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PUBLIC SUMMARY REPORT
ANNUAL SURVEILLANCE ASSESSMENT (ASA2)

SIME DARBY PLANTATION Sdn Bhd
Management Unit SOU27

Tenom, Sabah, Malaysia

Report Author

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SUMMARY

BSi Group Singapore Pte Ltd (BSi) has conducted the second annual surveillance assessment (ASA2) of Sime Darby Plantation Sdn Bhd Management Unit SOU27 (SOU27) operations comprising One (1) mill, supply base, support services and infrastructure. BSi concludes that SOU27 operations comply with the requirements of RSPO Principles & Criteria: 2007; the MY-NI Indicators and Guidance : 2010; and the RSPO Supply Chain Certification Standard : November 2011, Module E – CPO Mills : Mass Balance.

BSi recommends the continuation of the approval of SOU27 as a producer of RSPO certified sustainable palm oil.

ABBREVIATIONS

BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
GPS	Global Positioning System
HCV	High Conservation Value
HIRAC	Hazard Identification Risk Assessment Control
LTA	Lost Time Accident
MPOB	Malaysian Palm Oil Board
MY-NI	Malaysian National Interpretation
OER	Oil Extraction Rate
OSH	Occupational Safety & Health
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
R&D	Research and Development
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
TSS	Total Suspended Solids

1.0 SCOPE OF SURVEILLANCE ASSESSMENT

1.1 Identity of Certification Unit

The SOU27 Mill and Estates are located in Tenom, Sabah, Malaysia (Figure 1). Additional maps showing details of Melalap and Sapong Estates are included (Figures 2 and 3). The GPS location of the Mill is shown in Table 1.

Table 1: Mill GPS Location

MILL	EASTING	NORTHING
Melalap (25 mt/hr Capacity)	116° 00' E	5° 15' N

1.2 Production Volume

The estimated tonnages reported for the Initial Certificate and the actual production since Certification and the projected tonnages for the 2013 calendar year period of the Certificate are detailed in Table 2.

The actual production was slightly higher in 2012, compared with 2011, due to improved field conditions and crop recovery. The projected tonnages from the company estates are budgeted to increase by approximately 10% in 2013 and the Mill plans to purchase additional crop from smallholders.

Table 2: Production Tonnages

MELALAP MILL SUPPLY BASE PRODUCTION TONNAGES		
Initial Certification	CPO	13,788
	PK	2,441
Actual ASA1	CPO	21,630*
		17,641**
	PK	4,059*
		3,288**
Actual ASA2 01/01 – 31/12/2012	CPO	19,867*
		18,108**
	PK	3,993*
		3,671**
Projected ASA2 01/01– 31/12/13	CPO	28,726*
		20,626**
	PK	6,380*
		4,940**

* Production including Smallholders

** = Certified production

1.3 Certification Details

Sime Darby RSPO Membership No: 035-04(O)

BSi RSPO Certificate No: SPO 547124

Initial Certification Assessment: 18 – 20 May 2010

Date of Certification: 21 January 2011

1.4 Description of Supply Base

The Melalap Mill supply base is sourced from the two SOU27 Estates (Melalap and Sapong) and from 22 Smallholders.

Interview of a sample of Smallholders found that they still had only limited knowledge of RSPO and the RSPO Certification requirements. Sime Darby has stated its commitment to work with the Smallholders and encourage them to implement the RSPO requirements. On the basis that the Smallholders have not yet implemented the RSPO Requirements, the crop has been excluded from the SOU27 Certificate. Checks will be made during future Annual Surveillance Assessments on the progress of implementing RSPO Requirements for the Smallholders.

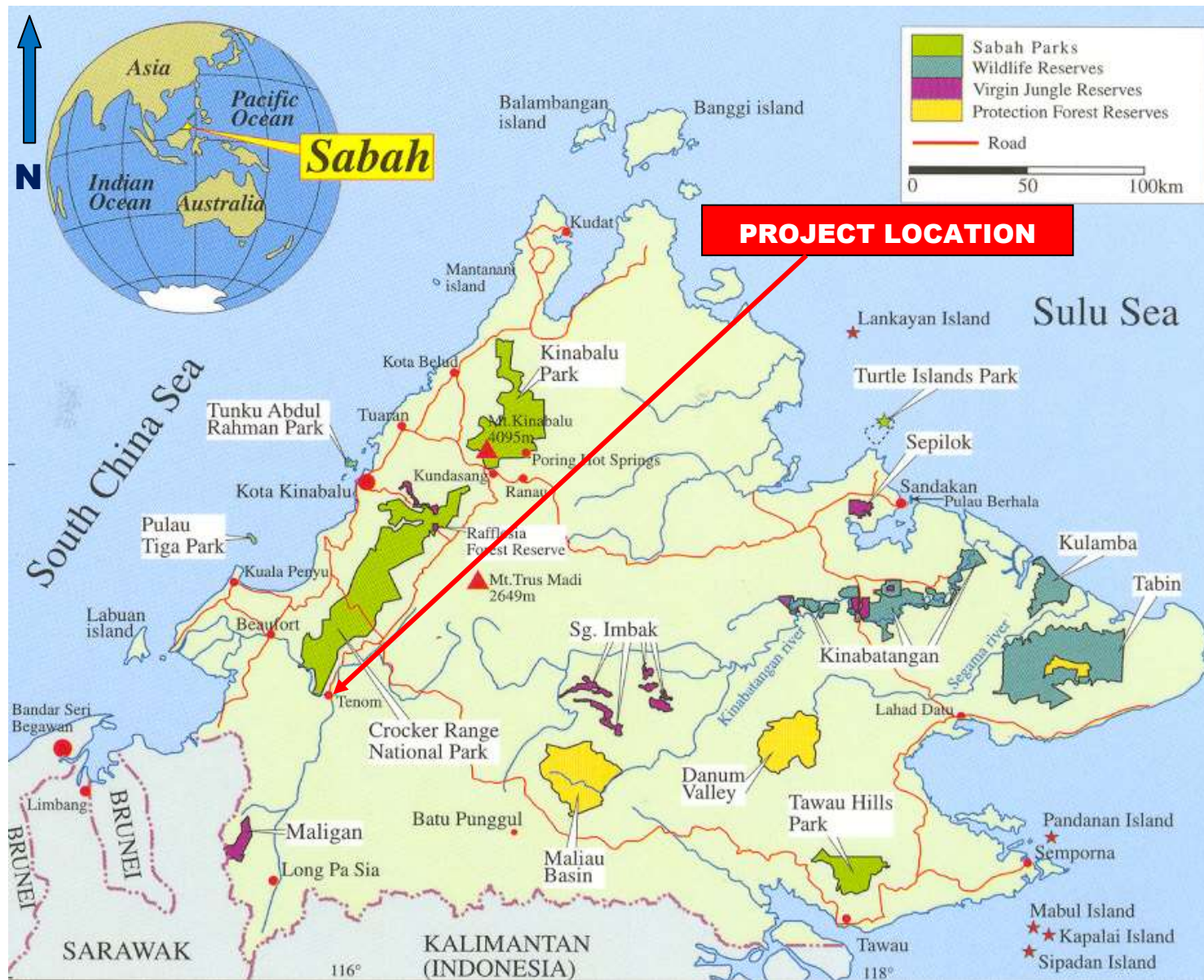


Figure 1: SOU27 Location Map

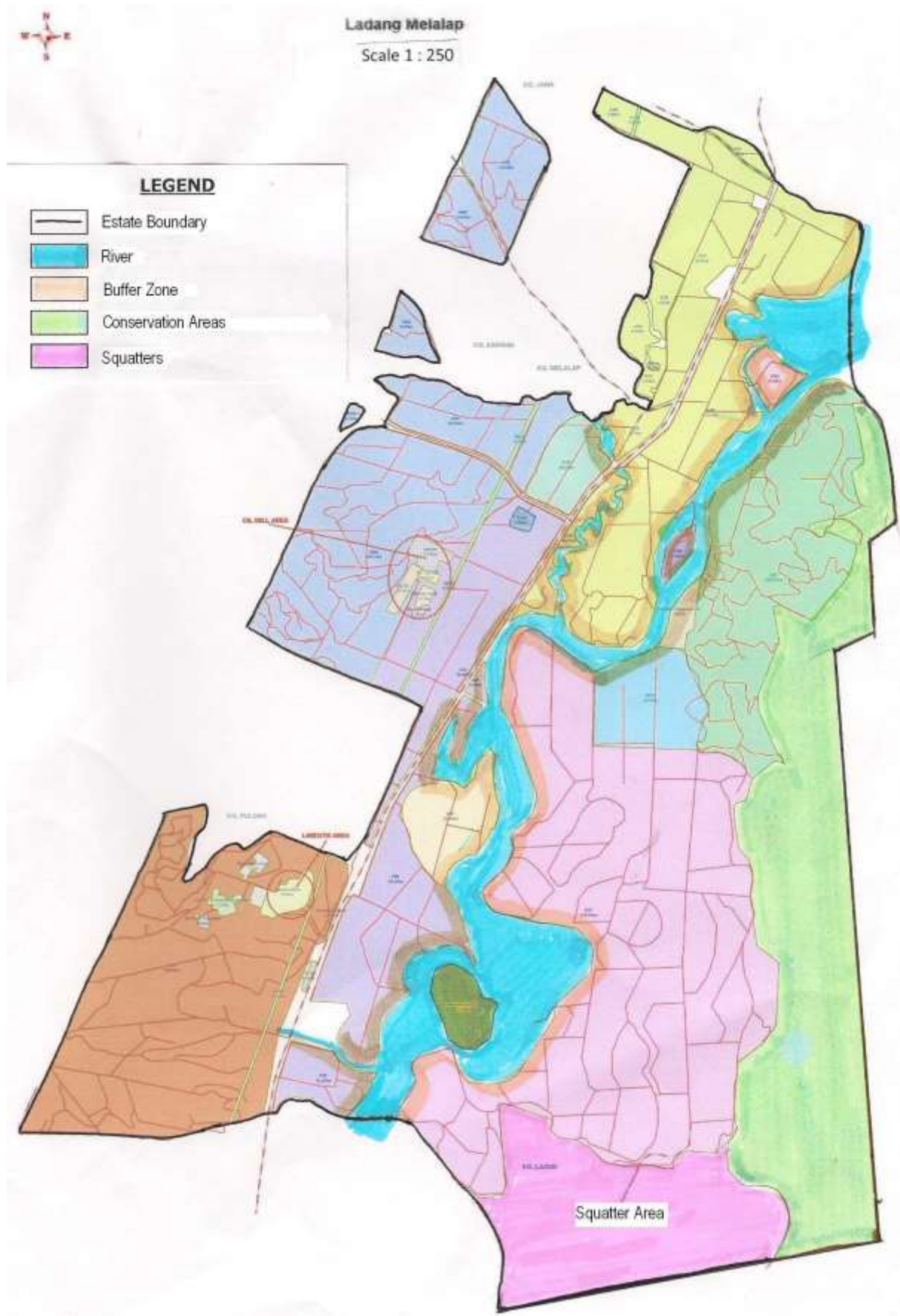


Figure 2: Melalap Estate Layout

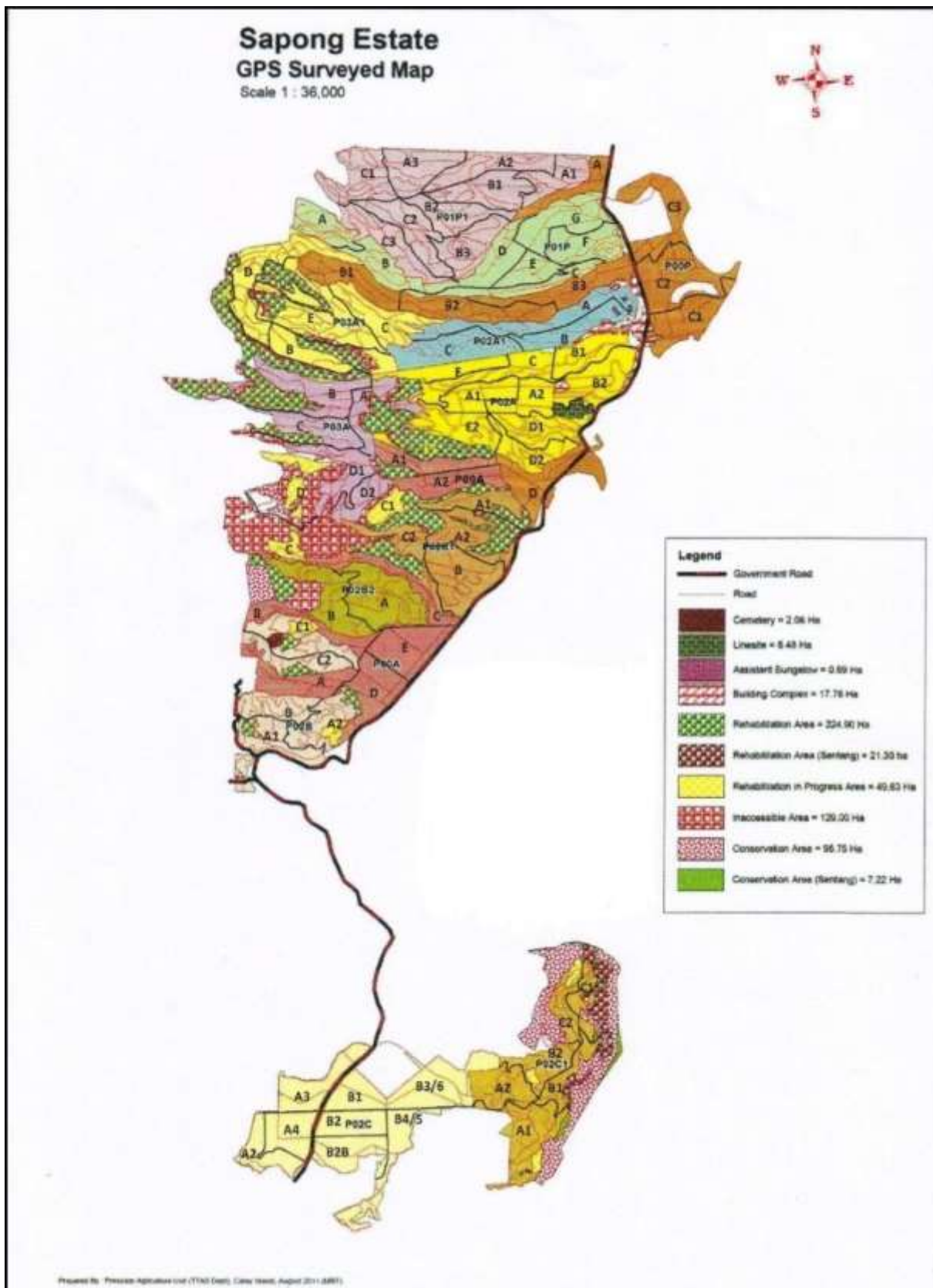


Figure 3: Sapong Estate Layout

The FFB production from the two SOU27 Estates and 27 Smallholders is listed in Table 3. In relation to the projected tonnage, SOU27 is in the early stage of negotiating purchase of FFB from additional suppliers which would bring the total quantity to an expected 30,000 tonnes.

Table 3: FFB Production (Melalap Mill Supply Base)

Source	Estimate at Initial Certification	Actual 01/01/12 – 31/12/12	Projected 01/01/13 – 31/12/13
SOU27 Estates			
Melalap	28,030	31,030	33,819
Sapong	37,676	53,486	56,005
Sub-total	65,706	84,516	89,824
Smallholders*			
Chong Fook Jin	9,748	7,752	30,000
Chong Yin Choi			
Chong Lan Yin			
Ek Hong Agriculture			
Golden Horse Plantation			
Gohs Plantation			
Hiew See Keong			
Hiew Swee Fah			
Ho Tin Ting			
Joyland Sdn Bhd			
Keyplex (M) Sdn Bhd			
Ladang Paal Sdn Bhd			
Loi Siau Chooi			
Liew Yen Han			
Nge Wa Hwa			
Siah Kai Guan			
Tay Nyuk Wei Alfred Tai			
Tenom Agriculture			
Tenom Plantation			
V.K Enterprise			
Wong Chia Kui			
Wong Tet Loi Wong Su Loi			
Yong Kee Chiang			
Yong Ken Vui			
Yong Oi Min			
Veronica Kiting			
Vo Sing Chang Peter			
Sub-total	9,748	7,752*	30,000
OVERALL TOTAL	75,454	92,268	119,824

* The FFB production from the Smallholders is excluded from the Certificate for SOU27

The company owned Estates were developed in 1905, initially to rubber. Oil palms were first planted in year 2000 and are in their first cycle. The age profile of the palms is shown in Table 4a.

Table 4a: Age Profile of Palms

Age (years)	% of Planted Area		
	Melalap	Sapong	Smallholders
21–30	0	0	0
11–20	100	100	32
4–10	0	0	68
0–3	0	0	0

The areas planted are shown in Table 4b. There was no change to the area planted to that reported at ASA1.

Table 4b: Areas Planted

Location	Mature (ha)	Immature (ha)	Total
SOU27 Estates*			
Melalap	1,353	–	1,353
Sapong	2,333	–	2,333
Total	3,686	–	3,686*
Smallholders**			
Chong Fook Jin	8	–	8
Chong Yin Choi	14	–	14
Chong Lan Yin	5.38	–	5.38
Ek Hong Agriculture	77	–	77
Golden Horse Plantation	2,024	–	2,024
Gohs Plantation	200	–	200
Hiew See Keong	15.6	–	15.6
Hiew Swee Fah	2.64	–	2.64
Ho Tin Ting	40	–	40
Joyland Sdn Bhd	25.76	–	25.76
Keyplex (M) Sb	16.84	–	16.84
Ladang Paal Sdn Bhd	4.15	–	4.15
Loi Siau Chooi	4.40	–	4.40
Liew Yen Han	7.77	–	7.77
Nge Wa Hwa	6.66	–	6.66
Siah Kai Guan	7.29	–	7.29
Tay Nyuk Wei Alfred Tai	5.52	–	5.52
Tenom Agriculture	8.8	–	8.8
Tenom Plantation	2.97	–	2.97
V.K. Enterprise	12.8	–	12.8
Wong Chia Kui	20	–	20
Wong Tet Loi Wong Su Loi	7.2	–	7.2
Yong Kee Chiang	20.21	–	20.21
Yong Ken Vui	4	–	4
Yong Oi Min	16.66	–	16.66
Veronica Kiting	3.46	–	3.46
Vo Sing Chang Peter	3.24	–	3.24
TOTAL	2,575	–	2,575**

* Certified Production Area

** Non-certified Production Area

Supply Chain

SOU27 uses the mass balance mechanism for the supply chain, because non-certified crop from independent smallholders is processed at the mill. The Mill has implemented a system whereby all deliveries of FFB received are issued with a weighbridge docket that records the name of the supplier, truck registration number, driver's name and the tonnage. The weighbridge system is computerised and the delivery records are used as the basis for payment for FFB deliveries received from Smallholders. A sample of weighbridge dockets was checked at the Mill against the summaries of FFB deliveries from the Estates and from Smallholders. This confirmed the details of the source and quantity of FFB were recorded accurately and could be verified by tracking. Inspection of documents confirmed that SOU27 maintains all of the documentation required for verification of the applicable supply chain elements (RSPO Supply Chain Certification Standard, Module E – CPO Mills: Mass Balance, November 2011) – Refer to Appendix A for details.

1.5 Progress against Time Bound Plan

Sime Darby Time Bound Plan (updated January 2013) is included as Appendix B. Sime Darby has closed down two of its mills – Sg Samak and Jeleta Bumi and due to strategic re-alignment has converted two mills (Sepang and Mostyn) to third-party operation and excluded these from Certification. This has reduced the total number of Strategic Operating Units to 36 in Malaysia and 22 in Indonesia. Sime Darby has achieved RSPO Certification of all 36 of the Management Units in Malaysia, and 19 of the 22 in Indonesia. Initial Certification Audits have been completed for the remaining 3 Management Units in Indonesia and the assessment reports are pending review by the RSPO. Upon certification of the remaining 3 Management Units, Sime Darby will have achieved the Time Bound Plan.

BSi has continued involvement with assessments of 13 of the Sime Darby Management Units during the 2011/12 period. During this time, Sime Darby has kept BSi informed of issues and claims made against it, as indicated in Appendix B. Sime Darby is addressing the claims and issues through consultation and mediation as appropriate and is keeping the RSPO Secretariat informed of progress. At the time of preparation of this Report, BSi is not aware of:

- (1) any unresolved significant land disputes;
- (2) any replacement of primary forest or loss of HCVs;
- (3) any labour disputes that are not being resolved through an agreed process;
- (4) any evidence of noncompliance with any law at any of the landholdings.

BSi considers that Sime Darby meets the RSPO requirements for Partial Certification.

1.6 Progress of Associated Smallholders/ Outgrowers towards RSPO Compliance

SOU27 advised no further progress had been made with the independent smallholders on the implementation of the RSPO P&C. For this reason, the smallholders' production has been excluded from the SOU27 Certificate. SOU27 has made a commitment to encourage the Smallholders to implement RSPO requirements. This continues to be very challenging because the smallholders are independent and there is no umbrella organisation for coordination of training and improvement activities.

1.7 Organisational Information / Contact Person

Sime Darby Plantation Sdn Bhd
Management Unit SOU27
PO Box 205
Tenom, Sabah, 89908
MALAYSIA

Contact Person: Mr Zulaffandi bin Samad
Melalap Mill Manager
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2.0 ASSESSMENT PROCESS

2.1 Assessment Team Members

Charlie Ross – Lead Assessor RSPO

B.App.Sc. M.Sc (Env.Studies)

Lead Auditor EMS RABQSA Cert N^o14370

Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability, Supply Chain

Iman Nawireja – Assessor RSPO

B.Ag.Sc. M.Sc. (Comm)

Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability

Robyn Ross – Social Assessor RSPO

Topics assessed: Legal, Social, Women and Families, Sustainability

Junecel Malalay – Facilitator (Women and Families)

2.2 Assessment Programme

The Second Annual Surveillance Assessment ASA2 was carried out 7–8 January 2013. The Assessment Programme is included as Appendix C.

The Programme included assessments of Melalap Palm Oil Mill, Melalap and Sapong Estates against all of the RSPO P&C and selected indicators.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interview of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information.

This report is structured to provide a summary for each Principle, together with details for selected indicators. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

Mr Aryo Gustomo, BSi RSPO Scheme Manager, has reviewed this report for conformance with BSi Procedures and the RSPO Certification System requirements.

2.3 Stakeholder Consultation

Internal and external stakeholders were consulted to obtain their views on SOU27 environmental and social performance and any issues of concern they may have. External stakeholders were interviewed at their premises where practical or they were invited to the Mill or the Estate. Internal stakeholders were interviewed in groups in the workplace or at their housing. Company officers were not present at any of the meetings. A list of stakeholders contacted is included at Appendix D.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Findings

During this ASA2, Nonconformities were assigned to Minor Compliance Indicators 5.3.3 and 5.5.3. The Minor Nonconformity CR07 assigned during ASA1 was upgraded to a Major Nonconformity. Five (5) Observations/Opportunities for Improvement were identified – Refer Section 3.2 Page 14 for details. SOU27 prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi reviewed and accepted.

Review of the nonconformities assigned during previous assessments (CR01 – CR06) found corrective actions were being effectively and consistently implemented and the nonconformities remain closed. Check of the Nonconformities that were assigned during ASA1 to Minor Compliance Indicators 4.3.2 (CR07) and 6.1.2 (CR08) and the four (4) Observations that were identified were followed up to check the effectiveness of corrective actions. Refer Section 3.3 Page 15 for details.

BSi recommends continuation of Certification for SOU27 as a producer of RSPO Certified Sustainable Palm Oil.

PRINCIPLE 1: Commitment to Transparency

SOU27 has kept copies of company policies up to date (most recent issue April 2011) and makes information available to the public on request. The company has maintained the systems for receiving and responding to communications from external stakeholders in a timely manner. Interview of local community representatives confirmed that SOU27 had open communication with them and that there was a good relationship.

Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.

SOU27 has followed the Sime Darby Policy which is to make information on its operations available to stakeholders on request. Documents were available confirming implementation of the policy. For example, on 01 February 2012, SOU27 received a request from MPOB on POME & Biogas for Renewable energy Application in Palm Oil Mills. SOU27 replied on the 05 March 2012.

Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

The Mill and Estates have copies of each of the documents required by RSPO to be publicly available. For example, policies were revised April 2011 and all are available on request. However no stakeholder has requested a copy of these.

PRINCIPLE 2: Compliance with Applicable Laws and Regulations

Legal compliance was assessed by inspection of documents, records and reports on internal audits of the SOU27 Mill and

Estates, licence conditions and monitoring data. SOU27 has maintained all of the statutory permits up to date and the conditions of these were being met. SOU27 has maintained the status quo in relation to the squatters that have occupied land for a number of decades at both Melalap and Sapong Estates. The company has continued the program of surveying and reinstalling missing boundary stones.

Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.

Inspection of samples of records and review of reports were used to assess legal compliance. A copy of each Mill and Estate licence is displayed in the offices. Examination of the licenses found these were current, or were in the process of renewal. For example, SOU27 applied for renewal and paid the annual licence fee on 19 November 2012 of the MPOB Mill Licence No. 535146004000 (expiry date 31 December 2012) and are waiting for the Certificate to be issued. Mill Boiler Emissions were tested and reported by Uniquejaya Environmental Services on 27 March 2012 and the results were well within the Malaysian Dust Emission Standard.

The DOSH inspector visited the Mill on 16 October 2012, and noted all operating equipment inspected was satisfactory. The most recent DOE site visit was 28 November 2012 to collect an effluent sample and check the calibration of the boiler smoke detector and noted the scheduled waste labels needs to be updated. The Mill has taken action to update scheduled waste labels.

Certificates for Licenced Operators are held on personnel files at the Mill, for example, Boilerman Certificate No SB/10/EIS/02/41 issued at Kota Kinabalu 15 September 2010. Inspection of transport contractor's documents showed that the drivers' licences were current.

Inspection of a sample of pay records showed that staff and workers' pay was in accordance with the award and other agreements. The samples of workers interviewed all were aware of the recent increase in the regional award wage. **Observation 01 – SOU27 wrote to the Labour Department on 15 June 2012 requesting renewal of extension of Mill overtime hours as the current extension was due to expire 2 October 2012 – refer Section 3.2 Page 14.**

The Mill advisor assessed compliance of the Mill with statutory requirements during each visit, such as the most recent on 10-12 December 2012, and identified exceedance of the BOD limit of 20 mg/L and 200 mg/L for TSS for land application of treated mill effluent. On 28 March 2012 when SOU27 discovered increases in BOD and TSS exceeding the licence limit, the Mill Manager wrote to DOE and has notified DOE of the exceedance and has discussed with the Department an Action Plan consisting of short-, medium- and long-term actions to improve effluent treatment.

The SPIEU provides SOU27 with legal updates on changes to labour laws and worker pay and conditions. The SOU obtained legal updates on all applicable legislation by contacting the various government Regulators, and the most recent issue of the Legal Requirements Register is 26 December 2012.

Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.

The Mill and Estates are on 999 year Country Leases that were issued in 1908. There has been no change to the SOU27 operations that are consistent with the terms of the lease for agriculture.

Inspection of a sample of boundary stones confirmed these were clearly marked by a pole painted red and have been maintained by the Estates. The Estates continued with the programme to identify and reinstate missing boundary stones.

Squatters continued to occupy land at both Melalap (280 ha) and Sapong (242 ha) Estates, as they have done for many years. Interview of “squatter” representatives confirmed that SOU27 has maintained the “status quo” of the squatters and has initiated action to try and reach an equitable settlement of this issue. SOU27 has referred the matter to Sime Darby Land Department who are carrying out investigations.

Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users without their free, prior and informed consent.

Interviews of community representatives confirmed that SOU27 does not restrict access through the Estates, except in relation to trucks which are required to obtain permission. This is considered reasonable in order to maintain the security of the crop.

PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability

Sime Darby has continued maintain financial support for capital and operating improvements of the performance of the mill and estates. A major capital investment has been the construction of 113 new houses over the past 18 months which will be of great benefit to staff and workers.

Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.

Sime Darby has maintained its commitment to achieve long-term economic and financial viability by providing adequate resources in the form of capital and operating budgets to implement improvements. The extensive program for rehabilitation of the palms that was funded in 2010/11 is now resulting in improved yields. At Melalap and Sapong Estates, the palms yielded approximately 25 tFFB/ha during the 2012 calendar year (Figure 4).

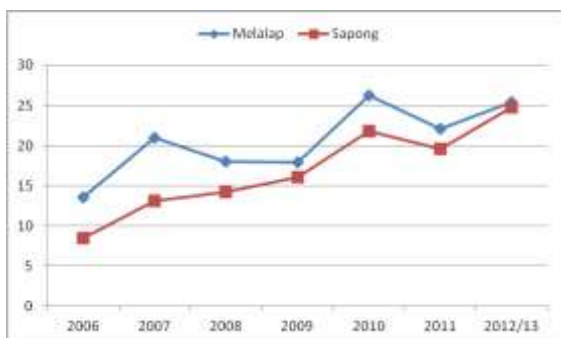


Figure 4: Average Annual FFB Yield (t/ha)

PRINCIPLE 4: Use of Appropriate Best Practices by Growers and Millers

Inspections of the Mill and Estate concluded that SOU27 has continued to improve the implementation of the Sime Darby Policies and SOPs for best practices. The Mill Advisor and the Plantation Inspector monitor the effectiveness of controls. The company has made improvements to the protection of natural resources soil and water and IPM remains an important element of the crop protection program. Workplace health and safety are high priorities and are supported through ongoing training and awareness programs for workers and contractors. This is particularly so in relation to the handling and use of pesticides.

The Mill OER has increased slightly from an average of 22.75% in 2011 to 22.85 t/t FFB year to date in 2012/13 (Figure 5), due to improvement of fruit quality. SOU27 ceased purchasing crop from one of the major outside suppliers who could not achieve the FFB quality requirement. The Estate FFB quality also improved.

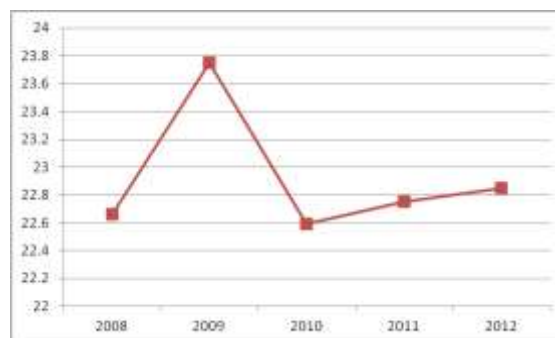


Figure 5: Average Annual Mill OER (%)

Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.

The Estate Manager and Assistant Managers inspect the Estate operations on a daily basis for compliance with operating standards. When daily inspections identify variance from the SOPs, corrective action is taken immediately by instruction of the workers. The Estate Advisor visits twice yearly, however, there has not been a visit to SOU27 since 19-21 September 2011, when performance was assessed in relation to SOP implementation. Reports are held on site for the last seven years.

The Mill operators monitor operating parameters hourly and record the information onto Shift Log Sheets. The Mill Manager and Mill Engineer check the Log Sheets daily and take corrective action for out of specification operation. The Mill Advisor visited 10-12 December 2012 and recommended follow-up on installation of a belt filter to reduce the decanter solids discharged to the effluent ponds. The report indicated consistent operation with the SOP requirements.

Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

Sime Darby Agronomy Section of R&D Department is scheduled to carry out annual inspection of the palms and

leaf sampling to monitor nutrient status (however, the last report 11 August 2011). Recommendations include applications of compost and inorganic fertiliser. The Estate holds a summary of the results on file and records are maintained by R&D Department. Soil sampling was carried out in September 2009 and the results reported in Test Report No S09/2009 for macro and micro nutrients.

Criterion 4.3: Practices minimise and control erosion and degradation of soils.

The Estates have continued to implement field practices for maintaining groundcover vegetation in the palms, with the exception of the situation noted below at Melalap Estate.

CR07 – Inspection of field conditions showed relatively uniform groundcover for erosion prevention, except for some areas, such as Block P02K, where the incorrect spray technique was being used resulting in over-spraying of vegetation along harvesting paths – refer Section 3.2 Page 13.

Inspections showed the roads were being maintained at the sample of areas visited and were readily accessible by vehicle.

Criterion 4.4: Practices maintain the quality and availability of surface and groundwater

The Estates have maintained the demarcation of palms such as along the Pegalan River at Melalap Estate, where the buffer zones will be reinstated when the palms are replanted.

Mill effluent is treated by anaerobic digestion in ponds and disposed by land application in furrows. In February 2012, the Mill diverted 50% of decanter slurry to the effluent ponds because the compost plant had inadequate capacity. This resulted in BOD increasing from 90 mg/L in April (Figure 6) to almost double that value for the next 5 months.

Inspection of Mill and Estate records showed outgoing water quality of the Pegalan River was Class I in relation to the Malaysian Interim Water Quality guidelines, for the samplings carried out in 2012, with the most recent sampling 14 December 2012.

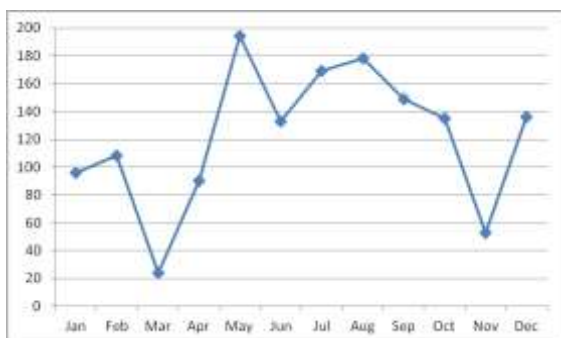


Figure 6: BOD (mg/L) of Treated Mill Effluent January–December 2012

Water usage has been measured since a flow meter was installed in November 2009. The annual water usage (Figure 7) has increased from 0.93 t/t FFB in 2011 to 1.46 t/t FFB in the current year to date. This was explained as due to the implementation of the 5S improvement process at the Mill,

which required more frequent cleaning and usage of water associated with Mill shut downs.

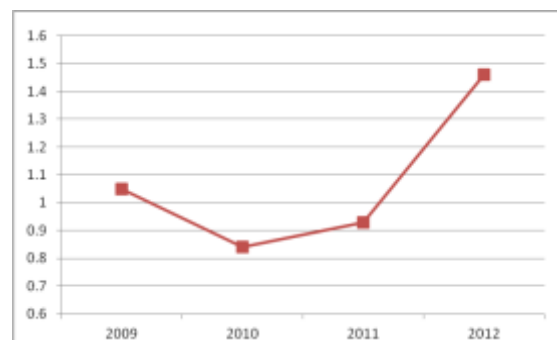


Figure 7: Annual Mill Water Usage (t/t FFB)

Inspection of the sediment traps and water/oil separators located on drains at the Mill and Estates Workshops for control of point-source pollutants confirmed these had been maintained.

Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

Interview of staff and inspection of records confirmed there has been no outbreak of leaf eating pests since the establishment of oil palm in 2000 and chemical treatment has not been used. The Estates have continued to plant *Turnera subulata*, *Cassia cobanensis* and *Antigonon leptopus* along roadsides for IPM. The locations where herbicides are used are recorded on daily “stores issues” and these records have been maintained.

Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.

Inspection of spraying confirmed herbicide is measured at the Estate pesticides store and pre-mixed with water before transport into the field.

Inspection of the Pesticide Store confirmed SOU27 uses only four (4) pesticides and all of these are registered under the Pesticides Act. Pesticides were stored in accordance with regulatory requirements, including security, ventilation, lighting, spill containment, physical separation and labeling of containers.

CHRA Medical Surveillance of all pesticide operators has been carried out. For example on 12 to 16 March 2012 for 43 Melalap and Sapong Estate Operators by Klinik Perubatan dan Surgeri – with all confirmed fit to work with pesticides. Management stated that the next medical surveillance is scheduled for March 2013. Female pesticide operators interviewed advised if they were confirmed pregnant and wished to continue working they are transferred to other duties and will not be allowed to return to work as a pesticide operator until they are no longer breastfeeding.

World Health Organisation Type 1A or Type 1B chemicals have not been used at the Estates. Paraquat usage ceased in August 2006. Inspection of the Pesticide Stores and records confirmed Paraquat has not been used since 2006.

Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.

SOU27 has continued to give high priority to Health and Safety, for example communicating information regularly to workers during Muster briefings. Inspection of workplaces at the Mill and Estates and observations of tasks showed safe work practices were being implemented. **Observation 02 – A number of situations at the Mill, such as unlabelled containers containing liquids and unrestrained gas bottles at the gas store, indicate inadequate implementation of safety checks – refer Section 3.2 Page 14.**

Melalap Estate carried out a review of the HIRAC on 14 September 2012, but did not make any amendments as the field practices and risks were assessed as unchanged. The Mill reviewed the HIRAC 15 October 2012 for each work station. The results of the HIRAC have been taken into account in SOPs, Work Instructions and OHS training.

The Estates and Mill have updated the Safety Training Schedule for the 2012/13 financial year that lists the SOPs and training topics. Records of training have been maintained for all formal training, while on the job instruction is noted in a diary. For example, sprayer training was carried out on 21 October 2012 conducted by GI Planter and attended by Estate Assistants, Spray Mandors and 32 Sprayers from Melalap and Sapong Estates. Interviews of workers in the Mill and the Estates confirmed their understanding of safety issues associated with their tasks. Workers were observed wearing PPE correctly for the specific task and records were available of PPE issues.

The Mill and Estates continued to hold quarterly OSH meetings, with the most recent held at the Estate on 22 October 2012, with 11 attendees.

The Mill and Estates hold simulated emergency response exercises to test evacuation and assess training needs in relation to a fire outbreak. For example, Melalap Estate evacuated the housing area on 18 October 2012 for a simulated house fire. The Mill and Estates carry out safety briefings for all visitors to the site on site specific information, such as evacuation routes, site plans showing the locations of fire fighting and first aid equipment and a call-out list.

The Melalap Estate Medical Assistant carried out first aid training at Melalap Estate on 24 March 2012 for 18 staff and workers and on 09 March for 6 Mill staff and mandors. Inspection of a sample of First-aid Kits at the Mill and Estates confirmed that these had been re-stocked recently. SOU27 will appoint a new Medical Assistant at Sapong Estate at the end of January 2013.

All accidents are investigated and reported to Sime Darby Head Office. Accident statistics are summarised on a financial year basis (Figure 8). The Mill and Estates recorded fewer LTAs during calendar year 2012 indicating the OHS training may be having a positive effect.

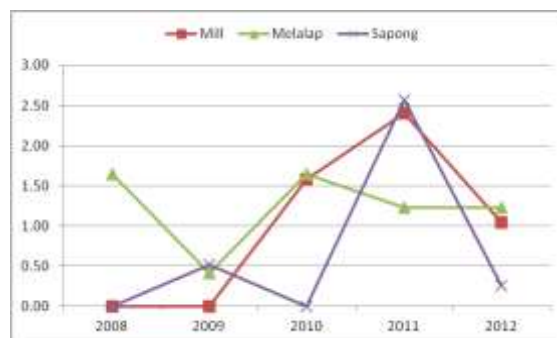


Figure 8: LTA Index for Mill and Estates

Malaysian staff and workers are covered by Social Security Organisation Insurance (SOCSO). Foreign workers are covered under RHB Insurance Berhad – Master Policy D08WFWC8606982KL/002 Current 01/07/2012 – 30/06/2013.

Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.

The Mill and Estates have prepared a Training Program 2012/13 that is based on training needs, is represented in a Training Matrix and includes formal courses and informal on the job instruction. Training records have been kept up to date and are held on file, together with copies of the certificates and licences held by operators.

PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity

SOU27, with input from Sime Darby PSQM Department, has reviewed the environmental impacts of the Mill and Estates operations and updated the improvement plan. The Mill has continued to work with the Sime Darby Engineering Department to reduce the BOD of treated effluent to less than 20 mg/L. SOU27 has continued to maintain good control over hazardous wastes and non-recyclable solid wastes, although improvement is required for management of EFB at the Mill.

Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

The Mill carried out a review of the assessment of environmental impacts on 14 October 2012. The Mill Environmental Improvement Plan includes the construction of additional effluent ponds and installation of a Belt Filter to reduce the solids loading from the decanter slurry on the effluent treatment system.

The Estates reviewed the environmental aspects and impacts register, for example Melalap Estate on 14 October 2012, and assessed the application of compost to the palms as an issue of minor environmental risk. The Estates Environmental Improvement Plan for 2012/13 will focus on the prevention of “over-spraying” with pesticide to improve groundcover vegetation within the Estates.

Criterion 5.2: The status of rare, threatened or endangered species and high conservation value habitats if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.

TQEM carries out annual inspection of the Estates and HCV areas, and in 2013 is carrying out a landscape level review and is scheduled to visit SOU27 in March. The Estates have continued with the establishment of beneficial plants along roadsides and protection of set aside river buffer zones.

The Estates have continued to carry out six-monthly awareness of workers on the protection of HCV areas and wildlife. Field inspection confirmed that signs warning of the presence of HCV s and the protection of fauna have been maintained at the entrance to the estates.

Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

The Mill and Estates have maintained purpose-built scheduled waste stores that meet regulatory requirements, such as security, spill containment, ventilation, safety signage, segregation of wastes by type and an up-to-date inventory. For example, SOU27 holds copies of manifests for collection of scheduled wastes, for example, disposal of spent lubricating oil to Scheduled Waste Recycler NG Sian Hiap Pottery Factory Sdn Bhd on 03 January 2013, Vehicle Registration No SAA4600C. Medical waste is collected by Faber Medi-Serve Sdn Bhd, for example Manifest No SDME0001 dated 14 December 2012. The Estates have contracted the DOE licensd contractor MS Smart for collection of used pesticide containers, but there was no collection during 2012, with used containers held in the scheduled waste store. **Observation 03 – The records of stocktake of empty pesticide containers could be improved by recording numbers of each type of container and the number of empty glyphosate containers re-used for pre-mix of spray solution. Two empty glyphosate containers were being used for other purposes at Sapong Estate, but were removed immediately. This indicates control of used containers needs improving – refer Section 3.2 Page 14.**

The Mill and Melalap Estate share a small landfill for disposal of wastes from housing. Inspection confirmed the landfill was appropriately located and designed to meet municipal requirements for sanitary landfills. The landfill was well maintained and the area was free from litter. The management of the EFB stockpile at the Mill had improved since ASA1, but the backlog resulted in loss of nutrients that were leached from the material.

CR09 – Inspection of the composting site showed considerable improvement since ASA1, but there was still an unacceptably large stockpile of EFB that is generating leachate. The leachate is collected and treated in the effluent ponds, which adds to the loading on the ponds.

BOD and suspended solids of treated mill effluent exceeded the Sabah Department of Environment limits for land application, although SOU27 had met with the Department in March and outlined the short, medium and long-term action plans to improve effluent treatment – refer Section 3.2 Pages 13–14.

Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.

The Mill total renewable energy use decreased slightly from 28.85 kWh/t FFB in 201/11 to 27.95 kWh/t FFB in 2010/11 and is lower in the current year to date (Figure 9).



Figure 9: Mill Renewable Energy Usage (kWh/t FFB)

The Mill and Estates do not use diesel generators for generating electricity. Standby power is purchased from the Government supply, which is generated from a hydroelectric scheme.

Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situation, as identified in the ASEAN guidelines or other regional best practice.

The Estates have not developed any land for more than 10 years and replanting is not due until 2025. Inspections found evidence of fire used for domestic waste disposal, indicating inadequate implementation of the zero burning policy. **CR10 – inspection of the old housing area at Sapong Estate indicated use of fire for domestic waste disposal – refer Section 3.2 Page 14.**

Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

The Mill and Estates Pollution Prevention Plans were reviewed in 2012 and these continued to emphasise the need for effective control of point sources, such as the drainage from workshops. Inspection of the operational controls found these had improved since ASA1.

Sime Darby is investigating methane capture from mill effluent treatment and has a number of pilot projects in progress, such as at West Mill on Carey Island. Implementation of methane capture would be considered in the future following completion of the pilot projects.

PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers

SOU27 has maintained good relations with local communities and the workforce through open dialogue and informal meetings. Some local contractors have been working with the company for over 10 years and indicated there were no issues relating to contract terms and conditions. SOU27 has constructed new housing for workers and has continued to carry out repairs promptly to the original housing.

Criterion 6.1: Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

The Mill and Estates have reviewed the SOU27 Social Action Plan for 2012/13 and identified the main issue of importance to employees: the completion of additional housing units. Ten additional houses have been built at Melalap Estate during 2012, but are waiting for the electricity to be connected by Sabah Electricity Board. **Observation 04 – The Mill Social Action Plan could be improved by including issues that were raised during the Stakeholder Consultation Meeting – refer Section 3.2 Page 14.**

Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Interviews of community representatives confirmed the company has maintained a good relationship through regular meetings. SOU27 has maintained the system for keeping records of informal meetings and the list of stakeholders was current.

Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.

The Mill and Estates have maintained the informal systems for handling day to day issues raised by workers. Interviews of workers and Union representatives did not identify any outstanding complaint or grievance and they advised they also can raise issues through the quarterly OHS Meetings.

Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary 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.

Sime Darby has maintained the “status quo” of the squatters who have occupied land at Melalap and Sapong Estates for more than 30 years. Sime Darby is seeking resolution of the issue through discussions with the Land Department at Tenom. There has been no land boundary dispute or compensation claim made against the company for the land, which was first developed more than a century ago.

Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Pay and conditions are documented in the SPIEU Collective Agreement. Interview of a sample of male and female staff and workers confirmed they held an employment agreement and understood the agreement terms and conditions. Staff and workers were aware of and received correct entitlements in relation to working hours, deductions, overtime, sickness, holiday leave, maternity leave etc. All staff and workers receive a pay slip that details the rate of pay, overtime and deductions, such as income

tax, which they understand. Staff and workers interviewed were aware of the recent increase to the regional minimum award wage that would take effect January 2013.

The new houses for Staff, Mill and Estate workers remain unoccupied as connection of Electricity by Sabah Electricity Board is still pending despite continued follow-up by SOU27. **Observation 05 – The issue with connection of electricity to the 113 new houses at SOU27 had not been resolved with SESB at the time of ASA2 – refer Section 3.2 Page 14.** Interviews of workers confirmed that requested repairs to existing older houses continued to be carried out promptly. Electricity and water are supplied to housing.

Clinics continue to operate at both Melalap and Sapong Estates with a qualified Medical Assistant attending. An additional Medical Assistant has been engaged for Sapong Estate Clinic and will commence duties February 2013. Construction of the school for children of foreign workers is nearing completion and is expected to be operational by September 2013.

A crèche and kindergarten are available free to staff and worker children. Children travel by private transport to Primary and Secondary Schools.

Criterion 6.6: The employer respects the right 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.

The SOU27 staff and workers are members of a union and the company does not place any restrictions on membership. SOU27 staff and workers hold union meetings from time to time when there is need to discuss an issue and to communicate information. The SPIEU Tenom Office indicated there was no issue at SOU27 related to pay and conditions.

Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

The minimum working age is 18 under the Sabah Labour Ordinance. At the time of hire, age is confirmed by checks of Malaysian ID Card. The age of foreign workers is checked from their passports. Inspection of the Mill and Estate and interviews of workers did not find any person under the age of 18 or any children at any of the workplaces visited.

Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age, is prohibited.

SOU27 has continued to implement the Equal Opportunities Policy approved by Top Management in April 2008. Similar to previous Assessment findings, inspection of a sample of pay records and Interviews of staff and workers did not find any evidence of discrimination. Interview of male and female staff and workers indicated all were treated equally and there was no discrimination with regard to gender, religion or ethnicity.

Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

The Gender Committees remain active and are used as a venue to organise social events and activities for all staff, workers and families.

Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.

A sample of the Smallholders confirmed at interview they receive a competitive rate for their FFB and payments are made fortnightly. A number of contractors have worked with SOU27 for over a decade and confirmed they have no complaints related to contract terms and conditions or payments.

Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.

Government facilities and services for health, education and recreation are available at the nearby town of Tenom. The infrastructure is reasonably well developed and SOU27 makes appropriate responses to requests for assistance, for example donations to schools and places of worship.

Principle 7: Responsible Development of New Plantings

SOU27 has not carried out any new oil palm developments and there are no plans for expansion of plantings. Principle 7 is not applicable to this Assessment.

PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity

SOU27 has continued to invest capital at SOU27 for improvements, such as the construction of new housing for workers and upgrading of the mill effluent treatment system. The management of wastes was well controlled and recycling has been improved, with less material disposed in the landfill.

Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.

There has been no outbreak of palm pests at SOU27 and World Health Organisation Type 1A or 1B chemicals have never been used. SOU27 has not used paraquat since August 2008.

The SOU27 Environmental Improvement Plan for 2012/13 includes additional work to upgrade the mill effluent treatment for reducing the BOD of treated effluent to <20 mg/L.

The recycling of palm products to the field has improved, and minimizing the quantity of waste disposed to landfill continues to be a priority for the Mill and Estates.

The housing improvement program is still being implemented with another 10 units constructed in 2012.

3.2 Identified Nonconformities and Noteworthy Positive and Negative Observations (ASA2)

During this ASA2 Nonconformities were assigned to Minor Compliance Indicators 5.3.2 and 5.3.3. The Minor Nonconformity issued ASA1 (CR07) was upgraded to a Major Nonconformity.

SOU27 has prepared a Corrective Action Plan for addressing the identified Nonconformities, which the Audit Team has reviewed and accepted.

SOU27 has made a commitment to implement corrective action for addressing the Nonconformities immediately. The effectiveness of corrective action for the Minor Nonconformities will be checked at the next Surveillance Assessment (ASA3) that will be scheduled within twelve months of RSPO approval of continuation of Certification.

CRO7: 4.3.2 Avoid or minimise bare or exposed soils within estates

A Nonconformity was assigned during ASA1 to this Minor Compliance Indicator because inspection of field conditions showed relatively uniform groundcover for erosion prevention, except for some areas, such as Block PO2K, where the incorrect spray technique was being used resulting in over-spraying of vegetation on harvesting paths.

ASA2 Findings: *Inspection of spraying showed the incorrect technique was still being used for Controlled Droplet Application spraying, resulting in unnecessary over-spraying and loss of groundcover vegetation from frond stacks, harvesting paths and roadsides.*

The repeat finding, with no improvement resulted in upgrading to a Major Nonconformity.

Corrective Actions

1. Review SOP on the use of CDA spray equipment
2. Re-educate sprayers on spray technique and target area
3. Review selection of chemicals that are suitable for the target weeds

The following evidence was provided by SOU27:

1. Revised SOP on the use of CDA spray equipment – refer Appendix E (Document 1)
2. Training Topics – refer Appendix E (Document 2)
3. Attendance List of training for sprayers carried out 4 February 2013 – refer Appendix E (Document 3)

The BSi Assessment Team considered these actions appropriate and sufficient to close the nonconformity. Implementation of corrective actions will be checked during ASA3.

The Nonconformity was closed 19/02/2013

CR09: 5.3.3 Evidence that crop residues / biomass are recycled (Cross ref. C4.2).

A Nonconformity was assigned for the following reasons:

- *Inspection of the composting site showed considerable improvement since ASA1, but there was still an unacceptably large stockpile of EFB that is generating leachate. The leachate is collected and treated in the effluent ponds, which adds to the loading on the ponds. The Observation 03 assigned ASA1 was raised to a Nonconformity against this Minor Compliance Indicator.*

- *BOD and suspended solids of treated mill effluent exceeded the Sabah Department of Environment limits for land application, although SOU27 had met with the Department in March and outlined the short-, medium- and long-term action plans to improve effluent treatment.*

Corrective Actions:

Clearing of the large stockpile of EFB will be expedited by both Estates.

The Mill will continue with the existing action plan

Short term

1. Carry out bacteria count so that bacteria dosing into effluent is adequate to cater for anaerobic and aerobic activity.
2. Continue the existing practice to:-
 - Continuously operate the Effluent Treatment Plant 24 hours
 - Recycle the effluent from Pond 2 to Pond 1 & Pond 1 to Pond 2 to increase the Hydraulic Retention Time.
 - Desludge Pond No. 3 using the Geo Tube to remove solids
 - Continuously operate the sand filtering at Pond No. 3 to further remove suspended solids.

Medium term

1. To continue seeking advice from R&D Department for further continuous improvement

Long term

Installation of Belt Press and Mist Evaporator, which is budgeted this FY2012/2013.

The BSi Assessment Team considered the Corrective Actions were appropriate and implementation will be checked at the next Surveillance Assessment (ASA3).

CR010: 5.5.3 No evidence of burning waste (including domestic waste).

A Nonconformity was assigned against this Minor Compliance Indicator because inspection of the old housing area at Sapong Estate indicated use of fire for domestic waste disposal.

Corrective Actions

1. To install sufficient sign boards at strategic points (No open burning)
2. To re-educate the residents on “prohibiting use of fire for domestic waste disposal”.

The BSi Assessment Team considered the Corrective Actions were appropriate and implementation will be checked at the next Surveillance Assessment (ASA3).

The Assessment Team identified Five (5) Observations/Opportunities for Improvement. The progress with these will be checked at the next Surveillance Assessment (ASA3).

01 (2.1.1) SOU27 wrote to the Labour Department on 15 June 2012 requesting renewal of extension of Mill overtime hours as the current extension was due to expire 2 October 2012. The Labour Department replied 26 July and requested a Meeting with the Manager who was to have all relevant documents available for inspection. The Meeting took place the same afternoon (26 July) but SOU27 heard nothing further so a follow-up letter was sent to Department Labour on 15 October 2012. At the time of ASA4 no response had been received and no further follow-up has been carried out by SOU27.

02 (4.7.1) A number of situations at the Mill such as unlabelled containers containing liquids and unrestrained gas bottles at the gas store indicate inadequate implementation of safety checks.

03 (5.3.2) The records of stocktake of empty pesticide containers could be improved by recording numbers of each type of container and the number of empty glyphosate containers re-used for pre-mix of spray solution. Two empty glyphosate containers were being used for other purposes at Sapong Estate, but were removed immediately. This indicates control of used containers needs improving.

04 (6.1.3) The Mill Social Action Plan could be improved by including issues that were raised during the Stakeholder Consultation Meeting prior to preparation of the Plan.

05 (6.5.3) The issue with connection of electricity to the 113 new houses at SOU27 had not been resolved with SESB at the time of ASA2.

Noteworthy Positive Components

- FFB yields have increased slightly during the past year.
- The Mill OER increased slightly since ASA1.
- Construction of a school for children of foreign workers has recently been completed and is expected to be operating by September 2013.
- 113 new houses have been constructed for Staff and Worker families.

3.3 Status of Nonconformities (Major and Minor) Previously Identified

Corrective actions for the Nonconformities (CR01 – CR06) assigned during previous assessments were checked during ASA2 and found to be consistently implemented and these Nonconformities remain closed.

CR07 (issued ASA1): 4.3.2 Avoid or minimise bare or exposed soils within estates

The repeat finding, with no improvement resulted in upgrading to a Major Nonconformity – refer Section 3.2 previous page for details.

CR08: 6.1.2 Evidence that the Social Impact Assessment has been done with the participation of affected parties.

During the annual review of the SIA there was no evidence of consultation with external stakeholders.

ASA2 Findings: Annual review of SIA was carried out on 07 December 2012. Review to the updated SIA action plan confirmed external stakeholders' input was sought during the process. Meeting with stakeholders included local community representatives and contractors, which was held on 12 October 2012.

The Nonconformity was closed 08/01/2013

Observations/Opportunities for Improvement Identified ASA1

01 2.1.1 At the time of inspection, the Mill boiler smoke density meter was not operating but the Contractor Betronics had been notified to repair and calibrate the instrument.

ASA2 Findings: *The smoke density meter was operating and had been recently calibrated by Betronics on 03 January 2013.*

02 4.7.1 Inspection showed one of the fire extinguishers in the Mill engine room had been partially discharged, which indicated inadequate checks of fire prevention equipment.

ASA2 Findings: *Inspection of fire extinguishers at various locations within the mill and the engine room confirmed all were charged and had been inspected within the last six months.*

03 5.3.3 EFB that is excess to composting requirements should be transported to the field regularly to avoid stockpiling and formation of leachate.

ASA2 Findings: *The Observation was raised to a Nonconformity against this Minor Compliance Indicator – refer CR09 Section 3.2 previous page.*

04 5.6.1 There was inadequate control of hydrocarbons at Sapong Estate vehicle refuelling area to prevent minor spillage.

ASA2 Findings: *Inspection to the refuelling area at Sapong Estate confirmed good control of hydrocarbon as a concrete pad has been built to prevent minor spillage.*

3.4 Issues Raised by Stakeholders

No issues were raised during the ASA1 interview process therefore no follow-up was required. During ASA2 the majority of stakeholders had only positive comments about SOU27. External stakeholders contacted did not raise any issues of concern relating to SOU27 operations.

During interview of female staff and workers an issue was raised regarding lack of social/relaxation activities at the Mill. The Mill previously organised “Family Days” but no longer did so. They also stated that it would be beneficial for staff and workers to have access to some recreational activities, such as a Community Hall at the Estate with a badminton table. These were itemised in the recent Gender Committee Meeting Minutes but no action had been taken at the time of the ASA2 visit.

Company Response: *The Mill and Estates will reinstate the Family Day, which is planned on May Day. A community Hall is included in the current capex budget and is in the tendering process.*

The Assessment Team considered the above response appropriate and will follow up during the next visit (Re-certification).

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY**4.1 Date of Next Surveillance Visit**

The next Surveillance Assessment (ASA3) will be scheduled within twelve months of RSPO approval of continuation of Certification.


4.2 Date of Closing Nonconformities (Major and Minor)**Table 5: Status of Nonconformities**

CAR	CLASS	ISSUED	STATUS
CR01 2.1.1	Major	20/05/2010	Closed 19/07/2010
CR02 2.1.3	Minor	20/05/2010	Closed 28/01/2012
CR03 4.4.6	Minor Upgraded to a Major	20/05/2010 28/01/2012	Closed 28/03/2012
CR04 5.3.2	Minor	20/05/2010	Closed 28/01/2012
CR05 6.5.3	Minor	20/05/2010	Closed 28/01/2012
CR06 2.1.1	Major	28/01/2012	Closed 28/03/2012
CR07 4.3.2	Minor Upgraded to Major	28/01/2012 08/01/2013	Closed 19/02/2013
CR08 6.1.2	Minor	28/01/2012	Closed 08/01/2013
CR09 5.3.2	Minor	08/01/2013	“Open”
CR10 5.5.3	Minor	08/01/2013	“Open”

4.3 Sign-off of Surveillance Assessment Findings

SOU27 acknowledges and confirms acceptance of the Assessment Report contents, including assessment findings. SOU27 accepts the responsibility for implementing the corrective actions and addressing the opportunities for improvement detailed in the Assessment Report.

Signed for on behalf of
Sime Darby Plantations Sdn Bhd



.....
Mr Zulaffandi bin Samad
Manager Melalap Mill
Date: 12/3/2013

Signed for on behalf of
BSi Group Singapore Pte Ltd



.....
Mr Charlie Ross
Lead Auditor

Date: 13/03/2013

Appendix “A”

Supply Chain Assessment

APPENDIX A – SUPPLY CHAIN ASSESSMENT REPORT – SOU27 – MASS BALANCE**MELALAP PALM OIL MILL****Certified Mill Production – 01 January – 31 December 2012**

CAPACITY	CPO	PK
25 t/hr	18,108	3,671

Sales of Sime Darby Certified Mill Products (GreenPalm Certificates)

CPO	PK
1,326,183*	330,374*

* Greenpalm Certificates are the total overall for the 58 Sime Darby Mills. Certificates are not allocated to individual Mills

Sime Darby Commodities Trading and Marketing Department sold GreenPalm Certificates on behalf of all the company mills, but these were not recorded against the individual mills. The monthly sales of CSPO and CSPK are summarised in the tables below. The total numbers of GreenPalm Certificates sold for CSPO and CSPK did not exceed the total production of CSPO and CSPK.

**Sales of Certified CPO (UTZ/GreenPalm Certificates)
from 01/01/2012 to 31/12/2012**

Company	Tonnes
	Nil
TOTAL	NIL

**Sales of Certified PK (UTZ/GreenPalm Certificates)
from 01/01/2012 to 31/12/2012**

Company	Tonnes
	Nil
TOTAL	NIL

Certified FFB Received Monthly – 01 January – 31 December 2012

MONTH	MELALAP ESTATE	SAPONG ESTATE	TOTAL FFB/MONTH
January	2,925.05	4,529.38	7,454.43
February	2,256.82	1,836.71	4,093.53
March	2,157.88	3,751.90	5,909.78
April	2,176.94	3,254.66	5,431.6
May	1,989.71	2,996.15	4,985.86
June	2,372.16	3,790.21	6,162.37
July	2,457.88	4,758.17	7,216.05
August	2,565.81	4,642.6	7,208.41
September	2,904.72	5,061.46	7,966.18
October	2,688.39	5,727.42	8,415.81
November	3,283.26	6,467.15	9,750.41
December	3,251.33	6,670.66	9,921.99
OVERALL TOTAL	31,029.95	53,486.47	84,516.42

Certified Company Details

Sime Darby Plantation Sdn Bhd
Management Unit SOU27
PO Box 205
Tenom, Sabah, 89908
MALAYSIA

Contact Person: Mr Zulaffandi bin Samad
Melalap Mill Manager

Phone: +60 87303368
Fax: +60 87739103
Email: kks.melalap@simedarby.com

RSPO Membership No: 035-04(O)

RSPO Supply Chain Certification System for Sime Darby Plantation (SDP)

No	Business Unit	RSPO SCCS Certification Y/N	Trading Option	Certification Body	Date of Certification
1	Unimills B.V., Netherlands	Yes	SG, MB	Control Union (CUC)	Interim self-assessment in March 2009. Certified by CUC on 28 June 2011. Annual Surveillance Audit May 2013
2	SD Biodiesel, Malaysia	Yes	SG, MB	SIRIM	Interim self-assessment in March 2010. Certified by SIRIM on 25 March 2011. Annual Surveillance Audit February 2013
3	SD Jomalina, Malaysia	Yes	SG, MB	SIRIM	Certified by SIRIM on 10 March 2011 Annual Surveillance Audit February 2013
4	SD Kempas, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 19 Aug 2011 Annual Surveillance Audit July 2013
5	SD Austral, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
6	NURI Edible Oil Refinery, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
7	NURI Edible Oil Kernel Crushing Plant, Malaysia	Yes	SG, MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
8	Hudson & Knights Boksburg, South Africa	Yes	MB	-	Certified on 14th December 2012. Annual Surveillance Audit November 2013
9	SDEPL, Singapore	No	-	-	Planned for Certification in FY 12/13
10	Morakot, Bangkok, Thailand	Yes	MB	-	Certified on 10th September 2012 Annual Surveillance Audit August 2013
11	GH Nhabe, Ho Chi Minh City, Vietnam	No	-	-	Planned for Certification in FY 12/13.
12	Emery, Selangor Malaysia	Yes	MB	SIRIM	Certified on October 2012 Annual Surveillance Audit September 2013

Certification Body Details

BSi Group Singapore Pte Ltd
(Co. Reg. 1995 02096-N)
3 Lim Teck Kim Road #10-02
Genting Centre
SINGAPORE 088934

Contact Person: Mr Aryo Gustomo
BSi RSPO Scheme Manager
Phone: +65 6270 0777
Fax: +65 6270 2777
Email: Aryo.Gustomo@bsigroup.com

Summary

Supply Chain assessment was made at Melalap Mill that is owned and operated by Sime Darby. The assessment included site visits to Melalap Oil Mill and the Melalap Estate, review of records and interviews of staff. The assessor concluded SOU27 has implemented an appropriate management system for controlling the purchase of certified FFB, processing of same and sales of certified CPO and PK. SOU27 maintains adequate records for confirming compliance with the RSPO supply Chain requirements and staff were able to demonstrate an appropriate knowledge of the requirements.

Conclusion

The SOU27 management system and records meet the requirements of the RSPO supply chain requirements, November 2011, Module E – CPO Mills : Mass Balance.

Certificate Details**Background to the Report****(a) Report authors****Assessor**

Mr Charlie Ross, BSi RSPO Lead Auditor

CB Management Representative

Mr Aryo Gustomo, BSi RSPO Scheme Manager

(b) Previous assessments *ASA1***(c) On-Site Visits****Visit Itinerary**

Monday 7 January 2013 – Melalap Mill – Opening Meeting held at Mill Meeting Room; Weighbridge Station; examined weighbridge records; daily records of FFB deliveries, CPO and PK production; CPO Bulk Tank and PK Silo records; shipments of CPO and PK. People consulted: Zulaffandi bin Samad (Manager); Ahmad Solihin bin Adnan (Assistant Engineer)

Scope

The scope of the assessment covered the Melalap Palm Oil Mill and the supply base of Sime Darby owned Estates. The Supply Chain mechanism used is Mass Balance. The SOU27 operations were assessed against the requirements of the RSPO Supply Chain Standard : November 2011, Module E – CPO Mills : Mass Balance.

Description of Operation's Management System

SOU27 uses the mass balance mechanism for the supply chain. All deliveries of FFB to the Mill are issued with a weighbridge docket that records the name of the supplier, truck registration number, driver's name and the tonnage. The weighbridge system is computerised and delivery records are used as the basis for payment for FFB deliveries. A sample of weighbridge dockets was checked at the Mill against the summaries of FFB deliveries from each Sime Darby Estate supply source. This confirmed the details of the source and quantity of FFB were recorded accurately and could be verified by tracking. The source of the FFB can be traced back to the Estate and the oil palm block from which it was harvested. The Mill summarises and reports daily to Sime Darby Head Office: the quantity of FFB received from the Estates; the tonnage of FFB processed; the tonnages of CPO and PK produced; shipment tonnages; and the quantities of materials held in storage. The Mill and Estates also report the above quantities monthly to Sime Darby Head Office.

Sime Darby Commodity Trading and Marketing Department manages the sales of CSPO and CSPK and issues sales contracts and invoices.

Certified Volume Purchased and Claimed

The following certified FFB material was received from SOU27 during the 01 January – 31 December 2012 year and processed at the Melalap Mill: 84,516.42 t/FFB

Main Report Details

1. Documented procedures

- 1.1 The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:
- Complete and up to date procedures covering the implementation of all the elements in these requirements.
Complies – Procedures are current and include all elements of the Supply Chain for controlling the receipt, sale and dispatch of palm products. For example, SPMS: 2012 Draft/ Appendix 15 - Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System.
 - The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard. *Complies – The Mill Manager has responsibility for the Supply Chain aspects of FFB receipts, processing and shipping of palm products. Interview confirmed his knowledge of the RSPO Supply Chain requirements that apply to the Mill area of the operations.*
- 1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFB. *Complies – the Mill Weighbridge SOP covers the receiving of FFB and recording details of the Supplier and Transporter. All deliveries of FFB are subject to verification of documentation and quality checks. For example, MQMS/V1:2008/Level 3/Standard Operating Procedure/Station No. 1/Reception Station/1.3.1:Weighbridge MQMS/V1:2008/Level 3/Standard Operating Procedure/Section V:Introduction/Crop Quality Standards.*

2. Purchasing and goods in

- 2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received. *Complies – the Mills record tonnages received at the weighbridge and these are reported daily to Head Office.*
- 2.2 The facility shall inform the CB immediately if there is a projected overproduction. *Complies – the company has a mechanism for advising the CB of production variations, which are monitored internally.*

3 Record keeping

- 3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements. *Complies – Inspection of records at the Mill confirmed these were updated daily.*
- 3.2 Retention times for all records and reports shall be at least five (5) years. *Complies – Records are archived and stored for > 5 years.*
- 3.3
- The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. *Complies – the mill updates monthly and reports to head office the quantities of FFB deliveries and production of CSPO and CSPK.*
 - All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. *Complies*
 - The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short. *Complies – SOU27 did not sell any UTZ Certificates during the 2012 year.*
- 3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain model used should be clearly indicated. *Complies – The company uses the prefix MB on the Product Code.*
- 3.5 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement. *Complies – SOU27 does not outsource the palm kernel to an independent crush.*

4. Sales and good out

- 4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:
- The name and address of the buyer;
 - The date on which the invoice was issued;
 - A description of the product, including the applicable supply chain model (Segregated or Mass Balance)
 - The quantity of the products delivered;
 - Reference to related transport documentation.
- Complies – all of these items (a-e) are included in the Sime Darby invoices to buyers*

5 Training

- 5.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems. *Complies – The company maintains records of training. Sime Darby PSQM Staff conducted training for the Mill staff in December 2012 on the Supply Chain requirements.*

6 Claims

- 6.1 The facility shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules for Communications and Claims. *Complies – To the best of the Assessor's knowledge, the company has not made claims outside of the RSPO rules for Communications and Claims.*

Appendix “B”

Sime Darby Time Bound Plan

Time Bound Plan and Summary of RSPO Certification Status as at 31 Dec 2012

Financial year (July –	Targeted	Achieved/Status	Attachments
Jun-08	5 SOUs	Sime Darby Plantation has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment.	Details please refer to Worksheet below (Table 2) for SDP - RSPO Certification Status for <i>Malaysia</i> and <i>Indonesia</i> .
2008/2009	20 SOUs (from Malaysia and Indonesia)	CSPO: To date (as at 31 Dec 2012) 55 SOUs have been certified with RSPO (36 Malaysian SOUs and 19 Indonesian SOUs). Refer to Table 2: RSPO Certification Status as at 31 Dec 2012.	
2009/2010	20 SOUs (from Malaysia and Indonesia)	The total number of SOUs have been revised from 62 SOU to 58 SOUs with effect from 1st July 2012 due to strategic alignments/closure of mills.	
2010/2011 (End Dec 2011)	17 SOUs (from Malaysia and Indonesia)		

Details of RSPO Certification Status as at 31 Dec 2012

Status	Malaysia	Indonesia	Total	Remarks
Certified	36*	19	55	* Effectively only 36 SOUs: Sg Samak and Jeleta Bumi POM has been closed down. Due to strategic alignment, there are mills (Mostyn, Sepang POM) converted to third party oil mill and not included in the RSPO Certification timebound plan.
RSPO EB Review	0	3	3	• Pending review by RSPO EB. * Tamiang POM ceased operations and combined with Blang Simpo POM
Total SOUs	36	22	58	Note: Revised number of SOUs for SDP is 58 beginning July 2012.

Sime Darby Plantation's (SDP) Status in Compliance to Land/Social Issues

Please find below the updates of the previous grievance cases filed against SDP which have been addressed and the necessary actions taken by SDP to resolve the matters. All cases/issues are progressing as planned also reported to the RSPO Secretariat accordingly.

	Issues/Background	Status
1	<p>A) Indonesia Operations</p> <p>1.1 PT MAS has been facing fourteen claims made by the Project Affected Community (PAC) since 2007 and a few remain relevant currently.</p> <p>1.2 The PAC has requested for a meeting with Sime Darby management (31st October 2012) facilitated by Sawit Watch in the 10th RSPO Roundtable Meeting (RT 10, 29 Oct – 2nd Nov 2012), and the Secretary General of RSPO was also present during the meeting.</p> <p>1.3 After the meeting with the PAC, a complaint was officially filed by the PAC to RSPO on the unresolved claims. SD has responded to RSPO on 7 December 2012 in regards to the letter of complaint filed on 5th November 2012 to the Secretary-General of RSPO against PTMAS by the PAC through the RSPO Grievance mechanism.</p> <p>1.4 SDP has officially responded to RSPO on 7 December 2012 in regards to the letter of complaint filed to the Secretary-General of RSPO against PT MAS by the PAC through the RSPO Grievance mechanism.</p>	<ul style="list-style-type: none"> • SDP carried out a full Social Impact Assessment (SIA) in November 2009. It was followed by a review on the claims through a Social Management Planning by LINKS in May 2011, with recommendation to formulate a strategy on resolving social claims by SPKS and to establish an SOP in social engagement. • Engagement of LINKS was extended into the 2nd phase of Social Management Plan in August 2012 on Social Engagement Facility with a timeframe of 12 months. • Subsequent from the complaint, a series of meeting held on 22 Nov 2012 and 19 Feb 2013 was conducted between SD and the PAC. • OXFAM has also requested for a meeting with Sime Darby on 3rd November 2012. Both meetings highlighted result of a study by Asep Yunan Firdaus on PT MAS fourteen claims made in 2007. SDP has engaged LINKS to conduct similar study. Findings from both studies are comparable and recommendations especially from LINKS have been considered in producing action plan for moving forward. • As an outcome of the meeting, Sime Darby has agreed to send progress reports on the matter to RSPO on a quarterly basis. • RSPO Main Assessment report for PT MAS is currently under the review by RSPO EB pending RSPO certification.

	Issues/Background	Status
2	<p>B) Liberia Operations</p> <p>2.1 SDP received comments by Forest People’s Programme on Parcel 2 – 20,000ha at Bopolu District, Gbarpolu County in July 2011(during NPP public consultation period). Following that, SDP has:</p> <p>2.1.1. Conducted the necessary investigation</p> <p>2.1.2. Provided a response to the RSPO on the complaints made</p>	<ul style="list-style-type: none"> • NPP completed. • In January 2013, Forest Peoples Program officially informed RSPO that in its opinion SDPL made good progress in addressing PAC’s grievances, although the remedial activities could be conducted more expeditiously; in response to the above, RSPO requested SD to provide additional, detailed information on the status of negotiations between PAC and SDPL and supporting documents, all of which was forwarded to RSPO.
3	<p>C) Others</p> <p>3.1 For responses/clarification on media reports/releases for the period 2011-2012, please refer to the following websites:</p> <p>3.1.1 http://www.simedarbyplantation.com/False_and_Inaccurate_Reports_on_Liberian_Operations.aspx</p> <p>3.1.2 http://www.simedarbyplantation.com/Sime_Darby's_Response_to_New_York_Times_Article.aspx</p> <p>3.1.3 http://www.simedarbyplantation.com/Sime_Darby_Plantation's_Response_To_Oxfam's_Press_Release.aspx</p>	<ul style="list-style-type: none"> • Media reports/releases have been clarified and responses are published in the Sime Darby Plantation website.

SDP is committed to conform to the RSPO requirements for partial certification, and during the period under review, SDP management has not identified any new/outstanding issues related to the following (besides the above reported cases):

- (1) unresolved significant land disputes;
- (2) replacement of primary forest or loss of HCVs;
- (3) labour disputes that are not being resolved through an agreed process;
- (4) evidence of non-compliance with any law at any of the landholdings.

Appendix “C”

ASA2 Programme

SOU27 ASA2 PROGRAMME – 07–08 January 2013

TEAM: CR: Charlie Ross; RR: Robyn Ross; IN: Iman Nawireja; JM: Junecel Maloloy						
DATE	TIME	ACTIVITY	CR	IN	RR	JM
Monday 7 January	PM	Opening Meeting	√	√	√	√
		Inspect Mill/Effluent Ponds/Stores/Workshop/Landfill	√			
		Interview Female Office Staff/Workers			√	√
		Review Pay Documentation			√	√
		Interview Male Mill Workers			√	√
		Interview Contractors/Suppliers	√			√
		Document Review including Supply Chain	√			
		Closing Briefing	√		√	√
		PM	Inspect Estate (Spraying, Harvesting etc and Buffer Zones)			√
	Interview Fieldworkers				√	
	Inspect Stores, Workshop, Landfill				√	
	Interview Contractors/Suppliers				√	
	Tuesday 8 January	AM	Opening Briefing	√	√	√
Inspect Estate (Spraying, Harvesting etc and Buffer Zones)			√			
Interview Male Fieldworkers				√		
Interview Female Fieldworkers					√	√
Inspect Stores, Workshop, Landfill, Land Application			√			
Interview Female Office Staff/Workers					√	√
Review Pay Documentation					√	√
Visit Clinic Interview Staff (Mill and Estates)					√	√
Inspect Housing Interview Residents (Mill and Estate combined)					√	√
PM		Visit any Local Communities associated with both Mill and Estates			√	
		Contact Government Offices DOSH, DOE, Labour Department, SPIEU, NGOs			√	
		Document Review	√			
		Prepare Visit Report and Closing Presentation			√	
Closing Meeting	√	√	√	√		

Appendix “D”

Stakeholders Contacted

STAKEHOLDERS CONTACTED

<p><i>Internal Stakeholders</i></p> <p>5 Male Mill Workers 6 Female Mill Office Staff/Workers Clinic Medical Assistant Female Clinic Assistant 2 Female Estate Office Staff 2 Female Estate General Workers 4 Local Female Pesticide Sprayers 1 Foreign (Indonesian) Female Pesticide Sprayer 10 Harvesters Residents Mill/Estate Housing</p>	<p><i>Contractors & Consultants</i></p> <p>General Material Supplier FFB Transport Contractor Engineering Contractor</p>
<p><i>Local Communities</i></p> <p>Kampung Batu Kelamba Representatives</p>	<p><i>NGOs and others</i></p> <p>Sabah Plantation Industry Employees Union (SPIEU), Tenom Office</p>
<p><i>Government Departments</i></p> <p>Labour Department Department of Land and Survey</p>	

Appendix “E”

Objective Evidence for Closing Major Nonconformity

CR07: 4.3.2 Avoid or minimise bare or exposed soils within estates

A Nonconformity was assigned ASA1 to this Minor Compliance Indicator because inspection of field conditions showed relatively uniform groundcover for erosion prevention, except for some areas, such as Block P02K, where the incorrect spray technique was being used resulting in over-spraying of vegetation on harvesting paths.

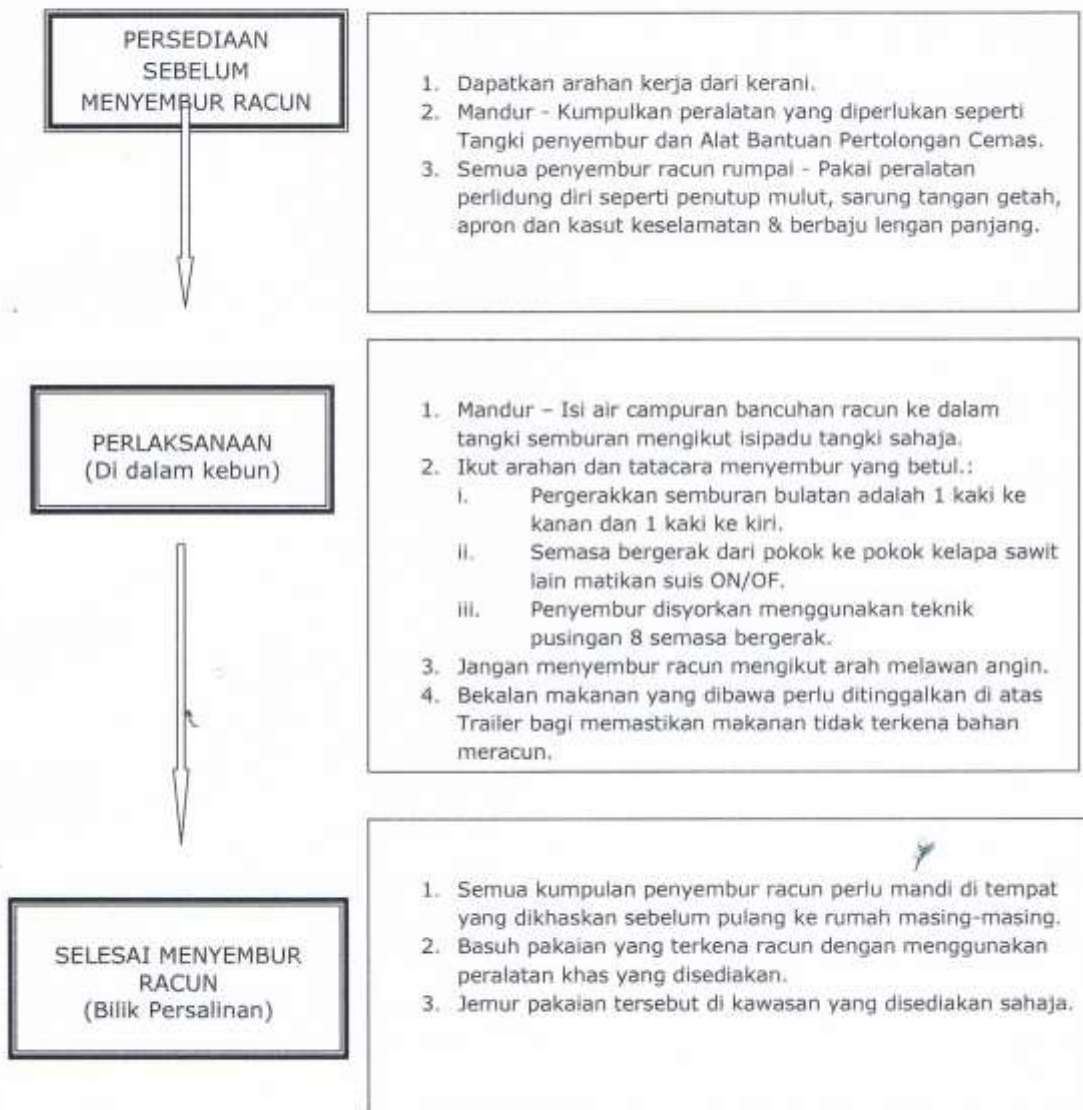
ASA2 Findings: *Inspection of spraying showed the incorrect technique was still being used for Controlled Droplet Application spraying, resulting in unnecessary over-spraying and loss of groundcover vegetation from frond stacks, harvesting paths and roadsides.*

The repeat finding, with no improvement resulted in upgrading to a Major Nonconformity

Standard Operation Procedure (SOP)–Menggunakan CDA

LADANG MELALAP

Date Review : 04/02/2013



MELALAP ESTATE
[Signature]
ABDUL FAUZI BIN ISMAK
MANAGER

LADANG MELALAP

**TAJUK : SPRAYER TRAINING – MENGGUNAKAN CDA
(Control Droplet Application)**

KUMPULAN : GANG MERACUN

TARIKH : 04/02/2013

TEMPAT : P01KA

**FACILITATOR : EN. MOHD FAUZI BIN ISHAK
PENGURUS LADANG MELALAP**

MULA : 7.00 am

TAMAT : 8.00 am

TOPIK

- 1 TUJUAN MERACUN BULATAN
- 2 JENIS RACUN YANG DIGUNAKAN UNTUK BULATAN
- 3 PERALATAN KESELAMATAN (PPE)
- 4 TEKNIK MENYEMBUR

1. TUJUAN MERACUN BULATAN

- a. Mengekalkan bulatan pokok kelapa sawit bebas rumput dan rumpai supaya memudahkan operasi menuai buah sawit dan mengutip biji leri.
- b. Permukaan tanah selain bulatan hendaklah sentiasa tidak terdedah (ditutupi oleh rumput, rumpai yang lembut, EFB, Compost dan penyusunan pelepah berbentuk 'U') bertujuan ;
 - i. Agar tanah sentiasa lembab dan dapat memerangkap air sebagai punca air.
 - ii. Hakisan permukaan tanah dapat dikurangkan.

2. JENIS RACUN YANG DIGUNAKAN UNTUK BULATAN

- a. Racun rumpai yang disyorkan dan kadar untuk bulatan rumpai seperti :

Jenis Racun	Rate (Jumlah/Ha)	RATE/10 Liter(CDA)
Glyphosate + metsulfuron methyl	1.5 L + 75 g	600 ml + 30 gms

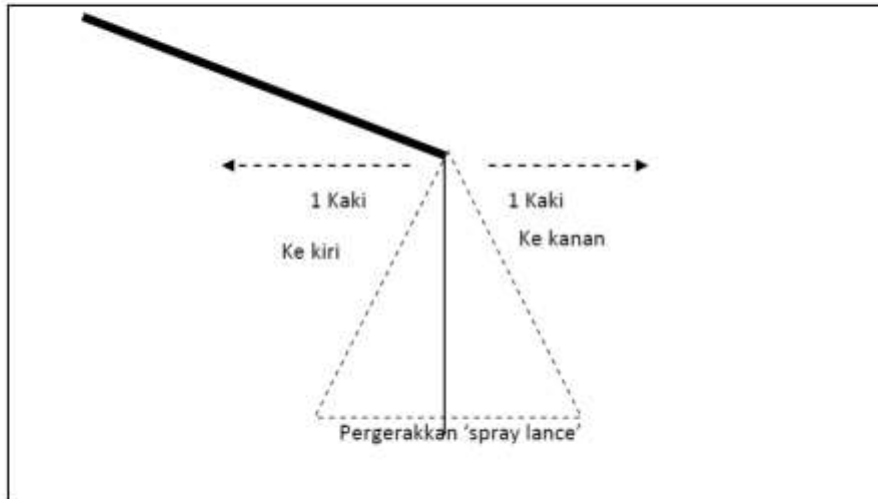
3. PERALATAN KESELAMATAN (PPE) (GAmbar 3)

Peralatan keselamatan yang disyorkan adalah seperti berikut :

- Resperitor
- Nitrell Glove
- Apron
- Rubber shoes
- Mengenakan baju lengan panjang.

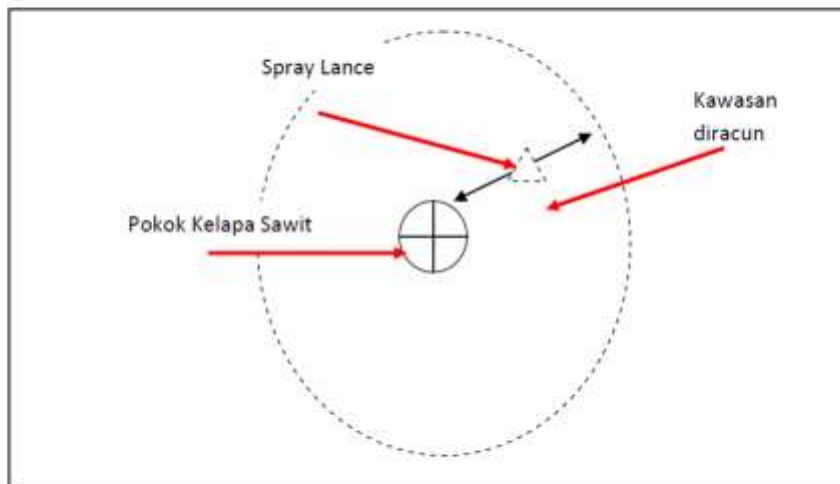
4. TEKNIK MENYEMBUR BULATAN

- i. Kawasan bulatan perlu diracun adalah 2.4 meter (8 kaki)
- ii. Ketinggian nozzle dari permukaan tanah ialah 1 kaki (Gambar 4 & 5)
- iii. Jarak pergerakan 'spray lance' yang disyorkan adalah:



[2]

- iv. Kedudukan penyembur hendaklah berada di tengah-tengah kawasan diracun (Gambar 6)



Gambar 1



[3]

Gambar 2



Gambar 3



[4]

Gambar 4



Gambar 5



[5]

Gambar 6



[6]

5 hari kemudian



[7]



Disediakan oleh,

ARIDAH JULAINI
(Kerani RSPO)

Disahkan oleh,

MELALAP ESTATE
MCHD FAUZI BIN ISRAK
(Pengerusi)

[8]

Objective Evidence for Closing Nonconformity CR07 Cont'd

Appendix E (Document 3) – Attendance List

TARIKH : 04/02/2013 (ISNIN)

MASA : 7.00 Pagi

TEMPAT : FIELD POLKA

PERKARA : SPRAYER TRAINING –MENGUNAKAN CDA (CONTROL DROPLET APPLICATION)

TRAINER /FASILITATOR : EN. MOHD FAUZI BIN ISHAK

MAHA

KEHADIRAN

NO.	NAMA PESERTA	TANDATANGAN
1.	Abayah Saif - Sprayer	<i>af</i>
2.	Junainah Galo - Sprayer	<i>Jnu.</i>
3.	Rusma Ambator - Sprayer	<i>Rusma.</i>
4.	Kartini Kadir - Sprayer	<i>Kita</i>
5.	Abdul Musid Tamus - mander	<i>6</i>
6.	Aidna Julaini - clerke	<i>Aidna</i>
7.	Mohamad Paddy Jusis - ^{Field} Supervisor	<i>MP</i>
8.	Zulkafly Ahmad - Assistant	<i>ZA</i>
9.	Aqoedi Mawfar	