

RSPO – RECERTIFICATION ASSESSMENT

Sime Darby Plantation Sdn. Bhd.
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Tanah Merah Palm Oil Mill Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.

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Section 1 Scope of the Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Certification Unit: Tanah Merah Palm Oil Mill, Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mr. Muftahuddin Bin Fakeh (Tanah Merah Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	kks.tanah.merah@simedarby.com
Telephone	+606-6673317	Facsimile	+606-6672506

2. RSPO Certification Information			
Certificate Number	SPO 541905	Date	19.05.2010
Scope of Certification	Tanah Merah Palm Oil Mill Tanah Merah Estate Bukit Pelandok Estate		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AC4071	Quality Environment Management System 5S	Malaysian Productivity Corporation	21 January 2016
AC4455	Quality Environment Management System 5S	Malaysian Productivity Corporation	26 June 2015

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Tanah Merah Palm Oil Mill (Capacity: 30mt/hr.)	Batu 6¾, Sepang Road, Tanah Merah Palm Oil Mill, Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.	101° 47' 34"	2° 39' 19"
Tanah Merah Estate	Batu 6¾, Sepang Road, Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.	101° 45' 00"	2° 39' 00"
Bukit Pelandok Estate	Batu 12, Sepang Road, Ladang Bukit Pelandok, 71709 Port Dickson, Negeri Sembilan, Malaysia.	101° 46' 17"	2° 39' 59"

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4a. Description of Own Certificate Supply Base

Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectareage	% of Planted
Tanah Merah Estate	3,197.91	307.00	3,504.91	837.61	4,342.52	80.71
Bukit Pelandok Estate	1,605.86	136.14	1,742.00	121.00	1,863.00	93.51
TOTAL	4,803.77	443.14	5,246.91	958.61	6,205.52	84.55

Note: Tanah Merah Estate: 49ha. was acquired by Kualiti Alam & 8.09ha acquired by Government. 12.61ha is used for Research added under other area.

4b. Description of Certified FFB Supply from Sime Darby's Adjacent RSPO Certified Estate

Estate	Tonnage / Year			Certificate Number	Expiry Date
	Estimated (2014)	Actual (2014)	Forecast (2015)		
PD Lukut	22,458	12,747	25,000	SGS-RSPOPM-MY14/01364	17/2/2019
Siliau		1,365		SGS-RSPOPM-MY14/01364	17/2/2019
Salak		6,593		SGS-RSPOPM-MY14/01364	17/2/2019
New Labu		1,478		SGS-RSPO-PM/MY13/01284	20/12/2016
Labu		2,202		SGS-RSPO-PM/MY13/01284	20/12/2016
Bradwall		691		SGS-RSPOPM-MY14/01364	17/2/2019
Sua Betong		1908		SGS-RSPOPM-MY14/01364	17/2/2019
Tampin Linggi		386		SGS-RSPOPM-MY14/01364	17/2/2019
Sg. Bharu		28		SGS-RSPOPM-MY14/01364	17/2/2019
Sepang		161		SPO 543543	18/5/2015
Sengkang		1,341		SGS-RSPOPM-MY14/01364	17/2/2019
TOTAL		22,458		28,900	25,000

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5. Plantings & Cycle								
Estate	Age (Years) & %					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Feb. 2014 – Jan. 2015)	Actual (Feb. 2014 – Jan. 2015)	Forecast (Feb. 2015 – Jan. 2016)
Tanah Merah Estate	8.76	22.99	52.02	9.75	6.48	84,915	82,137	88,311
Bukit Pelandok Estate	7.81	5.74	71.85	14.60	0	40,881	35,397	36,786
TOTAL						125,796	117,534	125,097

6. Certified Tonnage									
Mill	Estimated (Previous Year Feb 2014 – Jan 2015)			Actual (This Year Feb 2014 – Jan 2015)			Forecast (Next Year Feb 2015 – Jan 2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Tanah Merah Palm Oil Mill (Own Certificate)	125,796	27,172	6,919	117,534	25,470	6,112	125,097	27,021	6,880
Certified Palm Product Claimed by Processing of certified FFB from adjacent Certified Estates	22,458	4,851	1,235	28,900	6,262	1,503	25,000	5,400	1,375
Total	148,254	32,023	8,154	146,434	31,732	7,615	150,097	32,421	8,255

Section 2 Assessment Process

Certification Body:

PT BSI Group Indonesia,
 (ASI Accreditation Number: RSPO-ACC-19)
 Menara Bidakara 2, 17th Floor,
 Unit 5, Jalan Jend. Gatot, Subroto Kav 71-73, Pancoran,
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Jakarta, Indonesia and an office at Singapore, Kuala Lumpur, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site recertification assessment was conducted from 24 - 27 February 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO P&C 2013 was used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Public Stakeholder Notification was made on 16 January 2015, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss Tanah Merah Certification Unit's environmental and social performance.

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 Appendix E.

The minor nonconformities that were assigned during the ASA4 were followed up to ensure it remains closed. All the previous nonconformities remains closed (details are in section 3.3.1). The assessment findings for the recertification are detailed in Section 3.3.

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

This report was internally reviewed by Mr. Mohd Haris Abdullah, peer reviewed by Mohamed Hidhir and externally by independent peer reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
Tanah Merah Palm Oil Mill	√	√	√	√	√
Tanah Merah Estate	√	√	√	√	√
Bukit Pelandok Estate	√	√	√	√	√

Tentative Date of Next Visit: 22 February 2016

Total No. of Mandays: 13.5

BSI Assessment Team:

Senniah Appalasamy – Lead Assessor

He holds degree in Resource Economics from Agriculture University, Malaysia. He has vast experience in Plantation crop management covering oil palm plantation, rubber, cocoa and pepper for more than 10 years. He is also experience in manufacturing sector as a quality controller and production management. He is involved in RSPO implementation and assessment since 2008 as a team member and subsequently as a lead auditor with RSPO approved certification body covering assessment with RSPO P&C, RSPO SCCS, RSPO NPP and RSPO Group Certification in Malaysia, Indonesia and Thailand. He has completed ISO 9001:2008, Social Auditing Training by RSPO at Yogyakarta, RSPO SCCS awareness training, RSPO Lead Auditor Training Course, RSPO SCCS Lead Auditor Training Course, RSPO – RED Lead Auditor Training Course, International Sustainable Carbon Certification (ISCC) Lead Auditor training, Sustainability Report Assurance (SRA) Assessor Training, ISO 14001 Lead Auditor Training Course and OHSAS 18001 Lead Auditor Training Course. Besides RSPO, he is also qualified as ISCC lead auditor and SRA Lead Assessor. He have experience in other standards i.e. Global Gap Option 1 and 2 (Fruit, vegetable and aquaculture) and GMP B+ as team member. He has participated and presented paper regarding smallholder RSPO certification during RT 10 in Singapore and RT 11 in Medan, Indonesia in the experience sharing session. For this assessment he assess Mill and Estate best practices, supply chain, OSH, HCV, Legal, Environment, Social issues, stakeholder interview etc. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Ragu Erulappan – Team member

Ragu Erulappan is a fulltime employee with BSI Services Malaysia. He graduated from University Technology Malaysia. He attended internal RSPO training in 22 December 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training, ISO 14001 and ISO 18001 Lead Auditor Training. Currently he is an ISO 9001:2008, ISO 14001 and ISO 18001 Lead Auditor. He has more than 5 years of auditing experience since August 2010 covering Environment, Safety and Health, Legal aspects in various industries. He is involved as Environment, Safety and Health Auditor during the RSPO Assessment. For this assessment he assesses Mill and Estate OSH, Legal, and Environment aspects. He is able to speak and understand Bahasa Malaysia, English and Tamil.

Kelvin Lim Kok Wei – Team member

Kelvin Lim Kok Wei is a fulltime employee with BSI Services Malaysia. He graduated from University Tunku Abdul Rahman, Malaysia. He attended internal RSPO training in May 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training in February 2014, MSPO Lead Auditor training in March 2014 and OHSASA 18001 Lead Auditor training in March 2015. He has vast experience in auditing social aspects in plantation and mills since April 2014. Currently he is an ISO 9001:2008 and Medical Device auditor with BSI. He has involved in MSPO audits since May 2014 covering legal and social aspects. Recently he is involved as Social Auditor during the RSPO Assessment to assess the social aspects and legal issues. For this assessment he assessed legal issues, Social issues, workers consultation, Stakeholder Consultation and legal aspects. He is able to speak and understand Bahasa Malaysia, English, Mandarin and Bahasa Indonesia.

Accompanying Persons: Not Applicable.

Section 3 Assessment Findings

3.1 Details of audit results are provided in the following Appendix:

- RSPO P&C 2013 Summary of the Assessment – Appendix A
- Sime Darby Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid.

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

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2015 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process. The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest

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meeting among the community, RSPO and the Sime Darby was held on 22 July 2014. The process is on-going and monitored by RSPO. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period. BSI is also communicating with other Certification Bodies that auditing Sime Darby’s other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

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

BSI considers that Sime Darby complies with the RSPO requirements for Partial Certification rules.

3.3 Details of findings

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

During the re-certification assessment there was a minor nonconformity raised at Bukit Pelandok Estate. The Estates submitted Corrective Action Plans for the nonconformity. Correction was immediately carried out. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1159921N1	Requirements 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.	Minor
	Evidence of Nonconformity It was noted that the outlet discharge point for schedule waste store secondary containment was not adequately implemented whereby there is no stop valve at the area where schedule waste storage for SW 305 was found.	
	Statement of Nonconformity Bukit Pelandok Estate: Control method on the outlet discharge point for schedule waste store secondary containment was not adequately implemented. The close out evidence will be followed up during the next surveillance.	

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	Safety signs are continuously maintained well and clearly marked with walkways.
2	Operating units have achieved 5S Quality Environment Management System Certification.
3	The palm oil mill has maximised the use of renewable energy by consuming shell and fibre produced internally.
4	The company has good asphalt road at the housing site and road leading to the palm oil to facilitate and ensure the palm product transported efficiently.

Issues raised by Stakeholders

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Tanah Merah 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. 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 Appendix E.

IS #	Description
1	Issues Representative from Labour Department: Informed that there is no issue on legal compliance. Labour requirements are implemented in all estates and mill.
	Management Responses The management took note of the comment for continuous improvement.
	Audit Team Findings Positive feedback.
2	Issues Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.
	Management Responses The management treat all employees equally and no discrimination.
	Audit Team Findings No disputes were highlighted by foreign workers interviewed during field visit.
3	Issues Contractors: Contractors confirm payment is prompt as per agreed contract.
	Management Responses Payment is made as per the agreed terms.
	Audit Team Findings No other issues.
4	Issues School teacher: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	Management Responses Management assist wherever possible.

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	<p>Audit Team Findings No other issues.</p>
5	<p>Issues Workers union secretary: No pending disputes or any wage issues. Company follow the NUPW/MAPA agreement and minimum wage requirement.</p>
	<p>Management Responses Management always encourage union representative and workers to meet them to resolve any issue immediately and open for discussion.</p>
	<p>Audit Team Findings No disputes were raised by workers interview with them which indicate that the freedom to join union and procedure to voice out grievances is implanted.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1028798N0	<p>Requirements 5.3.2 Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.</p>	Minor
	<p>Evidence of Nonconformity At Tanah Merah Mill: Having identified pollutant from diesel storage, containment wall was build. However, during the visit to the diesel storage area on 4/1/2014 it was noted the diesel containment wall was cracked and this can cause diesel flowing out when there is any leakages from diesel tank in emergency situation. This was communicated to the Assistant Manager during the assessment.</p>	
	<p>Statement of Nonconformity Operational plan not fully implemented.</p>	
	<p>Action Taken The diesel containment wall was rectified immediately after the visit. Mill has developed action plan to monitor the condition of containment wall has to prevent the possibility of diesel leakages. The containment wall is in good condition during the visit to the diesel storage area. Store clerk inspect the bund weekly and keeps the records in log book. The operational plan was well implemented. The minor nonconformity was closed on 24 February 2015.</p>	

Observation	
OBS #	Description
1	<p>4.6.5: Annual medical surveillance was conducted on 6/3/2014 at PD Clinic. The report is at the clinic. Copy should be made available. ASA1: All the medical surveillance records are available at all operating units.</p>
2	<p>6.5.3: At Tanah Merah Estate, there are some inaccuracies in the water meters reading at housing site. ASA1: The person in charge for the meter reading was given training. No any inaccuracy issues were noted during this time.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01	Major	11/09/2008	Closed on 26/10/2008
CR02	Minor	11/09/2008	Closed on 26/10/2008
CR03	Minor	11/09/2008	Closed on 26/10/2008

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CR04	Minor	11/09/2008	Closed on 5/5/2011
CR05	Minor	5/05/2011	Closed on 24/3/2012
CR06	Minor	5/05/2011	Closed on 24/3/2012
1028798N0	Minor	7/03/2014	Closed on 24/2/2015
1159921N1	Minor	27/02/2015	"open"

Assessment Conclusion and Recommendation:

It is concluded that Tanah Merah Certification Unit and supply base complies with the RSPO P&C 2013, Malaysian National Interpretation (MY-NI 2010) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Tanah Merah Certification Unit is approved and continued.

Acknowledgement of Assessment Findings

Report Prepared by BSI

by Tanah Merah Certification Unit

Name:

Mr. Muftahuddin Bin Fakeh

Name:

A. Senniah

Company name:

Sime Darby Plantation Sdn. Bhd.

Tanah Merah Palm Oil Mill

Company name:

BSI Services Malaysia Sdn. Bhd.

Title:

Mill Manager

Title:

Lead Auditor

Signature:


SIME DARBY PLANTATION SDN. BHD.
(Company No. 947708-V)
KELABO MELAKA SIKUT TANAH MERAH

Signature:



27.03.2015

**MUFTAHUDDIN BIN FAKEN
MILL MANAGER**

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Commitment to Transparency			
Criterion 1.1:			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HGV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available. 16/12/2014 visited by DOSH for Mill inspection and approved machinery permits. Required information was submitted by the mill. 26/01/2015 visited by DOE and completed field citation form (Borang Selongkar) dated 26/1/2015 includes mill's DOE license requirements and compliance. Compliance was recorded. Estates were visited by DOSH visited on 21/8/2014 and required information was submitted to the regulatory body during the visit.</p>	Comply
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p>	<p>Records of request for information maintained in individual files by the chief clerk. Records of stakeholder requesting information recorded in the visitor's book. i.e. on 25/2/2015 internal property department requested for information on the estate boundaries and was attended by the manager on the same day. MPOB requested for information on the estate at BPE on 24/10/2014 and attended on the same day.</p>	Comply
Criterion 1.2:			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
1.2.1 Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance –	Publicly available management documents covers Land titles, OHS plans, EIA, SIA, HCV documentation, Pollution prevention and reduction plans, records of complaints and grievances, negotiation procedures, RSPO Public Summary Report, company policies and Continual improvement plans. All operating units have individual documents and records to demonstrate compliance to this indicator. Sime Darby Group documents are also accessible through website link: http://www.simedarby.com RSPO Public summary reports are publicly available on request at each certification unit and at the head office Plantation Sustainability and Quality Management (PSQM) Department.	Comply
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	Complied
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.		

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<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>Legal register covering the applicable local and international laws and regulations are available. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team.</p> <p>Mill:</p> <p>DOE license No. 000244 as per Sek. 18. EQA 1974 (Akta 127) (Expiry 30/6/2015). BOD limit for land application is 5,000ppm.</p> <p>Energy Commission license: MLK/2009/0018 (Expiry 14/12/15)</p> <p>MPOB 532379004000 (Expiry 31/8/15)</p> <p>Diesel storage permit NS(PD) 12/1999 SK (D) exp. 26/6/15</p> <p>Water Extraction Permit (Lesen Abstraksi Air Permukaan): Sek 7(4) No. BKSA-PD/700-11/2/1-45/2014/0161 exp. 1/4/15</p> <p>Compost Plant license (KB) as per Reg.6 EQ Reg. (Premis yang dotetapkan) (CPO), 1977 No. ASNS(B) 31/152/000/003</p> <p>All machineries have required license and inspection records.</p> <p>a) FMA (Noise Exposure) Regulation 1989 - Audiometric Test done on yearly basis. Reviewed test report dated 23/6/14 done by Kumpulan Jerai Sdn Bhd.</p> <p>b) Factory and Machinery (Notification, Certificate of Fitness and Inspections) Regulations, 1970, Regulations 10(2) i.e. PMT sampled PMT 2688 valid until 3/2/14 & PMD 877 valid until 3/5/15.</p> <p>c) FMA 1967 (Peraturan- Peraturan (Perakuan Kebolehan- Peperiksaan) Kilang dan Jentera, 1970, Perakuan Kebolehan Peraturan 5(2) i.e Boilerman Grade 2 certificate available e.g. for Registration No. NS/09/EIS/02/1.</p> <p>d) OSH (USECHH) Regulation 2000 requirements – Sighted CHRA report dated 7/9/10. Covered on personnel working in the Laboratory, Effluent Treatment Plant, Schedule waste, workshop and water treatment plant. Report prepared by Registered DOSH person Reg. No. JKPP IH 127/171-2(124)</p> <p>e) Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977 Competent Person for Effluent Treatment Plan – Assistant Manager have attended (CePPOME) on 2/2/14 & (CePPOMETS) on 30/9/13-5/10/13 by DOE.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>BP Estate</u></p> <p>a) OSH(USECHH) Regulation 2000 requirements – Sighted CHRA report dated 7/9/10. Covered on personnel working e.g. in the Chemical Mixer, Sprayer and Weeder. Report prepared by Registered DOSH person Reg. No. JKPP IH 127/171-2(124)</p> <p>b) Factory and Machinery (Notification, Certificate of Fitness and Inspections) Regulations, 1970, Regulations 10(2) i.e. PMT sampled PMT 3782 valid until 16/5/15.</p> <p>c) Peraturan-Peraturan Kawalan Bekalan 1974, Peraturan 9(2) – Permit Barang Kawalan Berjadual – Diesel permit NS(PD) 8/99 SK (D) for 18,200 Litre valid until 13/3/15. MPOB 530985002000 Exp. 30/6/2015</p> <p><u>Tanah Merah Estate</u></p> <p>a)_Peraturan-Peraturan Kawalan Bekalan 1974, Peraturan 9(2) – Permit Barang Kawalan Berjadual – Diesel permit for 15,000 Litre valid until 14/4/15 and Petrol Permit for 9,000 Litre valid until 14/4/15.</p> <p>b) Factory and Machinery (Notification, Certificate of Fitness and Inspections) Regulations, 1970, Regulations 10(2) i.e. PMT sampled PMT 63663 valid until 5/11/15.</p> <p>c) OSH(USECHH) Regulation 2000 requirements – Sighted CHRA report dated 7/9/10. Covered on personnel working e.g. in the Chemical Mixer, Sprayer and Weeder. Report prepared by Registered DOSH person Reg. No. JKPP IH 127/171-2(124)</p> <p>MPOB 558187011000 valid till 28/2/15 (Nursery) MPOB 52716400200 valid till 28/2/15.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	Complied
2.1.4	<p>A system for tracking any changes in the law shall be implemented. - Minor compliance -</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Bukit Pelandok consists of 7 land titles with 4 freehold and 3 leasehold such as (grant no. 228765 lot 11327, grant no. 197066 lot 11329, HSD 20056 PT3734). The land title stated all legal use for oil palm plantation. At Tanah Merah estate sighted land titles to cover the plantation area and mill (Lot No. 0008889 HM00161781, GRN 00248408, 161783, 197067, 228764, 161781, 32341, 1327, 32340, 32339, 238129, 76000, 1826, 32343).	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Field visit to 05A noted that boundary is visibly maintained and verified during the visit. Legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside Tanah Merah Estate and sharing the estate boundary. All the boundaries are visibly maintained as per company SOP.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			

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Criterion / Indicator	Assessment Findings	Compliance
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
Principle 3: Commitment to long-term economic and financial viability		
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, costs of production, etc.	Complied

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3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. At Bukit Pelandok estate next replanting in 2018/2019 at 56.16ha. AT Tanah Merah estate the replanting plan shows 2014/2015 no replanting. Replanting in 2015/2016 covers 232ha. and 2016/2017: 214ha. and 2017/2018: 164ha.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators. <u>Mill</u> Last DOE visit for year 2015 was on 26/1/15. No summons/major comments noted. Last DOSH visit for year 2015 was on 16/12/14. No summons/major comments noted. Action plan has been implemented & closed accordingly for the minor comments highlighted by DOE/DOSH during the above visits. <u>BP Estate</u> Last DOSH visit was on 21/8/14. No summons/major comments noted. As to date there was no DOE visit at BP Estate. <u>TM Estate</u> Last DOSH visit was on 14/10/14. Action plan has been implemented & closed accordingly for the minor comments highlighted by DOSH during the above visit. As to date there was no DOE visit at TM Estate.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance.</p> <p>Mill:</p> <p>MA visited on 18-19/12/2014 Report No. SOU14/TMM/01/14-15. Report includes monitoring of all activities in the mill. It was noted the mill OER slightly drop to 21% compared with the budget of 21.5%.</p> <p>16/12/2014 visited by DOSH – Mill inspection.</p> <p>26/01/2015 visited by DOE mshahrul@doe.gov.my (Mohd Shahrul Faizi Bin Sukhaimi) Borang Selongkar dated 26/1/2015.</p> <p>Internal RSPO audit was conducted on 9/12/2014 by the RSPO & Certification Unit, PSQM.</p> <p>BPE:</p> <p>BPE: JKPP visited on 21/8/2014.</p> <p>Internal QSHE audit was on 24/6/2014. Security visit was conducted by the Southern Region security Manager on 5/2/2015. No any security problem noted. External security visit was conducted by police officer on 21/11/2014.</p> <p>PA visit: 25-27/8/2014</p> <p>Agronomist: 16-17 February 2015</p> <p>TME:</p> <p>PA visited on 11-15/8/2014 Report No. 01/14-15</p> <p>Agronomist visited on 29 December 2014.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p>- Major compliance -</p>	<p>No third party FFB received. All the FFB are from own certificate scope and from Sime Darby's adjacent certified estates from other certificate scope.</p>	<p>Complied</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p> <p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p> <p>- Minor compliance -</p>	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield</p>	<p>Complied</p>

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4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	BPE: Fertilizer application follows the recommendation from the R&D department. Records verified shows that 3/11/2014 field 2001C applied with Ammonium Chloride covering 28.78ha at the rate of 2.25kg/ha. TME: In Tanah merah estate, the application of fertilizer has been recorded in the application program form. The application of fertilizer for the 1 st quarter of 2015 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in August 2014 as per recommendation.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on 7/1/2015 – 20/2/2015 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last was done in June 2010.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application only applied to selected fields at the estates. Average about 45mt/ha EFB applied.	Complied
Criterion 4.3:			
Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. The slope ranging from 0°-2°: 15%; 2°-6°: 56%; 6°-12°: 27%; 12°-20°: 1%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as <i>muccuna</i> and soft grasses and ferns.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office. Mill has constructed concrete road leading to the mill.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Complied

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4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no soil categorised as problematic or fragile soil at all estates visited.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd carry out water analysis of the river (upstream and downstream) water sample to reflect the estates and mills current activities which may have negative impacts. All operating units maintained monthly rainfall monitoring data. Rainfall monitored and records are sent to agronomist. The rainfall records show high rainfall during the month of November, December and January. Water supplies for estate and mill housing were from Government water supply. Mill: 2 nd half review for the 2014/2015 conducted on 30/1/2015. Items included are inspection of water leakages, overflow, and water usage for mill cleaning, awareness training on water conservation. TME: Analysis dated 13/2/2015 Report number: PL87/2015. No pesticide detected. BOD>1ppm. Microbiological analysis dated 13/2/2015 Report number: ML46/2015 shows e-coli, total coliform and fecal coliform not detected. BPE: Water Management Plan FY 14/15 has been established on the 1/7/14. The plan included Natural stream monitoring to ensure no pollution to the environment, rain water harvesting, and contingency plan for drinking water during water shortage.	Complied
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Buffer zones are marked with red paint and signage erected. Reference was made to Department of Irrigation and Drainage regulations and guidelines from the state authorities. Reinstatement of riparian strips as per Sime Darby plantation's policy at both side of the stream during replanting is implemented. This was observed during the field visit to the replanted area. Visit to the river at confirm that the buffer zone was reinstated during replanting and well managed. Use of agrochemical has been ceased and replaced with manual weeding along the buffer strip.	Complied
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	The permit allows the mill to use the POME for land application with BOD 5,000mg/L. The BOD reported is 870mg/L. Quarterly reports are sent to DOE.	Complied

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4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water usage was ranging from 1.17 to 1.37m ³ /mt FFB processed. The target set was 1.5m ³ /mt FFB processed. The mill has achieved the target ration.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	Similar to last assessment, the IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> have been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> (4.5.1 & 4.5.2). It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. training provided by the R&D department on 24/2/2015, Attended by 26 personnel including managers, assistants, staff and workers.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimise effect on non-target species.	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	BPE: Pesticide use is recorded in the field costing book. Information includes date, area treated, quantity of a.i applied per ha and number of application annually such as selective spraying carried out in the month of June 2014 at field 1997A covering 47.25ha. 0.077L a.i/ha applied. TME: The record of pesticide use was available. The pesticide used has been reduced from last financial year with average 0.12 ai/ha to this financial year 14/15 that average less than 0.1 ai/ha.	Complied

Criterion / Indicator	Assessment Findings	Compliance
4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	Complied
4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. At the time of assessment there were no class 1a or 1b pesticides. Alternatives such as Glyphosate were used with the elimination of Paraquat.	Complied
4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipments and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	Complied
4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying.	complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders. Employees handling pesticide given knowledge and skill required by the R&D Department and OSH Department to cover safe handling practices and standard operating procedures. Last training was conducted on 23-24 February 2014.	Complied

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4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management dispose waste material as per regulation for schedule waste and domestic waste.	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Mill: Annual Occupational Medical Surveillance program has been conducted accordingly. Last medical surveillance done on 12/1/15 by Occupational Health Doctor DOSH Reg. No. JKKP HQ/08/DOC/00(28). Result of the Medical Examinations found to be Normal in acceptable limits. BPE: Annual Occupational Medical Surveillance program has been conducted accordingly for pesticide operators and workshop workers. Last medical surveillance done on 20/1/15 by Occupational Health Doctor DOSH Reg. No. JKKP HQ/08/DOC/00(28). Result of the Medical Examinations found to be Normal in acceptable limits. TME: Annual Occupational Medical Surveillance program has been conducted accordingly for pesticide operators and workshop workers. Last medical surveillance done on 15/12/14 by Occupational Health Doctor DOSH Reg. No. JKKP HQ/08/DOC/00(28). Result of the Medical Examinations found to be Normal in acceptable limits.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female pesticide operators. However, interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	HSE policy in place with effective April 2011. Health and safety plan covering all activities been documented and implemented, and effectively monitored. Noted the S&H Policy were well communicated among employees and been displayed at relevant departmental notice boards.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Mill: Risk assessment sampled department Reception, Sterilizer and Threshing Station. Noted activities, Hazard, risk analysis been adequately covered. Last review was done on 30/1/15 during the management review meeting and the management agreed to maintain the existing risk assessment. Control measures been adequately monitored for the identified risks.</p> <p>BPE: Risk assessment sampled department Pest & Diseases, Workshop and Harvesting. Noted activities, Hazard, risk analysis been adequately covered. Last review was done on 17/12/14 and the management agreed to maintain the existing risk assessment. Control measures been adequately monitored for the identified risks.</p> <p>TME: Risk assessment sampled department Harvesting, Workshop and Weeding. Noted activities, Hazard, risk analysis been adequately covered. Last review was done on 21/10/14 and the management agreed to maintain the existing risk assessment. Control measures been adequately monitored for the identified risks.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Mill: All workers involved in the operation has been adequately trained in safe working practices and PPE issuance been adequately provided for the workers. Sampled for workers at workshop and store. Found that the PPE issuance record was available for the sampled workers. ERP training 12/2/2015 attended by all employees at mill.</p> <p>BPE: All workers involved in the operation has been adequately trained in safe working practices and PPE issuance been adequately provided for the workers. Sighted PPE training record for Chemical spraying workers dated 28/3/14. Found that the PPE issuance record was available for the sampled workers.</p> <p>TME: All workers involved in the operation has been adequately trained in safe working practices and PPE issuance been adequately provided for the workers. Sighted PPE training record for pesticide spraying workers dated 4/2/15. Found that the PPE issuance record was available for the sampled workers.</p> <p>Sighted Training on Safe Work Practise for Cutting Palm Oil Fruits on 21/10/14 attended by Harvesters.</p>	<p>Complied</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager at each of the operating units are appointed as OSH Coordinators. Mill: Members of OSH committee were clearly identified from employer and employee representatives. Periodical OSH committee meeting been conducted on quarterly basis. Sighted minutes OSH Committee meeting dated 15/12/14 & 17/9/14.</p> <p>BPE: Members of OSH committee been clearly identified from employer and employee representatives. Periodical OSH committee meeting been conducted on quarterly basis. Sighted minutes OSH Committee meeting dated 17/12/14 & 18/9/14.</p> <p>TME: Members of OSH committee been clearly identified from employer and employee representatives. Periodical OSH committee meeting been conducted on quarterly basis. Sighted minutes OSH Committee meeting dated 5/12/14 & 9/9/14.</p>	<p>Complied</p>

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<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Mill: Emergency Preparedness and Response procedure with effective date 1/6/09 has been clearly established and communicated to all workers. Fire drill been conducted on yearly basis. Last done on 12/2/15. Drill report available and overall result of the drill was successful. ERP organization chart, assembly area and location of fire extinguishers and contact numbers available and displayed at relevant locations. First aiders competency certificate available e.g. for office operator. First aid equipment available at worksites e.g. at Laboratory and Store.</p> <p>So far no incident occurred as to date since 2013. JKPP 8 for year end 2014 has been faxed to DOSH Putrajaya on 30/1/15.</p> <p><u>BPE:</u> Emergency Preparedness and Response procedure has been clearly established and communicated to all workers. Fire drill been conducted on yearly basis. Last done on 27/1/14. Drill report available and overall result of the drill was successful. Fire drill for year 2015 is scheduled to be done in March 2015.</p> <p>ERP organization chart, assembly area and location of fire extinguishers and contact numbers available and displayed at relevant locations. First aiders competency certificate available e.g. for storekeeper. First aid equipment available at worksites e.g. at Workshop and Store.</p> <p>For year 2015 one incident occurred on 4/2/15 involving Estate Clerk – Fell Down from Motorbike during on the way to estate and the JKPP 6 was been submitted to DOSH on 13/2/15. JKPP 8 for year end 2014 has been submitted to DOSH Putrajaya on 24/1/15.</p> <p><u>TME:</u> Emergency Preparedness and Response procedure has been clearly established and communicated to all workers. Fire drill training last done on 14/2/14. Drill report available and overall result of the drill was successful. Fire drill for year 2015 is scheduled to be done in March 2015.</p> <p>ERP organization chart, assembly area and location of fire extinguishers and contact numbers available and displayed at relevant locations. First aiders competency certificate available e.g. for storekeeper. First aid equipment available at worksites e.g. at Workshop and Store.</p> <p>For year 2015 one incident occurred on 5/1/15 involving Harvester during working – injury due to fallen frond on the leg during cutting and the JKPP 6 was been submitted to DOSH on 9/1/15. JKPP 8 for year end 2014 has been submitted to DOSH Putrajaya on 5/1/15.</p>	<p>Complied</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance Berhad. All workers working in the mill are adequately covered with medical care and accident insurance e.g. via SOCSO and FW072791 Foreign worker Compensation Scheme by RHB that valid from 1/7/14 to 30/6/15.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics displayed at the operating units and reported to head office. Zero fatal accident was recorded. Common minor injury such as thorn prick records at clinic verified. Mill: Last LTI occurred on 20/4/13 for 48 hours. Total man-hours without LTI as at 23/2/15 are 526064 hours. BPE: Total LTI as to date is 192 hours (due to 1 incident on 4/2/15). Total man-hours without LTI as at 24/2/15 are 88,756 hours. TME: Total LTI as to date is 40 hours (due to 1 incident on 5/1/15). Man-hours calculation chart is updated on monthly basis. Total man-hours without LTI as at 30/1/15 are 117,105 hours.	Complied
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.			
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied.	Complied

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<p>4.8.2 Records of training for each employee shall be maintained. - Minor compliance -</p>	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and r estates visited covers all aspect of training and RSPO P&C. Mill: 1. Training need and plan dated 17/2/2015 as per Form RM-01/TNP - Estate Quality Management System Sub-section 6.1 Appendix 6.2.2 Version 1, Year 2008 Issue 1 (2008). 2. SCCS Training 26/1/2015 3. Gender Committee briefing on how to report harassment. 4. Fire fighting 20/1/2015. 5. Contractor safety training 23/5/2014 and 18/12/2014. 6. Training on roles and responsibility of OSH Committee. 7. Training on regulatory compliance documentation 19/11/2014 8. Cadet Planters field visit and Briefing 15/10/2014 9. ETP Assessment Training by R&D 4-5/9/2014. Estate: IPM training 24/2/2015 Safe Agrochemical Handling Training 24/2/2015 Harvesting Training 14/2/2015 First Aid Training 6/1/2015, Evaluation form (RM-01/TNP) prepared and attached shows the participants understanding.</p>	<p>Complied</p>

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

Criterion 5.1:

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

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Criterion / Indicator		Assessment Findings	Compliance
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Mill: Environmental impact assessment sampled for Kernel Plant and Press Station. Noted activities, impact analysis been adequately covered.</p> <p>Last review was done on 30/1/15 during the management review meeting and the management agreed to maintain the existing EIA. Control measures been adequately monitored for the identified aspect and impact.</p> <p>BPE: Environmental impact assessment sampled for Workshop, Weeding and Spraying. Noted activities, impact analysis been adequately covered. Last review was done on 9/12/14 and the management agreed to maintain the existing EIA. Control measures been adequately monitored for the identified aspect and impact.</p> <p>TME: Environmental impact assessment sampled for Harvesting & Collection and Field – Weeding and Spraying. Noted activities, impact analysis been adequately covered. Last review was done on 16/12/14 and the management agreed to maintain the existing EIA. Control measures been adequately monitored for the identified aspect and impact.</p>	Complied
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	The continuous implementation of the improvements activities were checked during the field and document audit. Examples of the improvement include reinstatement of riparian buffer zones, construction of oil traps, management of schedule waste etc. The responsible person is the Assistant Manager.	Complied
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	An environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year to reflect the results of monitoring operational changes that may have positive and negative environmental impacts. The latest review for FY 2014/2015 was done on 25/1/2015	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV Toolkit for Malaysia by WWF – Malaysia was used for the HCV assessment. There was an appropriate consultation process for identification, management and monitoring of HCVs. Review was conducted in the month of February 2015.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	There were no HCV area within the mill and plantation. Conservation area 4.53 ha is maintained mainly water-log and steep area. There is no any ERT identified within the plantation. There is no ERT in the conservation area. The surrounding areas are well developed for housing and occupied by smallholders planted with rubber and Durian. Common species found in the conservation areas are long tail monkeys, wild boar (<i>Sus scrofa</i>), Black Cobra (<i>naja sp.</i>) and monitor lizard. River of Life (ROL) project was implemented in tanah merah estate with the collaboration with Wild Asia since 2005 was still maintained.	Complied
5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signages as well as routine patrolling activities were utilised as part of creating awareness among employees and maintain HCVs.	Complied
5.2.4 Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	The management plan of monitoring plan has been prepared and the monitoring record to be conducted on the following as the reassessment report has been received recently. The biodiversity management plan FY 14/15 has been prepared on the 1/7/14 by assistant and approved by manager. The plan includes monitoring of buffer zone area and conservation area in the estate and surrounding area.	Complied
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		

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Criterion / Indicator	Assessment Findings	Compliance
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>Documented identification of all wastes were reflected in the Waste Management Plan for the 2014/2015.</p> <p>Mill: All waste products and sources of pollution has been identified and documented accordingly. Sighted 5th schedule (Regulation 11) – Inventory of Schedule wastes has been recorded and updated accordingly.</p> <p>E.g. of waste products are Spent lubricants from Workshop, Spent IPA from Laboratory and Spent Rags from Workshop.</p> <p>BPE: All waste products and sources of pollution has been identified and documented accordingly. Sighted 5th schedule (Regulation 11) – Inventory of Schedule wastes has been recorded and updated accordingly.</p> <p>E.g. of waste products are Spent lubricants from Workshop and Spent Rags from Workshop</p> <p>TME: All waste products and sources of pollution has been identified and documented accordingly. Sighted 5th schedule (Regulation 11) – Inventory of Schedule wastes has been recorded and updated accordingly.</p> <p>E.g. of waste products are Spent lubricants from Workshop and Oil Filter from Workshop</p>	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p>All chemical containers are disposed as per the company procedures. Most of the agrochemical containers are recycled for pre-mixing agrochemicals. Recycling is only for the same purpose.</p>	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p>Scheduled waste is managed well with designated storage area at the mill and each of the estates not to less than 180 days in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector.</p> <p>However, it was noted that the outlet discharge point for schedule waste store secondary containment was not adequately implemented whereby there is no stop valve at the area where schedule waste storage for SW 305 was found. Nonconformity was raised.</p>	Non-Compliance raised
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>The mill production output records and the boilers operational records were monitored monthly. The use of fossil fuels and renewable energy in place and monitored. Target ration is 6.71%. At the moment the mill has achieved 6% for renewable energy use. Fossil fuel usage target was 0.30% and the mill achieved 0.27% by reducing the fossil fuel usage.</p>	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		

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Criterion / Indicator		Assessment Findings	Compliance
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted during the field visit and facility visit.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Effluent Analysis Report done by 3 rd party Sime Darby Research Sdn Bhd. Sampled test report no. EP70/2015 and EP19/2015. Result of BOD level was within the allowable limit. Form AS.4 was submitted quarterly to DOE. Sighted report submitted to DOE for 4 th quarter dated 5/1/15, 3 rd quarter dated 7/10/14, 2 nd quarter dated 7/7/14 & 1 st quarter dated 10/4/14. Isokinetic Stack monitoring done half yearly by SEMC Sdn Bhd for Stack 1 & 2. Stack 2 - Sighted report dated 28/8/14 & 21/2/14 Stack 1 – Sighted report dated 18/7/14 & 29/1/14 Result of Dusk concentration level emitted at stack leading from Boiler No.2 (BMWT 0078) was found to exceed the limits of Malaysian Environmental Quality (Clean Air) Regulation 2014 of 0.050g/Nm3 as per report dated 28/8/14. However the management has established the action plan to comply with regulation requirement by 2016 to comply with the sub regulation 4 (2) whereby the owner or occupier of the premise is given 5 years grace period to comply with this new regulation.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been documented. It was noted that the PSQM Department from HQ have established plans for implementation and monitoring of GHG emissions.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Tools and systems used to monitor significant pollutants includes the DOE CEMS monitoring system for air emissions, water quality at discharge points as per DOE regulations and Scheduled Waste disposal as per the DOE requirements. POME is treated using aerobic and anaerobic ponds. Effluent waste-water samples were taken as per DOE requirement and quarterly reports sent to DOE.	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The Social Impact Assessment was carried out on 7-9 Oct 2014 with the participation of affected parties i.e stakeholders, estate management & staff, field workers, government agencies, neighboring villagers and being internally reviewed on yearly basis as per recommendation. The PSQM department is responsible to perform the SIA assessment. The social action plan contains a time table with person responsible to manage and monitor each issue. The Mill Social Action Plan for 2014/15 financial year prepared on 02 December 2014 has included new issues raised by stakeholders with timeframe for action. Completed issues have been removed from the plan to address the previous observation raised. The estate social action plan for 2014/15 was updated on the 2/1/15 after the stakeholder meeting.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Assessment also covered social amenities, environment, road users, employee changes, safety and health issues, surrounding communities, government official, police, labour department, health department, contractors and suppliers	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Based on the SIA findings and recommendation from the consultant, a timetable with responsibilities for mitigation and monitoring of the social impacts were developed and reviewed as necessary. The assistant manager is responsible for the social issues and communication with the stakeholders. Social action plan FY 14/15 has been prepared on the 1/7/14. The issues from the external and internal stakeholder such as government agency, contractor, village representative, Worker representative has been included in the plan and with the action plan. The issues such as additional guard house has been included in the budget 15/16, pot holes on the roads and road access by the workers and villages has been approved.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plans reviewed in June 2014. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Tanah Merah Certification Unit.	Complied
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Documented consultation and communication procedures "Handling Social Issues" SOP dated 01 Nov 2008 was established and available.	Complied

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6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsibility to ensure effective implementation of the SOP is the respective Mill and Estate Managers assisted by social officers. The Social Officer of the respective operating unit handles social issues of the mill and estates.	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	List of stakeholders updated and maintained. The previous observation was addressed effectively. Records of meetings were maintained. The records are available in the Social Management Plan files at the respective operating units.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	SOP is as per in 6.4.1 above.	Complied

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6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Documentation of pay and conditions such as pay slips, shows gross pay, net pay, leave, medical leave pay etc are maintained by the company.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Employment contract are available in languages understood by workers. Pay and conditions explained to workers by the operating units. Basic daily pay was verified to be in accordance with the Minimum Wage Order 2012.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through piping. The water tanks are provided for storage purpose.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Accesses to food for the workers are considered adequately and sufficiently.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Worker Union was formed by the workers. Formal meeting with the management was conducted on 25/8/2014 attended by 10 union representatives including foreign workers representative.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Operating units are complied with the minimum age requirement. No employees below the age of 18.	Complied

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Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview confirmed that contractors/suppliers and workers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Contributions are regularly made to school activities and community activities. This was confirmed by school teachers and local community during interview. Company also allow access to local community to access through the estate roads. Consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No scheme smallholders.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
Principle 7: Responsible development of new plantings Tanah Merah Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this recertification assessment.			

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Criterion / Indicator	Assessment Findings	Compliance	
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Similar to last assessment all estate are not using paraquat. This is one of the major commitments by all the operating units to stop using paraquat. Environmental impacts of the operations were identified. Environmental Impact Management details the impact mitigation measures and actions required to improve environmental performance for the identified significant impacts. Yield is optimised.</p>	<p>Complied</p>

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Appendix B: Sime Darby Plantation Sdn. Bhd. Time Bound Plan

TIME BOUND PLAN – Certification Units in Malaysia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sg Dingin	Certified 2010	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011	Perak
6	Selaba	Certified 2011	Perak
7	Tennamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010	Selangor
10	West	Certified 2010	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang
14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Pagoh	Certified 2014	Johor
21	Chaah	Certified 2010	Johor
22	Gunung Mas	Certified 2010	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008. Recertification completed.	Sabah
27	Melalap	Certified 2011	Sabah
28	Binuang	Certified 2009. Recertification completed.	Sabah
29	Giram	Certified 2009. Recertification completed.	Sabah
30	Merotai	Certified 2009. Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantations)	Certified 2010	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010	Sanggau District – West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera
6	Sukamandang (PT. Kridatama Lancar)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
7	Pematang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2011	Rokan Hilir District – Riau
9	Teluk Bakau (PT. Bhumireksa Nusa Sejati)	Certified 2011	Indra Giri Hilir District – Riau
10	Mandah (PT. Bhumireksa Nusa Sejati)	Certified 2014	Indra Giri Hilir District – Riau
11	Angsana Mini (PT Sajang Heulang)	Certified 2011	Tanah Bumbu District – South Kalimantan

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12	AngsanaPT Ladangrumpun Suburabadi	Certified 2011	Tanah Bumbu District – South Kalimantan
13	Mustika (PT Sajang Heulang)	Certified 2013	Tanah Bumbu District – South Kalimantan
14	Gunung Aru (PT Bersama Sejahtera Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2011	Kotabaru District – South Kalimantan
16	Blang Simpo (PT Padang Palma Permai)	Certified 2013	Aceh Tamiang, Nangroe Aceh Darussalam
17	Pondok Labu (PT Paripurna Swakarsa)	Certified 2012	Kotabaru District – South Kalimantan
18	Selabak (PT Swadaya Andhika)	Certified 2012	Kotabaru District – South Kalimantan
19	Rantau (PT Laguna Mandiri)	Certified 2012	Kotabaru District – South Kalimantan
20	Betung (PT Laguna Mandiri)	Certified 2014	Kotabaru District – South Kalimantan
21	Ungkaya (PT Tamaco Graha Krida)	Certified 2012	Morowali District – Sulawesi Tengah
22	Ladang Panjang (PT Bahari Gembira Ria)	Certified 2012	Muaro Jambi District - Jambi
23	Rantau Panjang (PT Guthrie Pecconina Indonesia)	Certified 2012	Musi Banyuasin District – South Sumatera
24	MAS (PT Mitra Austral Sejahtera) The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Regular discussions is ongoing between Sime Darby Plantation and the project affected communities.	2015	Sanggau District – West Kalimantan RSPO Certification Target Date for PT MAS The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved. Progress Update (Sept 2014 – March 2015) Regular discussions are ongoing between Sime Darby Plantation and the project affected communities (PAC). The most recent SDP-PAC meeting was held on 23 Feb 2015. SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities. On the community request for DSF mediation (from 2 out of 9 villages), ref letter to RSPO 12 June 2014. SDP visited the communities on 27 August 2014 to listen and have a better understanding on the requests from these two communities and the subsequent meeting with the communities of Entapang and Kerunang was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee meetings and will continue to engage directly with SD. SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint. RSPO Secretariat is well informed on the progress of these matters through regular briefing and progress reports. To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters.
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

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Appendix C: Sime Darby Plantation Sdn Bhd – SOU 14 Tanah Merah Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Tanah Merah palm Oil Mill
 Ladang Tanah Merah,
 71709 Port Dickson, Negeri Sembilan,
 MALAYSIA

BSI RSPO Certificate No: SPO 541905

Date of Initial Certificate Issued: 19 May 2010

Date of Expiry: 18 May 2015

RSPO membership number: 1-0008-04-000-00

Applicable Standards: RSPO P&C 2013; RSPO P&C MY-NIWG 2010; RSPO Supply Chain Certification Standard November 2014 Module D - CPO Mills: Identity Preserved

Tanah Merah Palm Oil Mill and Supply Base					
Location Address	Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.				
GPS Location	Longitude: 101° 47' 34.03"E Latitude: 2° 39' 19.09"N				
CPO Tonnage Total	32,421				
PK Tonnage Total	8,255				
CPO Claimed for Certification	32,421				
PK Claimed for Certification	8,255				
Own estates FFB Tonnage	125,097				
Scheme Smallholder FFB Tonnage	-				
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)	25,000				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Tanah Merah	3,197.91	307.00	837.61	4,342.52	88,311
Bukit Pelandok	1,605.86	136.14	121.00	1,863.00	36,786
TOTAL	4,803.77	443.14	958.61	6,205.52	125,097

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Appendix D: Assessment Plan

PRELIMINARY AGENDA (Revision 1)					
Date	Time	Subjects	Senniah	Kelvin	Ragu
Monday 23/2/2015	AM PM	BSI Team travelling to the accommodation site. BSI Team meeting external stakeholder	√	√	√
Tuesday 24/2/2015	08.30 – 09.00	Opening Meeting: Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).	√	√	√
	09.00 – 12.00	Tanah Tanah Merah Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Tanah Merah Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 25/2/2015	08.30 – 12.00	Bukit Pelandok Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Bukit Pelandok Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√
Thursday 26/2/2015	8.30 – 12.00	Tanah Merah Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.00 – 14.00	Lunch	√	√	√
	13.00 – 16.30	Tanah Merah Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Meeting	√	√	√
Friday 27/2/2015	8.30 – 11.00	Continue Document Audit. Verify any outstanding issues. Verify time bound plan & issue relevant to partial certification.	√	√	√
	11.00 – 13.00	Audit Team Discussion	√	√	√
	13.00 – 14.00	Lunch and Friday Prayers	√	√	√
	14.00 – 15.30	Prepare for closing meeting.	√	√	√
	15.30 – 16.30	Closing meeting	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Tanah Merah Certification Unit Management team and Staff Representatives from Sustainability Department On site compliance executives Mill Manager and Assistants Estate Managers and Assistants Facility Administrators Gender Committee Representatives Hospital Assistant Male and Female workers Kindergarten Teacher Workers Union Representatives Onsite NUPW secretary AMESU Representative</p>	<p>Local Communities</p> <p>Temple Committee Representative Kampung Jangling Village Representative</p>
<p>Government Departments</p> <p>Police Representative District Labour Office Government School Headmistress Ministry of Human Resource</p>	<p>Contractors</p> <p>Housing contractor General Supplier FFB Transport contractor Engineering work contractor</p> <p>External Stakeholders</p> <p>GreenPalm Social NGO AMESU NUPW MAPA</p>

Appendix F: Tanah Merah Palm Oil Mill Supply Chain Assessment (Module D – CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). 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. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Tanah Merah mill only receives certified FFB. Therefore 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</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil 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.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) 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 site's procedures for the implementation of this standard. 	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Tanah Merah Palm Oil Mill.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Tanah Merah Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Tanah Merah mill have system to verify at the weighbridge.</p>

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D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the.
D.5 Record keeping	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Tanah Merah Palm Oil mill. PK is sold to Sime Darby Futures Trading. Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Certified Palm Production – Feb. 2014 – Jan. 2015 (ASA4)

MILL	CAPACITY & Supply Chain Model	CPO	PK
Tanah Merah Palm Oil Mill	30mt/hr Identity Preserved (IP)	31,732	7,615

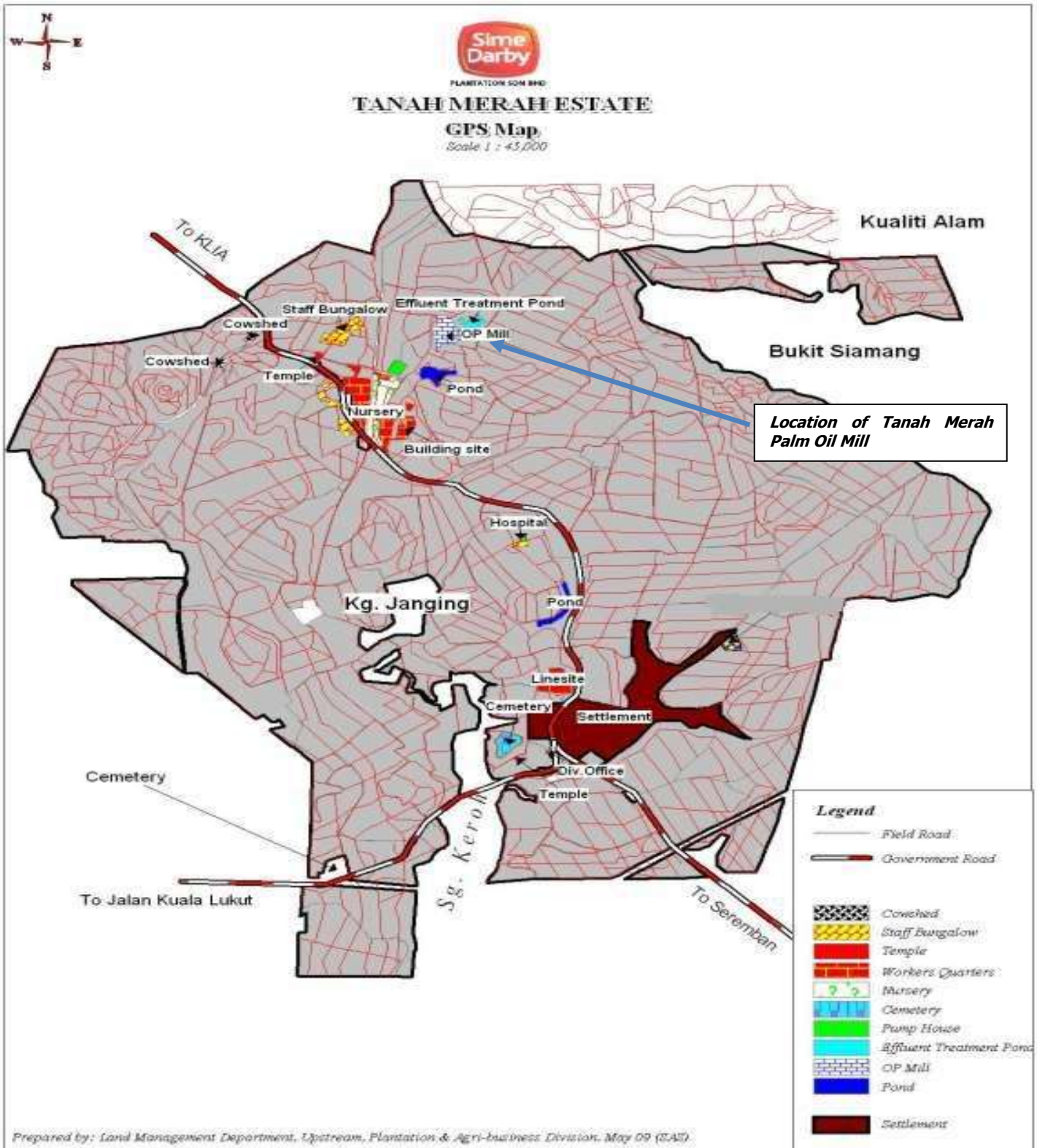
Actual Sales of Certified Palm Products – Feb. 2014 – Jan. 2015 (ASA4)

MILL	Certified CPO Sales	Certified PK Sales	Remarks
Tanah Merah Palm Oil Mill	500mt (Confirmed sales through eTrace)	728mt	Sales of certified palm products in eTrace.

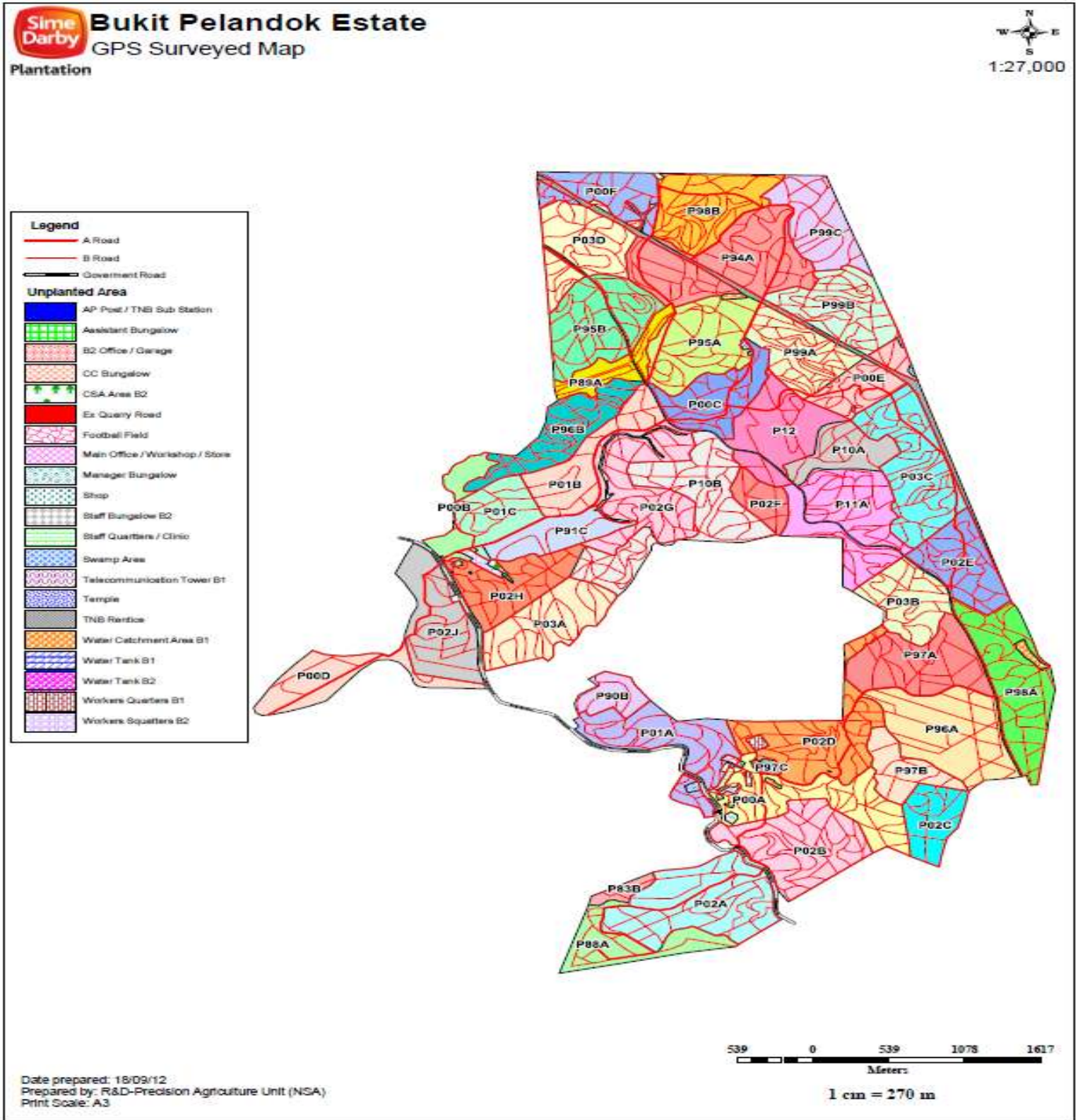
Actual Certified FFB Received Monthly – Feb. 2014 – Nov. 2014 (ASA4)

Month	Tanah Merah	Bukit Pelandok	PD Lukut	Siliau	Salak	New Labu	Labu	Bradwall	Sua Betong	Tampin Linggi	Sg. Bharu	Sepang	Sengkang	Total FFB/Month
January 2014	6,592	2,592	732	74	84	0	0	0	110	0	0	0	0	10,184
February 2014	6,932	2,863	858	774	958	0	0	24	1101	0	0	0	79	13,589
March 2014	6,202	2,341	723	0	1,095	395	480	63	0	93	0	0	0	11,392
April 2014	6,262	2,764	858	0	526	1,014	1,722	0	0	0	0	0	0	13,146
May 2014	6,913	2,718	783	0	844	0	0	0	0	0	0	0	0	11,258
June 2014	7,739	3,237	1,209	0	1,179	0	0	211	96	0	28	0	142	13,841
July 2014	7,812	3,817	1,753	0	0	0	0	0	0	0	0	0	886	14,268
August 2014	7,097	3,035	2,553	143	0	0	0	0	426	32	0	0	54	13,340
Sept. 2014	6,982	3,360	1,875	0	0	69	0	0	0	0	0	161	0	12,447
Oct. 2014	6,042	3,383	1,294	0	235	0	0	0	0	0	0	0	0	10,954
Nov. 2014	6,670	2,541	0	0	626	0	0	0	0	0	0	0	0	9,837
Dec. 2014	6,894	2,746	109	374	1,046	0	0	393	175	261	0	0	180	12,178
Total	82,137	35,397	12,747	1,365	6,593	1,478	2,202	691	1,908	386	28	161	1,341	146,434

Appendix H: Tanah Merah Estate Field Map



Appendix I: Bukit Pelandok Estate Field Map



Appendix J: List of Abbreviations Used

AMESU	All Malaysian Estate Staff Union
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
BPE	Bukit Pelandok Estate
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malaysian Agriculture Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NUPW	National Union of Plantation Workers
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
TME	Tanah Merah Estate