awareness on the ERP. Reviewed the training records as follows:</p> <table border="1" data-bbox="1131 925 1915 1212"> <thead> <tr> <th>Estate/ Mill</th> <th>ERP Training date</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>12/05/2022</td> </tr> <tr> <td>East POM</td> <td>20/01/2023</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>18/10/2022</td> </tr> <tr> <td>Sepang Estate</td> <td>29/11/2022</td> </tr> </tbody> </table> <p>Procedure for First Aid has been established. Refer SOP First Aid In Workplace Procedure dated 09/03/2021 with reference number UM/HSE/OCP/01. The operating provided first aid kit/box and located in designated places or assigned to competent first aider. The operating units has also established an information on the</p>	Estate/ Mill	ERP Training date	East Estate	12/05/2022	East POM	20/01/2023	Dusun Durian Estate	18/10/2022	Sepang Estate	29/11/2022	
Estate/ Mill	ERP Training date											
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		<p>location of first aid box, name and contact no. of the assigned first aider and communicated through briefing, training and displayed on notice board. First aid kit was monitored on monthly basis for estate and quarterly basis for mill. Latest inspection as follows:</p> <table border="1" data-bbox="1131 507 1910 861"> <thead> <tr> <th>Estate/ Mill</th> <th>First Aid Training date</th> <th>Latest First Aid Monitoring Record</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>24/02/2023</td> <td>13/03/2022</td> </tr> <tr> <td>East POM</td> <td>22/10/2022</td> <td>11/03/2023</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>23/11/2022</td> <td>10/03/2023</td> </tr> <tr> <td>Sepang Estate</td> <td>07/12/2022</td> <td>08/03/2023</td> </tr> </tbody> </table> <p><u>East POM</u>            Accident records were maintained and updated monthly at the mill. The JKKP 8 form have been submitted for the year ending 2022 on 12/01/2023 with reference number JKKP8/127286/2022. There were 6 accidents recorded with 90 days TLA.</p> <p><u>East Estate</u>            Accident records were maintained and updated monthly at the estate. The JKKP 8 form have been submitted for the year ending 2022 on 13/01/2023 with reference number JKKP8/124381/2022. There were 16 accidents recorded with 162 days TLA.</p> <p><u>Dusun Durian Estate</u></p>	Estate/ Mill	First Aid Training date	Latest First Aid Monitoring Record	East Estate	24/02/2023	13/03/2022	East POM	22/10/2022	11/03/2023	Dusun Durian Estate	23/11/2022	10/03/2023	Sepang Estate	07/12/2022	08/03/2023	
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		<p>Accident records were maintained and updated monthly at the estate. The JKKP 8 form have been submitted for the year ending 2022 on 12/01/2023 with reference number JKKP8/121178/2022. There were 6 accidents recorded with 50 days TLA.</p> <p><u>Sepang Estate</u></p> <p>Accident records were maintained and updated monthly at the estate. The JKKP 8 form have been submitted for the year ending 2022 on 04/01/2023 with reference number JKKP8/92356/2022. There were 5 accidents recorded with 14 days TLA.</p>											
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>Refer PPE Issuance record for the year 2023. The estates and mill provide PPE to the employees such as apron, safety helmets, and safety shoes relevant to the work handled by the workers. Records of PPE issuance for the estate were sighted. During the site visit workers was observed to be in PPE. Based on the HIRARC carried out at the estates/mill the PPE types for the various activities has been identified and implemented.</p> <table border="1" data-bbox="1131 965 1921 1343"> <thead> <tr> <th>Category</th> <th>PPE provided</th> </tr> </thead> <tbody> <tr> <td>Tractor Driver</td> <td>Safety Helmet, Safety Shoes, Ear Plug, Safety Vest.</td> </tr> <tr> <td>Sprayers</td> <td>Respirator, nitrile glove, goggles, wellington boots, apron.</td> </tr> <tr> <td>Manuring</td> <td>Apron, wellington boots, dust mask, nitrile glove.</td> </tr> <tr> <td>Harvester</td> <td>Safety helmet, Goggle, sickle cover, hand glove, wellington boots</td> </tr> </tbody> </table>	Category	PPE provided	Tractor Driver	Safety Helmet, Safety Shoes, Ear Plug, Safety Vest.	Sprayers	Respirator, nitrile glove, goggles, wellington boots, apron.	Manuring	Apron, wellington boots, dust mask, nitrile glove.	Harvester	Safety helmet, Goggle, sickle cover, hand glove, wellington boots	Complied
Category	PPE provided												
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		<p>Similarly, the mill issued PPE to its employees for their protection at workplace. Records of PPE issued are maintained individually to all employees. PPE issued to the workers is safety helmets, safety shoes. Special PPE for workers assigned to height, confined space. Safety shoes issued on a 6 monthly basis and recorded.</p> <table border="1" data-bbox="1131 579 1921 798"> <tr> <th>Category</th> <th>PPE provided</th> </tr> <tr> <td>Mill operator</td> <td>Safety boots, earmuff, safety vest, helmet, cotton glove</td> </tr> <tr> <td>Workshop</td> <td>Safety Helmets, Goggles, Leather Gloves, safety Shoes.</td> </tr> </table>	Category	PPE provided	Mill operator	Safety boots, earmuff, safety vest, helmet, cotton glove	Workshop	Safety Helmets, Goggles, Leather Gloves, safety Shoes.													
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Mill operator	Safety boots, earmuff, safety vest, helmet, cotton glove																				
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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 by the organization and covered by accident insurance. Reviewed on workers profile records found that all workers are covered by the accident insurances. Local workers and foreign workers were covered under SOCSO scheme. Sighted the contribution form (8A) for December 2022 and January 2023 for the mill and all sampled estate as below.</p> <table border="1" data-bbox="1131 1010 1921 1337"> <thead> <tr> <th>Operating Unit</th> <th>Month</th> <th>Total Workers</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td rowspan="2">East Estate</td> <td>Dec 2022</td> <td>430</td> <td>RM 19,852.50</td> </tr> <tr> <td>Jan 2023</td> <td>427</td> <td>RM 15,064.30</td> </tr> <tr> <td rowspan="2">East POM</td> <td>Dec 2022</td> <td>104</td> <td>RM 6,671.50</td> </tr> <tr> <td>Jan 2023</td> <td>107</td> <td>RM 6,053.80</td> </tr> </tbody> </table>	Operating Unit	Month	Total Workers	Amount	East Estate	Dec 2022	430	RM 19,852.50	Jan 2023	427	RM 15,064.30	East POM	Dec 2022	104	RM 6,671.50	Jan 2023	107	RM 6,053.80	Complied
Operating Unit	Month	Total Workers	Amount																		
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		<table border="1"> <tr> <td rowspan="2">Dusun Durian Estate</td> <td>Dec 2022</td> <td>174</td> <td>RM 9,475.30</td> </tr> <tr> <td>Jan 2023</td> <td>174</td> <td>RM 6,613.00</td> </tr> <tr> <td rowspan="2">Sepang Estate</td> <td>Dec 2022</td> <td>236</td> <td>RM 12,273.60</td> </tr> <tr> <td>Jan 2023</td> <td>236</td> <td>RM 8,731.60</td> </tr> </table>	Dusun Durian Estate	Dec 2022	174	RM 9,475.30	Jan 2023	174	RM 6,613.00	Sepang Estate	Dec 2022	236	RM 12,273.60	Jan 2023	236	RM 8,731.60														
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6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	<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. Occupational Injuries were recorded as below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Operating Unit</th> <th colspan="2">2022</th> <th rowspan="2">Hours worked</th> <th rowspan="2">Average Worker</th> </tr> <tr> <th>Cases</th> <th>TLA</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>6</td> <td>162</td> <td>933,600</td> <td>389</td> </tr> <tr> <td>East POM</td> <td>6</td> <td>90</td> <td>261,600</td> <td>109</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>6</td> <td>50</td> <td>495,144</td> <td>207</td> </tr> <tr> <td>Sepang Estate</td> <td>5</td> <td>14</td> <td>507,291</td> <td>219</td> </tr> </tbody> </table>	Operating Unit	2022		Hours worked	Average Worker	Cases	TLA	East Estate	6	162	933,600	389	East POM	6	90	261,600	109	Dusun Durian Estate	6	50	495,144	207	Sepang Estate	5	14	507,291	219	Complied
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<b>Principle 7: Protect, conserve and enhance ecosystems and the environment</b>																														
<b>Criterion 7.1:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.																														
7.1.1	<b>(C)</b> IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	Integrated Pest Management Plan has been established for the year of 2023. The plan was monitored by person in charge with target date and completion status. Among the plan as below:		Complied																										

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		Issue / Area	Action Plan	
		Bagworm attack	To increase plan beneficial plan ratio per Ha 1dm:1Ha to 2dm:1ha	
		Rat attack	To increase ratio BOB from 1:30 and gradually to 1:10 ratio	
		Soil Moisture	To Plan Nephrolepis to emergence of weed and also to increase moisture	
		Chipping of trunk	To chipping trunk below 10cm in order to avoid breeding of rhino beetle	
		LCC	To prevent breeding of RB	
		Single layer of EFB Mulching	To prevent breeding of RB	
		Monitoring has been conducted by estates. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. Barn owls Tyto Alba has been used for biological control of rats. Census records show that there was minimal outbreak of leaf eating pest. Although there have been minimal outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators and further reduce the outbreak. The estates have planted beneficial plants such as Cassia cobanensis and Turnera subulata and Antigonon leptopus.		
7.1.2	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. - Minor compliance -	Species referenced in the Global Invasive Species Database and CABI.org are not used in the estate.		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>There was no evidence of use of fire for pest control in all the estate.</p>	<p>Complied</p>
<p><b>Criterion 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</p>			
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>All pesticides used were those officially registered under the Pesticide Act 1974. The certification units confined usage to only class II, class III &amp; class IV pesticides.</p> <p>a) No illegal agrochemicals (stated by local and international laws) paraquat was used in the CU estates.</p> <p>The usage of the agrochemicals was based on the Standard Operating Procedure under 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 01.07.2011. Selected products are specific to the target pest, weed and disease.</p>	<p>Complied</p>
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 used and a.i per Ha is monitored monthly in the yearly Pesticide Records for 2022. Records of pesticides used (including active ingredients used and their Lethal Dosage (LD 50), area treated, amount of a.i. applied per ha and number of applications) is maintained by the estate. Sighted Monitoring Record Pesticide Use Per Ha FY2022. Average data as per estates below:</p> <p>East Estate: 1.312  Dusun Durian Estate: 1.306  Sepang Estate: 1.134</p>	<p>Complied</p>
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>During the audit, it was observed and recorded that the Estates had not use chemicals categorized as World Health Organization (WHO) type 1A or 1B or listed by the Stockholm or Rotterdam Conventions.</p>	<p>Complied</p>



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	- Critical (Major) compliance -	<p>a) Paraquat usage has been prohibited in all units and the entirety of the organization.</p> <p>b) The Safety Procedures for pesticides application were well described in Pictorial Safety Standard/SOP</p>							
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 evidence of prophylactic use of pesticides in the estates visited as per Register of Chemicals Hazardous to Health for all estates visited.	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> <p>a) Judgment of the threat and verify why this is a major threat</p> <p>b) Why there is no other alternative which can be used</p> <p>c) Which process was applied to verify why there is no other less hazardous alternative</p> <p>d) What is the process to limit the negative impacts of the application</p> <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>The Chemical Registers for the mill and sampled estates were available for verification and reviewed yearly and as and when there are introductions of new chemicals in the operations. The register showed and concluded that all pesticides used were of class II, III &amp; class IV. The use of paraquat had been prohibited in all SIME DARBY estates. As for usage of highly toxic/limited pesticides, the estates acquired permit from Department of Agriculture. SDS were placed in the chemical store for emergency purpose. Emergency eye wash located at the chemical store were functioned. Estate’s usage of pesticides which are were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A) and in accordance with USECHH Regulations 2000.</p> <p>There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that were listed by the Stockholm or Rotterdam Conventions been used. Sighted from records and interviews with workers, staff, and estate assistants, concluded that training was held with all precautions being taken and all legal requirements met. Sample of chemical used in the estates among others as listed below;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Chemical name</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Glyphosate Isopropylamine 41%</td> <td>III</td> </tr> </tbody> </table>	No	Chemical name	Class	1	Glyphosate Isopropylamine 41%	III	Complied
No	Chemical name	Class							
1	Glyphosate Isopropylamine 41%	III							

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		2	Metsulfuron Methyl 20%	IV											
		3	Triclopyr Butoxy Ethyl Ester 32.1%	III											
		4	Cyperact 16.0 EC	III											
		5	Monex HC	III											
		6	Winter 32.1 EC	III											
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 health surveillance done by the Medical Assistant. Pesticide operators are given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators based on the PPE issuance forms. Reviewed the training records as per criteria 3.7.2. Sampled the training conducted for pesticide handlers as below: -</p> <p><u>East Estate</u></p> <table border="1" data-bbox="1131 986 1906 1161"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Chemical mixing training</td> <td>06/03/2023</td> </tr> <tr> <td>SDS &amp; Chemical handling Training</td> <td>24/02/2023</td> </tr> </tbody> </table> <p><u>East POM</u></p> <table border="1" data-bbox="1131 1257 1906 1369"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>PPE and Chemical Handling Training</td> <td>15/12/2022</td> </tr> </tbody> </table>			Training	Date	Chemical mixing training	06/03/2023	SDS & Chemical handling Training	24/02/2023	Training	Date	PPE and Chemical Handling Training	15/12/2022	Complied
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		<p><u>Dusun Durian Estate</u></p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Chemical Mixing</td> <td>27/08/2022</td> </tr> <tr> <td>Chemical Spraying, PPE and Calibration</td> <td>09/03/2023</td> </tr> <tr> <td>Chemical Handling</td> <td>17/01/2023</td> </tr> </tbody> </table> <p><u>Sepang Estate</u></p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Chemical Handling Training</td> <td>03/12/2022</td> </tr> </tbody> </table> <p>Records showed that pesticides were handled, used, and applied by trained persons and as per the SDS of the product.</p> <ol style="list-style-type: none"> <li>a) The staff and workers such as the storekeepers, sprayers, fertilizer, and rat bait workers were trained, and they had understood the hazards involved and how the chemicals should be handled in a safe method.</li> <li>b) The trade and generic names of the chemicals were made known to the workers through the SDS training. SDS was also displayed at all storage areas as observed during the audit.</li> <li>c) The training included the safety aspects and usage of PPE when handling with pesticides. Records of training are shown in 3.7.2 and verified.</li> </ol>	Training	Date	Chemical Mixing	27/08/2022	Chemical Spraying, PPE and Calibration	09/03/2023	Chemical Handling	17/01/2023	Training	Date	Chemical Handling Training	03/12/2022	
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		<p>d) All workers involved in pesticide application were provided with appropriate PPE and replaced when worn-out. PPE issuance &amp; replacement records were verified by the auditors.</p> <p>From interviews conducted with workers and staffs in the field and stores clerks it was established that they had been trained and were aware of safe chemical handling procedure.</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>Pesticides were found stored in the mill and all estate’s Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. The stores were at all times locked and at the time of visit the storekeeper was seen to unlock the padlock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety Data Sheet were available.</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>The procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established. Collection of SW409 (empty chemical container) is made by licensed vendor registered with DOA. i.e G planters..</p>	Complied
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.</p> <p>- Critical (Major) compliance -</p>	<p>Verified availability of aerial spraying by Drone at Nursery Bukit Durian Estate. Refer Agreement on The Drone Aerial Spraying At Dusun Durian Estate dated 01/01/2023. The details as below:</p> <p>Contractor: XXX Agriculture Sdn Bhd</p> <p>Description of work: Drone Aerial P&amp;D Spraying At Dusun Durian Estate Nursery.</p> <p>Date/Period; 01/01/2023 to 31/12/2023</p>	Non-compliance

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		<p>Refer item 5.8 the contractor shall comply to all relevant Malaysia Laws esp. related to HSE and Drone application (If any). HIRARC on Rhinoceros Beetle Spraying – Central East Region has been prepared on 24/07/2022 with reference AERODYNE-P15-F02-AWC-001</p> <p><b>Major NC</b> Drone application yet to receive approval from authority government. Verified that availability of Drone P&amp;D Spray activities for Nursery Dusun Durian Estate. The project was under Mechanization Units and handle by service provider XXX Agriculture Sdn Bhd. The work already commences in January 2023 as per latest agreement dated 01/01/2023 however there is no evidence that permit by CAAM obtained yet. Refer correspondence email dated 13/03/2023 by <a href="mailto:ikwan@meraque.com">ikwan@meraque.com</a> stated that permit application process was in progress. Consultation with Department of Agriculture Kuala Lumpur, Mr Baharudin Basri as Public Relation Officer (PRO) Section Drone and Chemical stated that Spraying Activities using Drone Required permit by Aviation Authority. As per agreement dated 01/01/2023 section 5.8 stated on shall comply to all relevant Malaysia Laws related to HSE and drone operation if any. In additional, information on drone application was yet to provide to the operating units as per section 5.10 To provide the following 5.10.1 SOP, 5.10.2 HIRARC, 5.10.3 Pilot / Operators competency, 5.10.4 Verification of drone activity, 5.10.5 Information on control chemical exposure, 5.10.6 Information on control Noise exposure.</p>	
7.2.10	<b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	The CHRA for the estates and the mill was conducted. In addition, the assessor recommended medical surveillance be conducted for	Complied

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	<p>- Critical (Major) compliance -</p>	<p>the categories of employees who have contact with chemicals. The medical surveillance was carried out on as below:</p> <p>East POM - Medical Surveillance has been conducted on 17/10/2022 for 17 workers by Klinik Hartati. A total of 17 workers were examined and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</p> <p>East Estate - Medical Surveillance has been conducted on 15/02/2023 for 5 workers by Klinik Hartati. A total of 7 workers were examined and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</p> <p>Dusun Durian Estate - Medical Surveillance has been conducted on 25/11/2023 for 21 workers by Klinik Faridah, Selangor. A total of 21 workers were examined and none of them got abnormal results or recommended for removal. All workers tested was fit to work.</p> <p>Sepang Estate - Medical Surveillance has been conducted on 11/01/2023 for 40 workers by Klinik Velayutham. A total of 40 workers were examined. 37 of them do not have any work-related problems and 3 of them got abnormal results has been change for light job scope.</p>	
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>Mill and estates complied with procedure and guidelines provided the Standard Operating Procedure adopted by the Gender Policy and Occupational Safety and Health Policy signed by the Managing Director in January 2015. The estates maintained the list of sprayers. Identification of pregnancy status is made by the respective appointed Medical Assistant during the monthly check-up. Verified through record checking and site observation, there is no women work as sprayers and manurer.</p>	Complied
<p><b>Criterion 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			

<p>7.3.1</p>	<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>SOU8 mill and Eestates had identified all wastes and sources of pollution. Similarly, the updated Waste Management Action Plan FY 2023 were established to mitigate and control the identified wastes and source of pollution. The most significant environmental receptors for the estate and mill operations were:</p> <table border="1" data-bbox="1128 539 1904 997"> <thead> <tr> <th></th> <th>Receptor</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Sources from boiler stack (smoke and particulate), vehicle &amp; generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG</td> </tr> <tr> <td>2</td> <td>Water</td> <td>Cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) &amp; boiler quenching water and blow down</td> </tr> <tr> <td>3</td> <td>Land</td> <td>Scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.</td> </tr> </tbody> </table> <p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2023. The waste generated from the mill/estate operations as shown below;</p> <table border="1" data-bbox="1128 1177 1888 1342"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scheduled waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill complex and employees' quarters</td> </tr> </tbody> </table>		Receptor	Sources	1	Air	Sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG	2	Water	Cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down	3	Land	Scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.		Type of waste	Details	1	Scheduled waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries	2	Domestic waste	rubbish from the mill complex and employees' quarters	<p>Non-compliance</p>
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		<table border="1"> <tr> <td>3</td> <td>Industrial waste</td> <td>Fibre, palm kernel shell, boiler ash, scrap iron</td> </tr> <tr> <td>4</td> <td>Sewage</td> <td>Sewage from housing/office complex</td> </tr> <tr> <td>5</td> <td>Clinical</td> <td>Syringe, blood, glove, human tissue, body fluid etc</td> </tr> <tr> <td>6</td> <td>Recyclable waste</td> <td>EFB, compost, re-use empty container</td> </tr> </table> <p>For Dusun Durian estate, waste management plan FY2023 dated 11/1/23 was made available for verification.</p> <p>The pollution identified from the mill activities</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke and particulate</td> <td>Emission from Boilers</td> </tr> <tr> <td>2</td> <td>Odour &amp; gases</td> <td>Activities from the effluent treatment</td> </tr> <tr> <td>3</td> <td>Leakage of lubricant</td> <td>Storage &amp; vehicle maintenance</td> </tr> </tbody> </table> <p>Disposal of waste material according to procedures was not effectively demonstrated</p> <p><u>Dusun Durian Estate</u></p> <p>Observed during site visit at all 4 nursery ponds, empty chemical containers were not properly disposed;</p> <ul style="list-style-type: none"> <li>- Chemical container painted with hazards sign (red) used to fill the priming tank at pond no.1</li> <li>- Chemical container used as support structure for 4 inch poly pipe (suction point) at pond no. 3</li> <li>- Chemical container was seen floating at pond no.4</li> </ul> <p>Thus, a minor NC was raised.</p>	3	Industrial waste	Fibre, palm kernel shell, boiler ash, scrap iron	4	Sewage	Sewage from housing/office complex	5	Clinical	Syringe, blood, glove, human tissue, body fluid etc	6	Recyclable waste	EFB, compost, re-use empty container		Type of waste	Details	1	Black smoke and particulate	Emission from Boilers	2	Odour & gases	Activities from the effluent treatment	3	Leakage of lubricant	Storage & vehicle maintenance	
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<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated. - Minor compliance -</p>	<p>Procedure SD/SDP/PSQM (ESH)/203- EN1 – Scheduled Wastes (Hazardous Waste) Management has been established.</p> <ul style="list-style-type: none"> <li>a) Management and disposal of wastewater 2023 has been established compiled by Assistant Engineer.</li> <li>b) Waste Management Plan 2023 has been established prepared by QA and verified by the Assistant Engineer in Jan 2023. The management Plan for 2022 has yet to be finalised the source and disposal method of scheduled waste, domestic waste and industrial waste.</li> <li>c) Based on Environmental Impact Evaluation (file no: SM/5.2/EIE) and Environment Aspect and Impact Identification (file no: SM/5.2/EAI) improper disposal of clinical items will be impact on community, depletion of natural resources and land contamination.</li> <li>d) Interview with staffs and workers i.e. storekeepers and chemical mixer were trained and they had understood the hazards involved and how the chemicals should be used and disposed in a safe manner.</li> <li>e) Among the identified wastes include empty chemical containers including pesticides containers. Empty pesticides containers were washed at washing station prior to disposal. Disposals were carried out in compliance with relevant regulation of scheduled waste. Inventory and consignment documents verified for confirmation of proper management and disposal.</li> </ul> <p>Waste disposal arrangement at SOU8 estates summarized</p> <table border="1" data-bbox="1128 1230 1915 1303"> <thead> <tr> <th>Waste category</th> <th>Quantity</th> <th>Remarks</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Waste category	Quantity	Remarks	Estate					<p>Complied</p>
Waste category	Quantity	Remarks	Estate								

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		SW 409 (empty chemical container)	0.14 mt Consignment no. 2023031315H V5GI2	Disposed by Pentas Flora Sdn Bhd on 13/03/23	Sepang Estate	
		SW 305 (used oil)	0.1952 mt, Consignment no. 20230213146Y CKF1	Disposed by Malik Family Resources Technology Sdn Bhd on 7/2/23		
		SW 404 (clinical waste)	0.080 mt, Consignment no. 2022113010JN F3BC	Collected by Kualiti Alam Sdn Bhd on 30/11/22		
		SW 305 (used oil)	Service job sheet no. 1355 (job no. 46873)  75 liters	Collected by Kubota Malaysia on 27/1/23	Dusun Durian Estate	
		SW 410	Service job sheet no. 1355 (job no. 46873)	Collected by Kubota Malaysia on 27/1/23		

			20 pcs (oil filters) 10 pcs (used rags)			
		Recyclable waste	Sales order no. 2281 i) Fertilizer bags - 1190 kg ii) Chemical container (20 liter) – 156 pcs iii) Paper/carton box – 180 kg iv) Chemical container (ally/basta/garlon/kenlon) – 17 kg	Collected by SS Setia Teknologi Enterprise on 3/3/23		
		Recyclable waste	Sales order no. 2256 i) Chemical container (20 liter) – 861 pcs	Collected by SS Setia Teknologi Enterprise on 14/1/23	East Estate	

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		SW 305 (Used Oil)	0.100 mt, Consignment no. 2022101310M SEO5U	Disposed by Malik Family Resources Technology Sdn Bhd on 7/2/23		
		SW 305 (Used Oil)	Service job sheet no. 1355  1,150 liters	Collected by Kubota Malaysia on 15/2/23		
		SW 410 (Used filter and rags)	Service job sheet no. 0125 (job no. 46873)  102 pcs (oil filters)  13 pcs (used rags)	Collected by Kubota Malaysia on 15/2/23		
Approval letter from DOE for Kubota Malaysia Sdn Bhd to "bring back scheduled waste from external service site" @ <i>kebenaran membawa pulang bahan buangan terjadual dari tapak service luar premis</i> , ref: JAS-600-3/25/11 Jilid.14(17) dated 13/4/2022.  <u>East POM</u>  Disposal of scheduled waste was carried out in November 2022. Summary of waste disposal as per below:						
		Waste category	Quantity	Remarks		

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		SW 410 (contaminated rags and filter)	0.4327 mt, Consignment no. 20221107157I8RD M	Disposed by Kualiti Alam (KA) on 7/11/2022	
		SW 409 (empty container)	0.2202 mt, Consignment no. 20221107508N45K	SW410, SW322, SW409 (method of disposal by KA – incineration)	
		SW 322 (Spent reagent)	0.3723 mt, Consignment no. 2022110715R6L5J1		SW109 (method of disposal by KA – physical/chemical treatment)
		SW 109 (Fluorescent lamp)	0.0214 mt, Consignment no. 2022110715UOA79 1	*Based on received status (6 <sup>th</sup> schedule) dated 29/11/22.	
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	There was no land preparation in SOU 8 Mill and Estates by burning ever since SDB practiced zero burning as per the policy in: <ul style="list-style-type: none"> <li>a) EQMS-SOP-Section B2 - Under felling/clearing &amp; land preparation</li> <li>b) Carbon Policy</li> </ul> SDP has a policy of no open burning. As advocated, the estate practiced zero burning. In the replants visited during the audit in the Estate, it was evident that all palms were felled, shredded, windrowed and left to decompose. There was no evidence that fire			Non-compliance

		had been used to prepare land for replanting in the estate. However, it was observed waste burning residue from (garden waste - dried leaves, dried coconut other miscellaneous waste) was sighted near to estate clinic and office compound. Thus, a minor NC was issued.	
<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.			
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -	SOP on managing soil fertility for optimize yield and minimize environmental impacts has been established. The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in sections of the following documents. <ul style="list-style-type: none"> <li>• EQMS chapter B8 - Leguminous Cover Crops</li> <li>• EQMS chapter B14 – Manuring</li> <li>• ARM Section 8 – Manuring</li> </ul>	Complied
7.4.2	Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -	Foliar and soil sampling was carried out by Research and Development Department prior to the fertilizer recommendation for the next financial year. Leaf and soil nutrient analysis are commonly used in the diagnosis of fertilizer requirements in oil palms. The frequency for leaf sampling must be conduct for every year while for soil analysis, the frequency for soil sampling is conducted at 5 years intervals.  Reviewed the sampling records as follows:  <u>East Estate</u>  Latest Soil Sampling was conducted on 02/08/2018. Refer report no. S56/2018 dated 06/09/2018. Latest leaf sampling was conducted in 27/10/2022. Refer report dated 07/09/2022.  <u>Dusun Durian Estate</u>	Complied

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		<p>Latest Soil Sampling was conducted on 06/04/2022. Refer report no. S36/2022 dated 20/05/2022. Latest leaf sampling was conducted in 08/11/2022. Refer report no. P591/2022 dated 14/12/2022.</p> <p><u>Sepang Estate</u></p> <p>Latest Soil Sampling was conducted on 09/08/2018. Refer report no. S59/2018 dated 06/09/2018. Latest leaf sampling was conducted in 05/09/2022. Refer report no. P470/2022 dated 03/10/2022.</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>The mill disposed EFB by send to neighbouring sister estate as nutrient recycle program. Reviewed the EFB disposal records FY 2022 as follows:</p> <p>The following practices are applied in the estates in relation to the nutrient recycling strategy.</p> <ol style="list-style-type: none"> <li>1. EFB application in designated fields at dosage of 40 mt/ha applied in inter rows subject to Agronomist recommendations.</li> <li>2. Cut frond are stacked in between the palm’s rows left to discompose.</li> </ol> <p>The estate has established EFB and Bio-Compost application program FY 2022. Reviewed the application records as to date December 2022 as follows:</p> <table border="1" data-bbox="1131 1093 1921 1348"> <thead> <tr> <th>Estate</th> <th>EFB Transported for Field Application (MT)</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>19,216.71 MT</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>No Application</td> </tr> <tr> <td>Sepang Estate</td> <td>No Application</td> </tr> </tbody> </table>	Estate	EFB Transported for Field Application (MT)	East Estate	19,216.71 MT	Dusun Durian Estate	No Application	Sepang Estate	No Application	Complied
Estate	EFB Transported for Field Application (MT)										
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		<p>East POM was discharge POME through land application, Furrow System at East Estate. POME discharge has been recorded on monthly basis. Analysis has been submitted. Refer Effluent Treatment Plant Sample (Final Discharge) dated 08/03/2023. Analysis report showed all results comply with the parameter. Details of field application as below:</p> <table border="1" data-bbox="1131 571 1921 869"> <thead> <tr> <th>Field</th> <th>Hectarage, Ha</th> </tr> </thead> <tbody> <tr> <td>P01D</td> <td>70.38</td> </tr> <tr> <td>P02D</td> <td>72.59</td> </tr> <tr> <td>P00D1</td> <td>64.00</td> </tr> <tr> <td>P02D1</td> <td>39.37</td> </tr> <tr> <td>Total</td> <td>246.34</td> </tr> </tbody> </table>	Field	Hectarage, Ha	P01D	70.38	P02D	72.59	P00D1	64.00	P02D1	39.37	Total	246.34	
Field	Hectarage, Ha														
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Total	246.34														
7.4.4	<p>Records of fertiliser inputs are maintained. - Minor compliance -</p>	<p>The fertiliser application was conducted as per recommendation by agronomist base on foliar sampling conducted. The fertiliser application records were available at the estate visited for review. The estate reported the fertilised application to the Research and Development Carey Island. Refer 2022 Fertiliser Programme and Application Record.</p>	Complied												
<p><b>Criterion 7.5:</b> Practices minimise and control erosion and degradation of soils.</p>															
7.5.1	<p><b>(C)</b> Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -</p>	<p>Soil maps were available at all estates identifying the type of soil series and its area percentage in the estate. There were no marginal and fragile soils identified at the assessed estates. During field visit at the estates, it was sighted there was no oil palm planting on steep terrains as well</p>	Complied												
7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in</p>	<p>Policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in January 2015.</p>	Complied												



	contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification. - Minor compliance -	The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly.																																				
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	No new planting conducted at all estates visited as verified and sighted during site visit.	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 -	Sighted Soil series and topography map at sampled estates. No fragile soil categorized in the estates sampled. The estate has taken into account the land terrain, drainage, and road systems in planning for replanting. Refer table below on details of soil series for estates: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">Soil series</th> <th colspan="3">Percentage, %</th> </tr> <tr> <th>East Estate</th> <th>Dusun Durian Estate</th> <th>Sepang Estate</th> </tr> </thead> <tbody> <tr> <td>Bernam</td> <td>-</td> <td>17.52</td> <td>-</td> </tr> <tr> <td>Briah</td> <td>0.74</td> <td>14.85</td> <td>1.21</td> </tr> <tr> <td>Jawa</td> <td>30.14</td> <td>5.55</td> <td>3.85</td> </tr> <tr> <td>Selangor</td> <td>10.52</td> <td>47.53</td> <td>15.60</td> </tr> <tr> <td>Subang</td> <td>-</td> <td>3.91</td> <td>-</td> </tr> <tr> <td>No series</td> <td>-</td> <td>11.73</td> <td>-</td> </tr> <tr> <td>Batu Lapan</td> <td>-</td> <td>-</td> <td>5.5</td> </tr> </tbody> </table>	Soil series	Percentage, %			East Estate	Dusun Durian Estate	Sepang Estate	Bernam	-	17.52	-	Briah	0.74	14.85	1.21	Jawa	30.14	5.55	3.85	Selangor	10.52	47.53	15.60	Subang	-	3.91	-	No series	-	11.73	-	Batu Lapan	-	-	5.5	Complied
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		Bungor	-	-	28.67	
		Carey	1.42	-	3.03	
		Gajah Mati	-	-	4.54	
		Kedah	-	-	0.01	
		Kuala Brang	-	-	2.16	
		Local Aluvium	-	-	2.38	
		Munchong	-	-	2.76	
		Organic Clay	-	-	8.14	
		Padang Besar	-	-	13.59	
		Sedu	10.23	-	7.09	
		Tavy	-	-	0.78	
		Jawa/ shallow	26.05	-	-	
		Jawa/ Sandy	2.07	-	-	
		Jugra	1.41	-	-	
		Parit Botak	2.01	-	-	
		Sabrang	0.86	-	-	
		Selangor/ Sandy	10.52	-	-	
		Telok	1.14	-	-	

		Tongkang	4.95	-	-																																
		Tualang	5.17	-	-																																
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 -	Soil series and topography map available for estate sampled. No fragile soil categorized in the estates sampled. The estate has taken into account the land terrain, drainage, and road systems in planning for replanting.				Complied																															
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	<p>The Agronomy Advisory and Services Department conducted assessment and provided the estates with topography maps. Sampled topography information at estates sited as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Degree</th> <th colspan="3">Percentage, %</th> </tr> <tr> <th>East Estate</th> <th>Dusun Durian Estate</th> <th>Sepang Estate</th> </tr> </thead> <tbody> <tr> <td>0°-2° - Flat</td> <td>100%</td> <td>100%</td> <td>36.62</td> </tr> <tr> <td>2°-6° - Undulating</td> <td>-</td> <td>-</td> <td>48.79</td> </tr> <tr> <td>6°-12° - Terraces</td> <td>-</td> <td>-</td> <td>14.30</td> </tr> <tr> <td>12°-20° - Hilly</td> <td>-</td> <td>-</td> <td>0.30</td> </tr> <tr> <td>20°-25° - Hilly</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>&gt;25° - Steep</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>				Degree	Percentage, %			East Estate	Dusun Durian Estate	Sepang Estate	0°-2° - Flat	100%	100%	36.62	2°-6° - Undulating	-	-	48.79	6°-12° - Terraces	-	-	14.30	12°-20° - Hilly	-	-	0.30	20°-25° - Hilly	-	-	-	>25° - Steep	-	-	-	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>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
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>  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>	<p>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.3	<p><b>(C)</b> Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.4	<p><b>(C)</b> A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
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</p>	<p>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable

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	<p>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>		
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>	<p>Sime Darby has established SOP on Agricultural Reference Manual dated 01/07/2008 Section 10.4.1 titled Water Management in Coastal or Peat Planting. There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
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>There is no new planting at sample estates. There is no peat soil identified at all estates visited in SOU 8. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
<b>Criterion 7.8:</b> Practices maintain the quality and availability of surface and groundwater.			
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>SOU8 East mill and estates had established its Water Management Plan for year 2023 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as;</p> <p style="margin-left: 20px;">a) Implementation of rain water harvest,</p>	Complied

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	<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>b) Construction of water gate for effective management of field drains,</p> <p>c) Establishment of <i>Mucuna bracteata</i> to prevent erosion,</p> <p>d) Side drain at field road to control water, frond stacking,</p> <p>e) Enhancement of ground vegetation at bare ground area.</p> <p>The water sources are as shown below;</p> <table border="1" data-bbox="1131 593 1915 1141"> <thead> <tr> <th></th> <th>Water sources</th> <th>Usage</th> <th>Monitoring &amp; measurement</th> <th>Freq</th> <th>PI C</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SYABAS</td> <td>Purchased for domestic consumption</td> <td>Monitoring water supply</td> <td>Mthly</td> <td>AMM gr</td> <td>Liaison with Authority</td> </tr> <tr> <td>2</td> <td>Rain water</td> <td>Domestic use Workshop Chemical mixing</td> <td>Rain fall data</td> <td>On-going</td> <td>AMM gr</td> <td>Water harvesting for general washing</td> </tr> <tr> <td>3</td> <td>Water tank</td> <td>Emergency water supply</td> <td>-</td> <td>-</td> <td>AMM gr</td> <td>Request water supply from other estates</td> </tr> </tbody> </table> <p>The contingency plan during water shortage</p> <table border="1" data-bbox="1131 1225 1915 1362"> <thead> <tr> <th></th> <th>Area/incident</th> <th>Action steps</th> <th>PIC</th> <th>status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Water shortage/ prolonged dry season</td> <td>to obtain water from local authority /estate catchment</td> <td>Manager AM/Mill Engineer</td> <td>As and when required</td> </tr> </tbody> </table>		Water sources	Usage	Monitoring & measurement	Freq	PI C	Review status	1	SYABAS	Purchased for domestic consumption	Monitoring water supply	Mthly	AMM gr	Liaison with Authority	2	Rain water	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AMM gr	Water harvesting for general washing	3	Water tank	Emergency water supply	-	-	AMM gr	Request water supply from other estates		Area/incident	Action steps	PIC	status	1	Water shortage/ prolonged dry season	to obtain water from local authority /estate catchment	Manager AM/Mill Engineer	As and when required	
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1	Water shortage/ prolonged dry season	to obtain water from local authority /estate catchment	Manager AM/Mill Engineer	As and when required																																					

			to train/educate staff/workers to conserve water to seek assistance from local authority to obtain treated water supply from mill's WTP			
	2	Severe water pollution/ Contamination	to obtain water from local authority to train/educate staff/workers to conserve water to seek assistance from local authority to obtain treated water supply from mill's WTP	Manager AM// Mill Engineer	As and when required	
	3	Salt water intrusion	Flushing out water during dry & low tide season Construction of screw gate to prevent entry into field drain Regular inspection during high tide to identify any tide gate and flap door.	Estate Mgmt	Schedule	
<p>The Estate had implemented water managements plans which covered:</p> <ul style="list-style-type: none"> <li>a) Water shortage contingencies</li> <li>b) Water pollution prevention</li> <li>c) Reduce wastage</li> <li>d) Identification &amp; management of waste waters</li> <li>e) Monitoring rainfall</li> <li>f) Regular water quality analysis.</li> </ul>						

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		The water reduction plan is shown below;					
		Issues/Areas	Action Steps	PIC	Status		
1	Rainwater collection	Large containers are to be placed at strategic locations to collect rainwater The rainwater shall be recycled for washing heavy machinery	AM/Field staff	On-going			
2	Leakage on plumbing system	Frequent inspection to detect leakage Fix any leakage	AM/Field staff	On-going			
3	Water compartmentalization	To conserve level of soil moisture To minimize water stress during dry season	AM/Field staff	On-going			
4	Handling of chemicals	To recycle water spillage while mixing of chemical at mixing area	AM/Field staff	On-going			
5	education	Avoid excessive usage during cleaning Close pipe to prevent water dripping	AM/Field staff	On-going			
5	Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill engineer	On-going			
The Mill Identification & Management of Waste Water							
	location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method			



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		1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system			
		2	Boiler	Blow down, cleaning water	Sludge pit, ETP	Monsoon drain			
			Process ramp	Rainfall runoff	Sedimentation trap	Monsoon drain			
		3	Engine room	Steam condensate, turbine cooling water	Monsoon drain, recycled tank	Monsoon drain			
		4	Lab	Cleaning water	Process drain	Monsoon drain			
		5	Wash room	Toilet water, cleaning water	Septic tank	Collected by licensed contractor.			
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>SOU8 estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy to maintain the buffer by restricting agrochemicals application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as follows:</p> <table border="1" data-bbox="1211 1366 1821 1396"> <tr> <td data-bbox="1211 1366 1541 1396"><i>River width</i></td> <td data-bbox="1541 1366 1821 1396"><i>Buffer zone</i></td> </tr> </table>					<i>River width</i>	<i>Buffer zone</i>	Complied
<i>River width</i>	<i>Buffer zone</i>								

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		<table border="1" data-bbox="1211 363 1821 517"> <tr><td>1</td><td>&gt; 40 meters</td><td>50 meters</td></tr> <tr><td>2</td><td>20 - 40 meters</td><td>40 meters</td></tr> <tr><td>3</td><td>10 - 20 meters</td><td>20 meters</td></tr> <tr><td>4</td><td>5 - 10 meters</td><td>10 meters</td></tr> <tr><td>5</td><td>&lt; 5 meters</td><td>5 meters</td></tr> </table> <p>The signboards were displayed accordingly at the site where applicable. The guideline was issued by the GSQM Unit with latest revision dated on 13/6/2011</p> <p>Water analysis report for surface water/river carried out every quarter as per SOP, Water Quality Monitoring, issue:1 dated 1//6/2016. Result of analysis summarized as per below:</p> <table border="1" data-bbox="1131 762 1917 908"> <thead> <tr> <th>Estate</th> <th>Date of monitoring</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Dusun Durian Estate</td> <td>31/01/2023</td> <td>IE240/2023</td> </tr> <tr> <td></td> <td>8/021/2023</td> <td>PL97/2023</td> </tr> </tbody> </table> <p>Parameters tested were complied with class IIA/IIB of NWQS and also pesticides residue in water analysis. No chemical residue detected (BHC, Alpha-HCH) based on the report.</p> <p>Among others management plan taken;</p> <ol style="list-style-type: none"> <li>a) Regular inspection at buffer/HCV areas</li> <li>b) Monitor water from surrounding areas</li> <li>c) Track, measure and report all activities around river</li> <li>d) Train and educate workers.</li> </ol>	1	> 40 meters	50 meters	2	20 - 40 meters	40 meters	3	10 - 20 meters	20 meters	4	5 - 10 meters	10 meters	5	< 5 meters	5 meters	Estate	Date of monitoring	Remarks	Dusun Durian Estate	31/01/2023	IE240/2023		8/021/2023	PL97/2023	
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7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Based on "<i>Jadual Pematuhari</i>" (license no 003772 valid till 30/06/2023) East POM disposed effluent on land application in East Estate. Sighted quarterly report has been submitted to DOE by quarterly basis. Summary of BOD<sub>3</sub> for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2022 summarized as per below:</p>	Complied																								

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		Month	BOD <sub>3</sub> result (mg/l)	Limit																															
		July	1,120	5,000 mg/l, based on quarterly return																															
		August	385																																
		September	332																																
		October	938																																
		November	300																																
		December	543																																
7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.                      - Minor compliance -</p>	<p>The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made on a monthly basis with the latest recording detailed sampled (water usage m3/per mt of fresh fruit bunches (FFB) below;</p> <table border="1" data-bbox="1265 869 1617 1366"> <thead> <tr> <th></th> <th>Month</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>1</td><td>Jan</td><td>1.26</td></tr> <tr><td>2</td><td>Feb</td><td>1.43</td></tr> <tr><td>3</td><td>Mac</td><td>1.58</td></tr> <tr><td>4</td><td>April</td><td>1.56</td></tr> <tr><td>5</td><td>May</td><td>1.48</td></tr> <tr><td>6</td><td>June</td><td>1.50</td></tr> <tr><td>7</td><td>July</td><td>1.50</td></tr> <tr><td>8</td><td>Aug</td><td>1.44</td></tr> <tr><td>9</td><td>Sept</td><td>2.47</td></tr> </tbody> </table>				Month	2022	1	Jan	1.26	2	Feb	1.43	3	Mac	1.58	4	April	1.56	5	May	1.48	6	June	1.50	7	July	1.50	8	Aug	1.44	9	Sept	2.47	Complied
	Month	2022																																	
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		<table border="1"> <tr> <td>10</td> <td>Oct</td> <td>1.95</td> </tr> <tr> <td>11</td> <td>Nov</td> <td>1.62</td> </tr> <tr> <td>12</td> <td>Dec</td> <td>1.47</td> </tr> <tr> <td></td> <td>Average</td> <td>1.46</td> </tr> </table> <p>A slightly higher water usage noted, probably due to the proportionate reduction in volume of FFB being processed. There were variations of performance. Probable factors are linked to rainy days, significant boiler water rinsing/discharging for maintenance etc.</p>	10	Oct	1.95	11	Nov	1.62	12	Dec	1.47		Average	1.46	
10	Oct	1.95													
11	Nov	1.62													
12	Dec	1.47													
	Average	1.46													
<b>Criterion 7.9:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised															
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>For the estates, the plan to optimise the usage of diesel is documented in the Energy Management Plan 2022. Among the action plans implemented are by doing regular maintenance of diesel-powered machinery and educational programme for the operators on fuel saving. For the mill, the utilisation of fibre and shell as biofuel for boiler operation is consistently implemented to generate electricity through turbines. This helps to reduce the dependency to fossil fuel. The ratio of 128.21 kWh/CPO recorded for to date of 2022.</p>	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	<p><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.</p> <p>- Critical (Major) compliance -</p>	<p>Main sources of GHG emission identified were methane (CH) emission through POME treatment and boiler stack from the mill. Other less significant GHG emissions identified including CO, SOx and NOx from various sources including fossil fuel, chemical and fertilizer consumptions mainly from estates activities.</p>	Complied												

		The emission value is recorded and calculated through the utilisation of RSPO’s Palm GHG Calculator ver. 4. Detail of GHG calculation can be found under appendix B.										
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>	Not applicable since no new development by the certification unit.	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>	<p>An assessment of all polluting activities has been conducted and monitored. This included the gaseous emissions, particulate / soot emissions and effluent. The CU has continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records i.e. (SM/5.2/EAI) and (SM/5.2/EIE) which covers estate and mill activities / operation. ‘Pollution Identification Environmental Improvement Action Plan’ is used to identify the waste products and sources of pollution, was in place and is reviewed accordingly. Among others the significant environmental receptors for the estates and mill operations were:</p> <table border="1" data-bbox="1144 1050 1899 1374"> <thead> <tr> <th></th> <th>Environmental receptors</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Air emissions –from boiler stack (smoke &amp; particulate), vehicle &amp; generator (smoke and gases). GHG emission from anaerobic processes (ETP, EFB dumping).</td> </tr> <tr> <td>2</td> <td>Water</td> <td>Water discharges – Cleaning water/run-off/process station waters (hydro cyclone/sterilizer condensate/clarification waste) &amp; boiler quenching water and blow down</td> </tr> </tbody> </table>		Environmental receptors	Source	1	Air	Air emissions –from boiler stack (smoke & particulate), vehicle & generator (smoke and gases). GHG emission from anaerobic processes (ETP, EFB dumping).	2	Water	Water discharges – Cleaning water/run-off/process station waters (hydro cyclone/sterilizer condensate/clarification waste) & boiler quenching water and blow down	Complied
	Environmental receptors	Source										
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2	Water	Water discharges – Cleaning water/run-off/process station waters (hydro cyclone/sterilizer condensate/clarification waste) & boiler quenching water and blow down										

		3	land	Land – Scheduled waste, domestic waste and industrial / process waste. Clinical wastes – generated from clinics.	
<b>Criterion 7.11:</b> Fire is not used for preparing land and is prevented in the managed area					
7.11.1	<b>(C)</b> Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -	Guided by SDPB ARM, preparation of replanting using fire is not allowed. Based on site visit at replanting fields of the sampled estates, there was no trace of burning observed. Palm trunks were chipped and windrowed.			Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -	<p>There was no land preparation by burning ever since SDPB practice zero burning as per the policy in:</p> <ul style="list-style-type: none"> <li>a) EQMS-SOP-Section B2 - Under felling/clearing &amp; land preparation</li> <li>b) Carbon Policy</li> </ul> <p>The use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practiced in the estate. The Group policy of “Zero open burning” has been enforced since July 2008. The operating units adhered to the policy of “Zero open burning” for any replanting. Furthermore, Sime Darby Plantation assigned 1 person based in HQ being in charge to detect any open fire in the Company’s’ fields using the Hotspot Dashboard. This is the measures taken by the organization to pledge towards zero open burning.</p> <p><u>Process flow for fire incident reporting</u></p> <p>Incident occurrence &gt; SDP hotspot alert team identification &gt; to notify OU &gt; incident details investigated by OU &gt; immediate site verification by OU &gt; OU to report verification status using Fire</p>			Complied

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		Hotspot Internal Report (FHIR) > information with geo-tagged photo > reply to hotspot alert team	
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	<p>Both the estate and the mill in SOU 8 held engagement with the adjacent stakeholders via briefing sessions as stated in ERP procedure <i>Kertas Kerja Program Simulasi Kebakaran</i> dated 12/9/2019 and Fire Prevention and Control Measure. Therein containing</p> <ul style="list-style-type: none"> <li>a) Objective</li> <li>b) Activity and prevention</li> <li>c) Function of Fire and Rescue Team</li> <li>d) Emergency Evacuation Plan / Drill</li> </ul> <p><u>Dusun Durian Estate</u>  Adjacent stakeholders (villagers/communities) was not clearly identified in the stakeholder map. The extension and limit on which neighbours that fall under SDPB commitment on 5km radius on zero burning was not verifiable.</p> <p><u>Sepang Estate</u>  Identification of adjacent stakeholders (private estate owner - no name) at P01A was in the stakeholder map. However other details of the owner (contact no) was not available for verification.</p> <p>Reference:  5km Radius Zero-Burning Commitment;  - We extend our Zero-Burning Policy to our neighbours to include those in areas within 5km radius of our estate boundaries.  - Not only do we help them to monitor fire occurrence, we will help</p>	Non-compliance

		to put out fires as soon as we are alerted to prevent further fire damage.  Thus, a minor NC was raised.	
<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.			
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>There is no land clearing after November 2005 within SOU8 estates. Nonetheless, In-House High Conservation Value (HCV) Re-Assessment was carried out for SOU 8 East by Conservation and Biodiversity Department on 26/6/20 to 8/10/20. Final report version dated October 2020 was made available for verification. The assessment team have confirmed that there is no new planting (refer 7.3.1 to 7.4.2). Hence, the requirement under this indicator does not apply.</p>	Not Applicable
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>The audit findings have confirmed that there is no new land clearing after 15 Nov 2018 in SOU 8 estates. Hence, the current HCV assessment of the estates remain valid. The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU8 estates. Hence, the requirement under this indicator does not apply.</p>	Not Applicable



	- Critical (Major) compliance -		
7.12.3	<i>Indicator is not applicable in Malaysia context</i>		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 consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU8 estates. Hence, the requirement under this indicator does not apply	Not Applicable
7.12.5	<p>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.</p> <p>- Minor compliance -</p>	The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU8 estates. Hence, the requirement under this indicator does not apply	Not Applicable
7.12.6	<p>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.</p> <p>- Minor compliance -</p>	<p>The HCV assessment was carried out by SOU 8 East by Conservation and Biodiversity Department on 26/6/20 to 8/10/20. The report therein contained information relating to HCV identification and management. The details among others as extracted below.</p> <ul style="list-style-type: none"> <li>a) Overview of HCV assessment</li> <li>b) Description of assessment area <ul style="list-style-type: none"> <li>- Landscape context</li> <li>- biodiversity &amp; conservation values</li> <li>- ecosystem service / social &amp; cultural values</li> </ul> </li> </ul>	Complied

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		<p>c) HCV criteria &amp; application to agriculture</p> <ul style="list-style-type: none"> <li>- Visual observation &amp; supporting information</li> <li>- Wildlife in plantation</li> <li>- decision on HCV status</li> </ul> <p>d) HCV management / Monitoring.</p> <p>A programme to regularly educate the workforce about the status of RTE species is in place and carried out on annual basis. Latest training was carried out in Dusun Durian Estate on 12/11/2022, Sepang Estate on 17/12/22 and East Estate on 6/1/2023.</p> <p>The report is given in details to provide the existence of HCV, complete with photo and description The conservation and management of such identified areas are also detailed therein. The HCV areas presence as identified by the estates within SOU8 are as per below;</p> <table border="1" data-bbox="1131 847 1910 1390"> <thead> <tr> <th>Estates</th> <th>Assessed areas</th> <th>Area (Ha)</th> <th>HCV classification</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="3">East Estate</td> <td>Mah Meri Graveyard</td> <td>0.815</td> <td>HCV 4</td> <td>Uphold sacred burial ground for Mah Meri tribes</td> </tr> <tr> <td>Fringe mangroves</td> <td>52.72</td> <td>HCV 4</td> <td>Promote soil conservation and prevent erosion</td> </tr> <tr> <td>Erosion control bund</td> <td>81.84</td> <td>HCV 4</td> <td>Promote soil conservation and prevent erosion</td> </tr> <tr> <td>Sepang Estate</td> <td>Water catchment</td> <td>2.0</td> <td>HCV 4</td> <td>Provide basic service (water resources) for critical situations</td> </tr> <tr> <td colspan="2">Total of HCV area for SOU8</td> <td>137.375 ha</td> <td></td> <td></td> </tr> </tbody> </table>	Estates	Assessed areas	Area (Ha)	HCV classification	Remarks	East Estate	Mah Meri Graveyard	0.815	HCV 4	Uphold sacred burial ground for Mah Meri tribes	Fringe mangroves	52.72	HCV 4	Promote soil conservation and prevent erosion	Erosion control bund	81.84	HCV 4	Promote soil conservation and prevent erosion	Sepang Estate	Water catchment	2.0	HCV 4	Provide basic service (water resources) for critical situations	Total of HCV area for SOU8		137.375 ha			
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		<p>All areas were sighted and verified. HCV of all above are re-categorized areas from the normal buffer zone category. Hectare for the re-categorized areas has not affected the others category including the planted areas. All the HCVs were maintained by site specific operating units. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, catchment and were documented. Map verification and site visit confirmed that the estate are surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.</p>											
<p>7.12.7</p>	<p>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 -</p>	<p>The CU management has established a standard monitoring document. Details provided include the following information:</p> <ul style="list-style-type: none"> <li>a) Area</li> <li>b) Field no and GPS coordinate</li> <li>c) Observation             <ul style="list-style-type: none"> <li>- Encroachment /sign of trespassing</li> <li>- Wildlife issues/conflicts/sighting</li> <li>- Pollution /erosion issues</li> </ul> </li> <li>d) Maintenance of signage / fence</li> </ul> <p>The monitoring being made by the AP during the security rounds in the estate complex. The field staff/Assistant also played a role in providing information during their daily rounds in the fields. Records furnished by the APs were sighted and verified.</p> <table border="1" data-bbox="1144 1236 1899 1359"> <thead> <tr> <th></th> <th>Action steps</th> <th>Action Plan</th> <th>Date</th> <th>PIC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inspection of HCV</td> <td>Continuous inspection and recommendation To liase with related agency</td> <td>On-going</td> <td>EM</td> </tr> </tbody> </table>		Action steps	Action Plan	Date	PIC	1	Inspection of HCV	Continuous inspection and recommendation To liase with related agency	On-going	EM	<p>Complied</p>
	Action steps	Action Plan	Date	PIC									
1	Inspection of HCV	Continuous inspection and recommendation To liase with related agency	On-going	EM									

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		2	Protection or conservation & monitoring of biodiversity area.	To continuously collaborate with R& D to monitor the status & health of trees	On-going	EM
		3	Protection & conservation of mangrove forests area.	To erect signs indicating mangrove forest near coastal areas. To erect signs indicating mangrove forest as HCV areas for conservation.	On-going	EM
		5	Rehabilitation & habitat enhancement	To participate in tree planting divers tree species to enhance the surrounding biodiversity.	On-going	EM
		6	Interface with animals	Raise awareness of HCV/RTE to employees Employees are taught not to disturbed/hunt wildlife. Liaison with <i>Jabatan Perhilitan</i> on wildlife encounter/discovery	On-going	EM
		7	Education and awareness	Educate employees on importance of biodiversity. Encourage research on specific biodiversity To erect signage No fishing/no hunting/no swimming	On-going	EM
		*EM – Estate management				
		Summary of monitoring reports by each respective operating unit:				
		Estate	Monitoring records	Remarks		

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		Sepang Estate	24/11/22, 13/10/22, 6/9/22	No encroachment recorded	
		East Estate	25/2/23, 6/1/23, 9/12/22, 8/11/22		
7.12.8	<p><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.</p> <p>- Critical (Major) compliance -</p>	The audit findings have confirmed that there is no new HCVs, HCS forests peatland and other conservation areas been identified after 15 Nov 2018 in SOU 8 estates. Hence, the requirement under this indicator does not apply			Complied

**Appendix B: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2022** for **East Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in **2022** for **East Palm Oil Mill** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.22
PKO	0

Extraction	%
OER	20.78
KER	5.09

Production	t/yr
FFB Process	88,240.96
CPO Produced	18,338.7
PKO Produced	0

Land Use	Ha
OP Planted Area	21,588.37
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
<b>Total</b>	<b>21,588.37</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	0	0	49,003.57	0.56	0	0	49,003.57	0.56
CO <sub>2</sub> Emission from fertilizer	0	0	4,986.39	0.06	0	0	4,986.39	0.06
NO <sub>2</sub> Emission	0	0	2431.48	0.03	0	0	2431.48	0.03
Fuel Consumption	0	0	490.46	0.01	0	0	490.46	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
<b>Sink</b>								
Crop Sequestration	0	0	-46447.44	-0.53	0	0	-46447.44	-0.53
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,464.45</b>	<b>0.12</b>	<b>0</b>	<b>0</b>	<b>10,464.45</b>	<b>0.12</b>

*\*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	17,296.72	0.20
Fuel Consumption	0	0
Grid Electricity Utilization	0	0
<b>Credit</b>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	17296.72	0.20

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

Emissions	tCO <sub>2</sub> e
PK from own mill	0
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	0

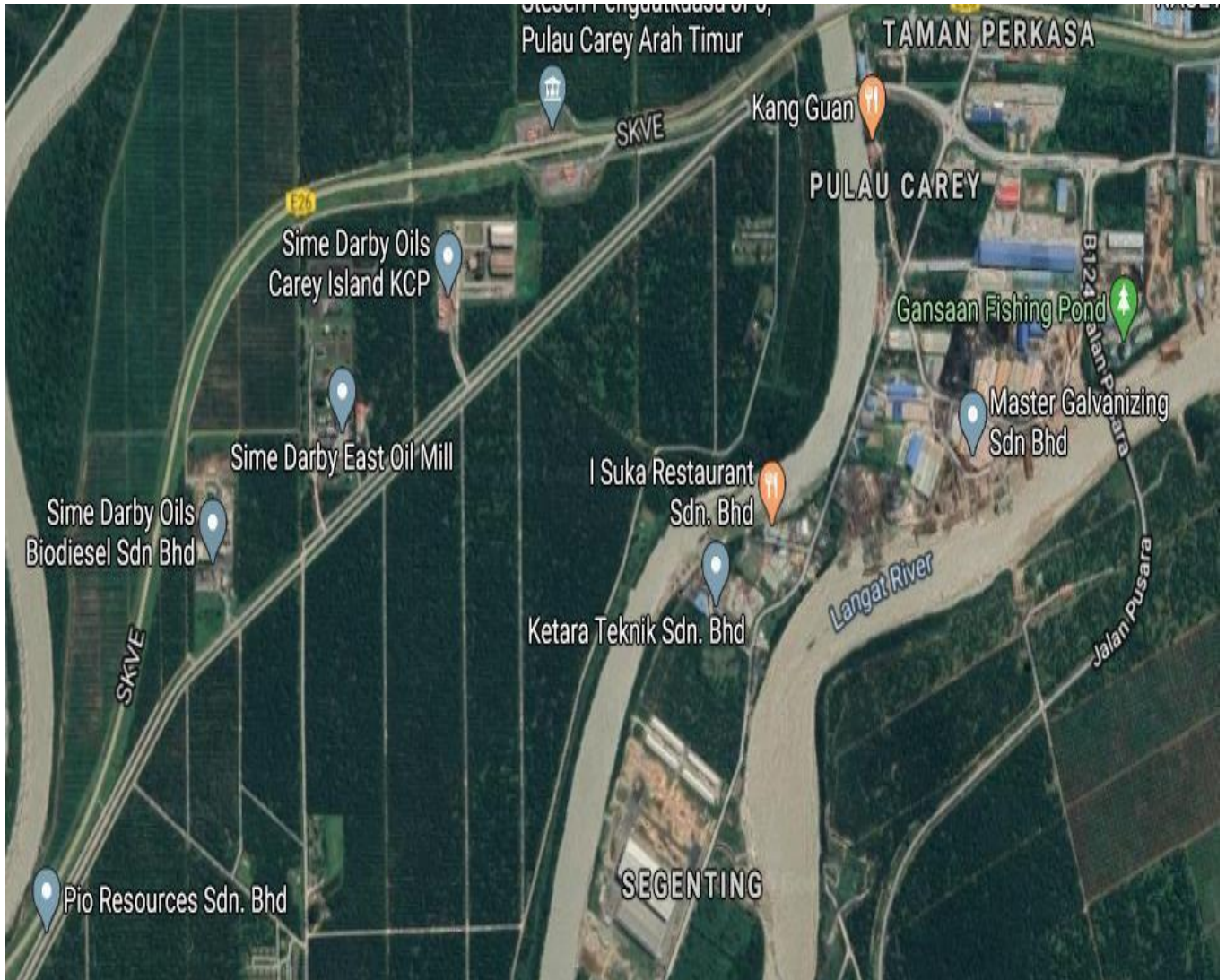
\*This mill has no kernel crusher operation.

<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

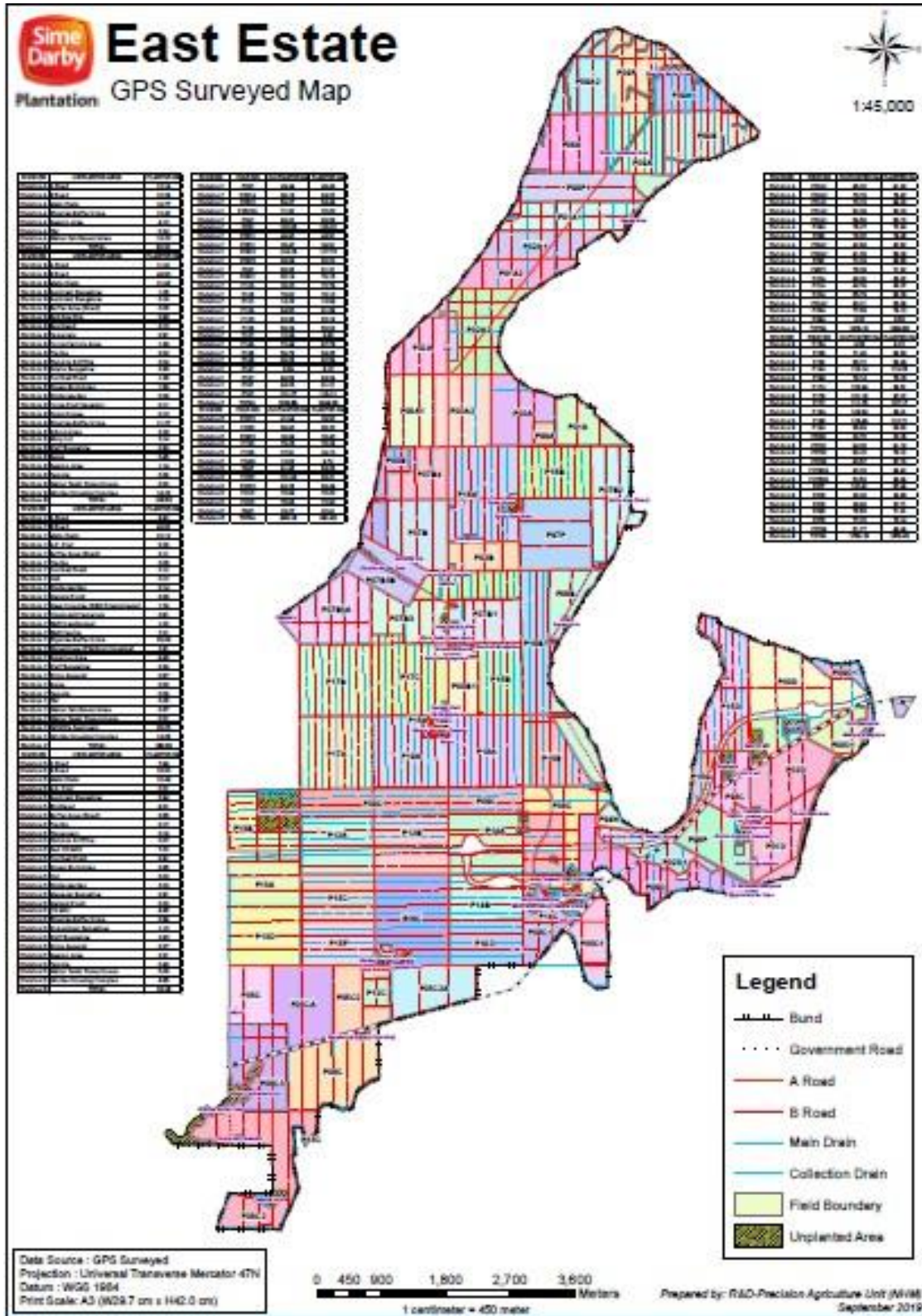


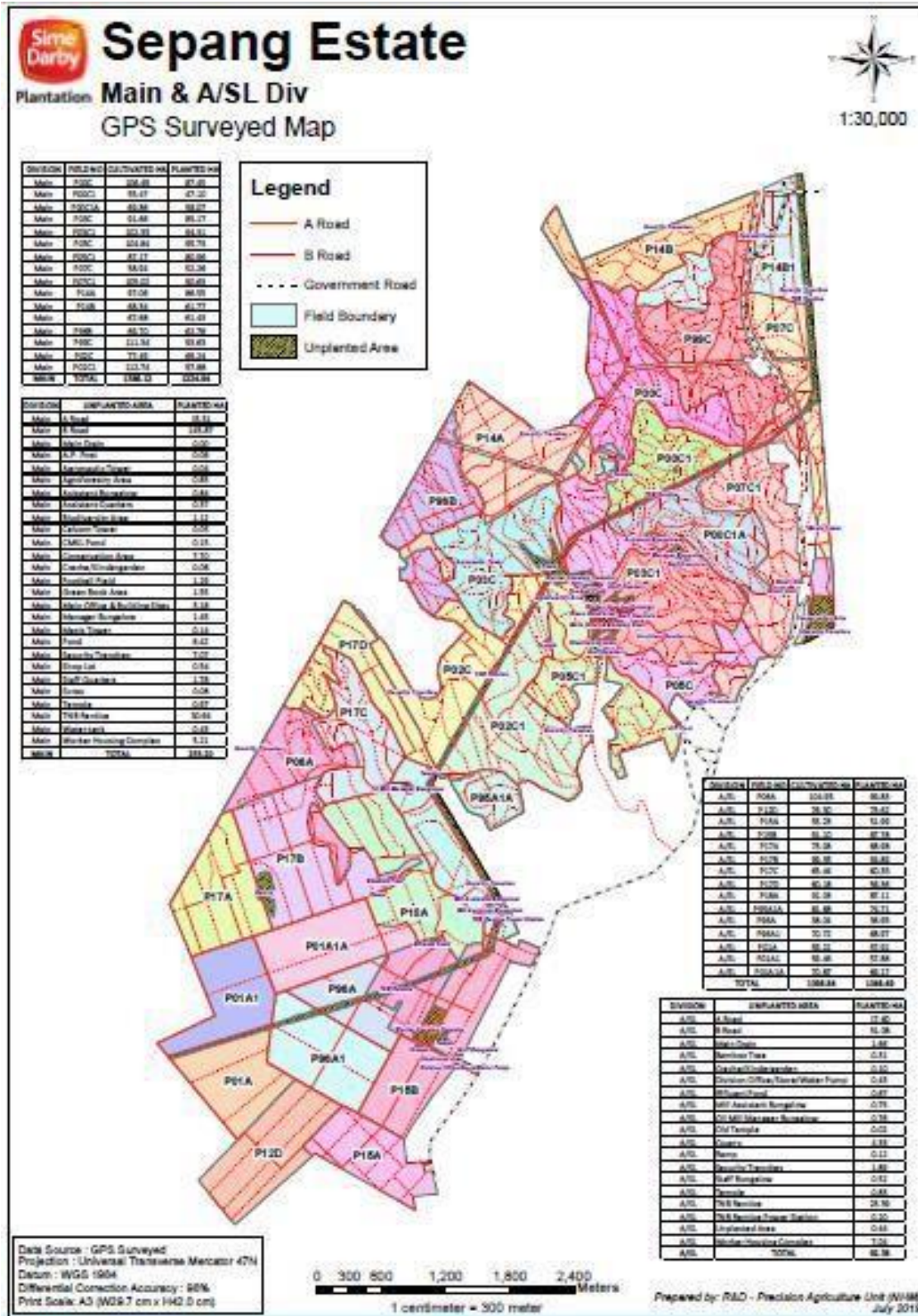
**Appendix C: Location Map of Certification Unit and Supply bases**



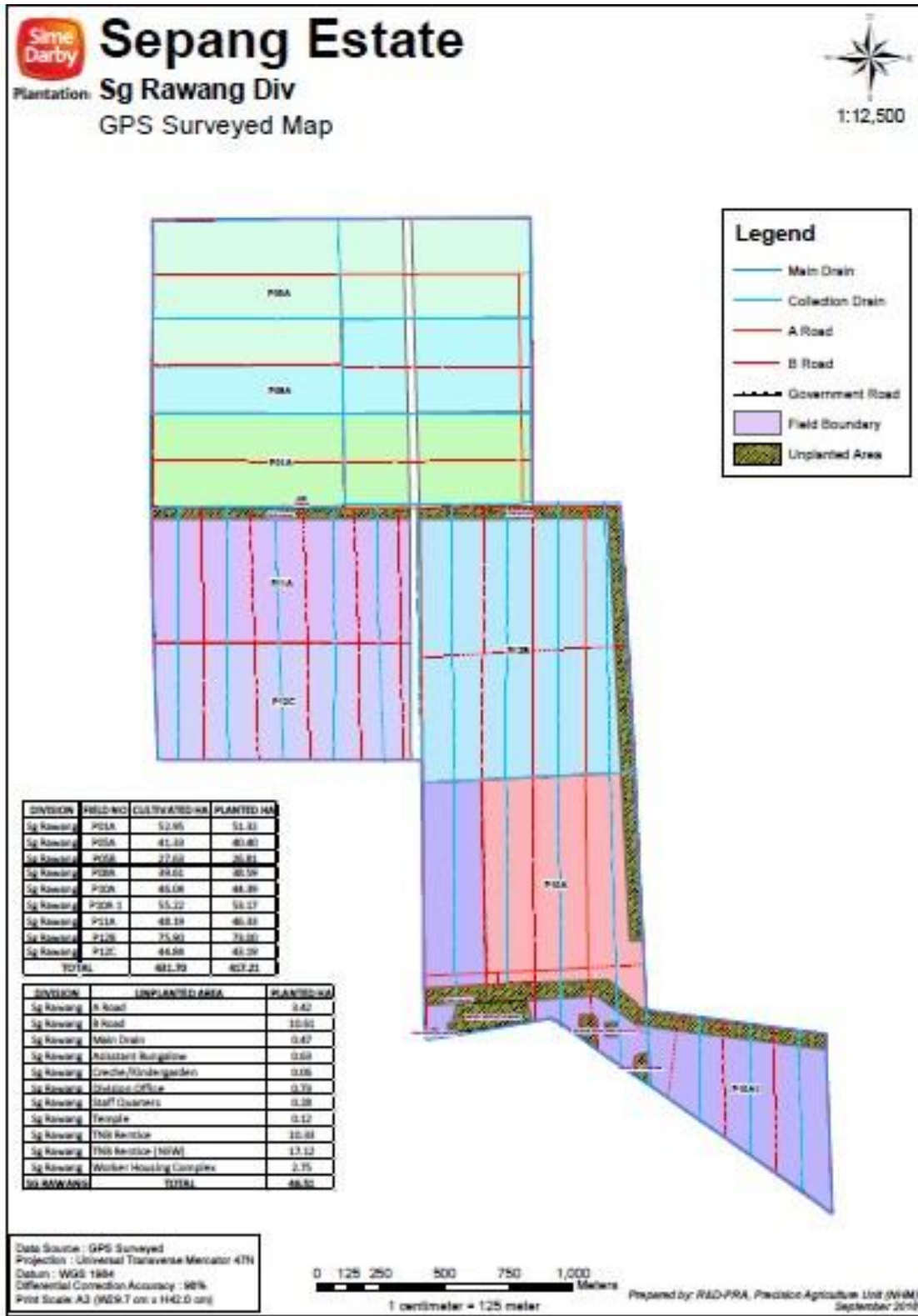


**Appendix D: Estate Field Map**











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**Appendix E: List of Smallholder Registered and/or sampled**

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>					N/A	N/A	N/A		

## Appendix F: List of Abbreviations

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