

RSPO PRINCIPLE AND CRITERIA**3RD ANNUAL SURVEILLANCE ASSESSMENT (ASA3_1)
Public Summary Report**

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
Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill Locked Bag 39, Suanlamba Dictrict 90009 Sandakan Sabah, Malaysia

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Section 1: Scope of the Certification 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	Strategic Operating Unit (SOU 26) - Sandakan Bay Palm Oil Mill. Locked Bag 39, Suanlamba District 90009 Sandakan, Sabah, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr.Hudal Firdaus Lahuri (Mill Manager)		
Website	www.simedarby.com	E-mail	shylaja.vasudevan@simedarby.com kks.sandakan.bay@simedarby.com
Telephone	03-78484379 (Head Office) 089-622276/247225 (Mill)	Facsimile	03-78484356 (Head Office) 089-622276 (Mill)

2. Certification Information			
Certificate Number	RSPO 537872	Date	01/10/2008
Scope of Certification	Palm Oil and Palm Kernel Production from Sandakan Bay Palm Oil Mill and Supply Base (Segaliud Estate, Sentosa Estate, Tigowis Estate, Tun Tan Estate, Tunku Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil	n/a	n/a	n/a

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3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Sandakan Bay Palm Oil Mill	Locked Bag 39, Suanlamba District, 90009, Sandakan, Sabah, Malaysia	E 118°10' 20"	N 5° 45' 20"
Segaliud Estate	WDT 250, 90009, Sandakan Sabah, Malaysia	E 117°45' 20"	N 5° 43' 33"
Sentosa Estate	Locked Bag 39, Suanlamba District, 90009, Sandakan, Sabah, Malaysia	E 118°10' 21"	N 5° 43' 44"
Tigowis Estate	Locked Bag 39, Suanlamba District, 90009, Sandakan, Sabah, Malaysia	E 118°07' 49"	N 5° 57' 1"
Tun Tan Estate	Locked Bag 39, Suanlamba District, 90009, Sandakan, Sabah, Malaysia	E 118°10' 20"	N 5° 45' 20"
Tunku Estate	Locked Bag 39, Suanlamba District, 90009, Sandakan, Sabah, Malaysia	E 118°10' 20"	N 5° 45' 20"

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planted
Segaliud Estate	3,149.86	1,158.19	4,308.05	261.19	250.89	4,820.13	89.38
Sentosa Estate	2,363.30	771.38	3,134.68	74.64	337.21	3,546.53	88.39
Tigowis Estate	1,410.29	473.35	1883.64	9.93	180.45	2,074.02	90.82
Tun Tan Estate	1,540.71	1,261.59	2,802.30	4.74	336.19	3,143.23	89.15
Tunku Estate	2,302.87	505.39	2,808.26	30.00	364.79	3,203.05	87.67
Total	10,767.03	4,169.90	14,936.93	380.50	1,469.53	16,786.96	88.98

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3*	4 - 10*	11 - 20	21 - 25	26 - 30	Estimated (July 2015- June 2016)	Actual (July 2015 – June 2016)	Forecast (July 2016 – June 2017)
Segaliud Estate	1,158.19	1,313.38	712.79	1,275.10	28.00	67,548	46,298.91	51383.43
Sentosa Estate	771.38	395.34	0	1967.96	0	44,559	39,276.91	41,096.80
Tigowis Estate	473.35	521.73	0	888.56	0	26,032	17,344.15	19,300.00
Tun Tan Estate	1,261.59	0	0	1,540.71	0	27,981	26,600.16	25,470.00
Tunku Estate	505.39	549.38	0	1,753.49	0	39,438	33,632.86	34,009.19

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6.Certified Tonnage									
Mill	Estimated (July 2015-June 2016)			Actual (July 2015 – June 2016)			Forecast (July 2016 –June 2017)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Sandakan Bay POM	205,558	44,709	11,306	180,810.55	37,843.65	9,149.01	171,259.42	37,163.29	8,562.97
Other adjacent estates	0	0	0	0	0	0	0	0	0
Total	205,558	44,709	11,306	163,152.99	34,252.73	8,259.31	171,259.42	37,163.29	8,562.97

1) OER: 20.99 %; KER: 5.06 % (July 2015 – June 2016)

2) OER: 21.70 %; KER: 5.00 % (July 2016 – June 2017)

7.Non-Certified Tonnage of FFB/outside supplier – excluded from Certificate									
FFB Supplier*	Estimated (Jul 15-Jun 16)			Actual FFB (Jul 15-Jun 16)			Forecast (Jul 16-Jun 17)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Independent Smallholders	3,000	625	165	1,891.88	381.03	95.73	4,864.93	1,011.15	238.34
Independent Outgrowers	25,000	5,437	1,375	15,765.68	3,314.70	797.74	40,541.07	8,796.15	1,986.16
Total	28,000	6,062	1,540	17,657.56	3,695.73	893.47	45,406.00	9,807.30	2,224.50

Note: *Production from Independent FFB suppliers excluded in the Certification

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
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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) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 19-21 July 2016. 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 MYNI-2014 and RSPO SCCS 2014 were 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.

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.

All the previous nonconformities are remains closed. The assessment findings for the annual surveillance assessment are detailed in Section 3.3.

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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.

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

1. Assessment Program					
Name (Mill / Supply Base)	Re-certification (2013)	ASA1 (2014)	ASA2 (2015)	ASA3 (2016)	ASA4 (2017)
Sandakan Bay Palm Oil Mill	√	√	√	√	√
Segaliud Estate	√			√	
Sentosa Estate		√		√	
Tigowis Estate			√		√
Tun Tan Estate		√			√
Tunku Estate	√		√		

Tentative Date of Next Visit: July 4, 2017 – July 6, 2017

Total No. of Mandays: 9 mandays

BSI Assessment Team:

Hafriazhar Mohd Mokhtar – Lead Auditor

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Suresh Kumar Muniandy

Suresh is a fulltime employee with BSI Services Malaysia. He graduated from University of Northumbria, Newcastle, U.K. B.Eng (Mechanical), He attended internal RSPO training in 1 December 2015. He has completed the ISO 9001:2008 Quality Management System Lead Auditor training. Currently he is an ISO 9001:2008 Auditor. He has more than 5 years of auditing experience since Nov 2010 covering the quality management system in various industries. He is involved as Social aspects during the RSPO Assessment. He is able to speak and understand Bahasa Malaysia, English and Tamil. 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.

**RSPO Public Summary Report
Revision 3 (July /2016)****Isman Bin Yusoff**

He holds Executive MBA from University Technology Mara and a degree in Electrical Engineering from University of Missouri, USA. He worked as an ISO 9001 Lead Auditor with SIRIM and as an ISO 9001, ISO 14001 and OHSAS 18001 Lead Auditor with Det Norske Veritas (DNV) for the past 6 years. He is also experience in Bio Mass CDM Projects. Currently he is a Lead Auditor with BSI for ISO 9001, ISO 14001 and OHSAS 18001. Isman Yusoff attended RSPO internal training on September 2012. He attended RSPO Certification Body workshop on October 2011, February 2012, June 2012 and Supply Chain Training organised by RSPO Secretariat on February 2012. He has involved in auditing palm oil mills as well as wood industries. He has been involved in RSPO assessment since September 2012 as a team member covering assessment with RSPO P&C in Malaysia. During this assessment, he assessed on the aspect of legal, environment, safety and health and mill best practices.

Accompanying Persons: Not applicable

Section 3: Assessment Findings

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

- ☒ RSPO P&C MYNI 2014 Checklist – **Appendix A:** Summary report of the Assessment.
- ☒ Sime Darby Plantations Sdn Bhd Time Bound Plan – **Appendix B:** Time Bound Plan.
- ☒ RSPO Supply Chain Certification Checklist – **Appendix F:** CPO Mill Supply Chain Assessment Report.

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. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units. As for the Plantation in Liberia, Sime Darby has completed the NPP in 2011. However, the plantation sites will be included in TBP upon completion of the mill which is delayed due to Ebola and long drought season.

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 2016 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 meeting among the community and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

- a) There is no any other isolated lapse in Time Bound Plan.
- b) No systematic failures to proceed with implementation of the Time Bound Pan since first certified.
- c) 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 and beginning 2015. 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:

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- 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.

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes
Have there been any changes since the last audit? Are they justified?	97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.	Yes
If there have been changes, what circumstances have occurred?	Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. 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	Yes

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	<p>steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016.</p> <p>Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019.</p> <p>Liberia- A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	
Have there been any stakeholder comments?	<p>Up to date, there is no comment.</p> <p>SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	Yes
Have there been any newly acquired subsidiaries?	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	Yes
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Indonesia - PT Mitra Austral Sejahtera has undergone RSPO Main Assessment in July 2011. 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. Reports on the progress update are submitted to RSPO on a regular basis</p>	Yes

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	<p>since November 2012. The latest progress report submitted to RPSO dated 30th June 2016. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29 Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&C is in progress.</p>	
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	Yes
<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/consultations/page/14?</p>	Yes
<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>	Yes
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	
<p>Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>None noted. No stakeholder comments or complaints received.</p>	Complied.

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 3rd Annual Surveillance Assessment there were two (2) Minor nonconformities raised. The Sandakan Bay Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1356967N1	Requirements 1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	Minor
	Evidence of Nonconformity Segaliud Estate: It was sighted during site visit that there was improper dumping of waste by neighbour within estate field at the vicinity of estate boundary.	
	Statement of Nonconformity There was evidence that the estate does not provide adequate information on environmental issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making	
	Action Root cause: No communication regarding this matter done with the stakeholder Correction & corrective action: 1. The information on waste management plan and its legal requirement will be disseminated during the upcoming stakeholder meeting. 2. The area will be monitored by the estate team. This can be done by daily APs patrolling activity along the estate boundary. 3. Boundary demarcation (such as pole, stone, signage or fencing) at the area. 4. This matter will be included into the waste management plan.	
	Status Correction and corrective action plan deem appropriate and accepted. Evidence and effectiveness of action taken will be verified in next surveillance audit.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1356967N2	Requirements 2.1.3 A mechanism for ensuring compliance shall be implemented. Mechanism for ensuring compliance towards legal requirements identified not implemented for the following: EQA 1974; Environmental Quality (Clean Air) Regulations 2014; Regulations 5: Obligation to notify 5. (1) An owner or occupier of a premises shall	Minor

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	not, without giving prior written notification to the Director General – (b) carry out any work on any premises that may result in a source of emission	
	<p>Evidence of Nonconformity Segaliud Estate & Sentosa Estate: No evidence of prior written notification to the Director General (of DOE) to operate generator set which result in a source of emission.</p>	
	<p>Statement of Nonconformity A mechanism for ensuring compliance shall be implemented.</p>	
	<p>Action Root cause: No specific PIC and overlooked on the legal requirement (Kebenaran Bertulis)</p> <p>Correction & corrective action: 1. The ESHMR to get the required written notification from DOE 2. Updating of the LORR</p>	
	<p>Status Correction and corrective action plan deem appropriate and accepted. Evidence and effectiveness of action taken will be verified in next surveillance audit.</p>	

Observation	
OBS #	Description
	Nil

Positive Findings	
PF #	Description
1	Good commitment present from management and all personnel involved were very cooperative during the assessment process
2	Interview with male and female employees indicate understanding of their rights
3	Employees indicated positive impacts to their livelihood as Sime Darby employee
4	Good implementation on Continuous Improvement Plan such as Biogas Project (Mill), 5S (Segaliud Estate), Solar Project (Sentosa Estate) etc.

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 Sandakan Bay Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. 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	<p>Issues Good feedback from teachers at Humana School and Medical Assistant clinic.</p> <p>Management Responses N/A</p> <p>Audit Team Findings There were no complaints by the people from the basic necessity provided by the mill.</p>
2	<p>Issues Block C1 area with light repair and drainage blockage during heavy rain</p> <p>Management Responses Long tem plan in place to replace the wooden housing area with concrete houses.</p> <p>Audit Team Findings Drainage is incomplete causing blockage during heavy rain. Blockages leads to the water raising and smell behind houses. Management provided stage by stage plans and approved financial allocations for housing projects.</p>
3	<p>Issues Housing with limited rooms for families</p> <p>Management Responses Long term plan in place to replace the wooden housing area with concrete houses.</p> <p>Audit Team Findings Old Wooden houses were with 1 room for the entire family. An interview with a stakeholder revealed she had 6 children. Entire family need to stay in 1 room. Management provided stage by stage plans and approved financial allocations for housing projects.</p>
4	<p>Issues Humana School headmaster requested management to send at least 1 representative for sports / competition in order to show support.</p> <p>Management Responses Issues were discussed during stakeholder meeting. Participation will be depended on availability of staff/employee.</p> <p>Audit Team Findings No further issue.</p>
5	<p>Issues School teachers requested management to help create awareness / advise parents to send children</p>

	below 18 to the Humana school. The teachers claimed that they had not much control over families that do not all the children to the school.
	Management Responses Briefing given to families on policies. To create awareness during internal gatherings, meetings and gender committee meetings.
	Audit Team Findings No further issue.
6	Issues Representative from Kampung Segaliud extended the request on requesting 40metres of land (2 rantai) at Mengaris area to be released to the villagers. Although the land titles were under Sime Darby Plantation, the villagers would like to request for Sime Darby's management to further involve them during the confirmation of the land surveys / future discussions as a follow up from their previous request.
	Management Responses Land tittle is currently legal under Sime Darby Plantation. The representative from Kampung Segaliud will be involved in future updates of the surveying activities.
	Audit Team Findings No further issue.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1213780M1	<p>Requirements: 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.</p> <p>Evidence of Nonconformity: Tunku estate: Sample checked: Employee No.: 71491 and 71037 expired on 3/5/2013 and 17/8/2014 respectively. Tigowis estate: Sample checked: Employee No.: 58402 and 31860 expired on 20/10/2013.</p> <p>Statement of Nonconformity: Extended contract of foreign workers who extended their employment was not available.</p> <p>Corrective Action: Sime Darby Head Office Human Resources department had issued a standard supplementary contract for those foreign workers extended their service of contract after the expiry of initial 3 years contract. Extended service contract "Tawaran Perpanjangan Kontrak Pekerjaan" document No.: KP 2 for the sampled workers which signed by the workers were submitted to the audit team. The details are as below: Employee No.: 71491 contract extended until 6/9/2016 Employee No.: 71037 contract extended until 17/9/2016 Employee No.: 58402 contract extended until 1/12/2015</p>	Major

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	Employee No.: 31860 contract extended until 11/6/2016	
	Status: No recurrence of issue during this surveillance audit. Major Nonconformity was closed on 2/10/2015.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1213780N1	<p>Requirements: 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Evidence of Nonconformity: 1) Tunku Estate:- a) No secondary oil containment has been provided & marks of oil spills were sighted on the earth from the rented portable generator at the Power Station. 2) Tigowis Estate:- a) Petrol drum storage cabinet at the Workers Housing Area was found without secondary containment bund. b) Sighted oil leak marks into the outlet discharge drain from the Generator room oil trap.</p> <p>Statement of Nonconformity: Pollution control methods on the below sampled processes were found to be inadequate.</p> <p>Corrective Action: Root cause analysis:</p> <ul style="list-style-type: none"> - Proper storage and containment bunds were provided but presently it only accommodated the main fuel storage/generator areas. - SOPs on maintenance and oil spills were also available but the specific person in charge for the area was not clearly defined. <p>Corrective action plan:</p> <ul style="list-style-type: none"> - Tunku Estate: To construct secondary oil containment with specifications as recommended by the company's Environmental, Safety & Health (ESH) team. - Tigowis Estate: To remove temporary/improper fuel storage areas and any needs for further storage will be accommodated by the main stores. - Tunku & Tigowis Estate: To identify and train the specific person in charge for the generator areas regarding maintenance/handling of SW (oil contaminated rags or soil). <p>Tunku & Tigowis Estate: To clean up oil spills and dispose contaminated items as SW.</p>	Major
	<p>Status: Corrective action plan taken was evidence and effective. No recurrence of issue during this surveillance audit. Minor Nonconformity was closed on 19/7/2016.</p>	

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Observation	
OBS #	Description
	Nil


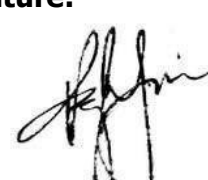
3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01	Minor	02/06/2008	Closed 17/09/2009
CR02	Minor	02/06/2008	Closed 17/09/2009
CR03	Major	17/09/2009	Closed 16/11/2009
CR04	Minor	17/09/2009	Closed 24/09/2010
CR05	Minor	17/09/2009	Closed 24/09/2010
CR06	Minor	17/09/2009	Closed 24/09/2010
CR07	Minor	29/06/2011	Closed 24/05/2012
CR08	Minor	29/06/2011	Closed 24/05/2012
CR09	Minor	29/06/2011	Closed 24/05/2012
CR10	Minor	29/06/2011	Closed 24/05/2012
CR11	Minor	24/05/2012	Closed 02/08/2013
CR12	Minor	24/05/2012	Closed 02/08/2013
1007353M1	Major	02/08/2013	Closed 30/08/2013
1007353N7	Minor	02/08/2013	Closed 5/02/2015
1007353N10	Minor	02/08/2013	Closed 5/02/2015
1149355M1	Major	6/02/2015	Closed 4/4/2015
1149355N1	Minor	6/02/2015	Closed 5/8/2015
1213780M1	Major	6/08/2015	Closed 2/10/2015
1213780N1	Minor	6/08/2015	Closed on 19/7/2016
1356967N1	Minor	19/7/2016	Open
1356967N2	Minor	19/7/2016	Open

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Assessment Conclusion and Recommendation:

Based on the findings during the assessment Sandakan Bay Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of **Sandakan Bay Palm Oil Mill Certification Unit** is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr Hudal Firdaus Bin Lahuri	Name: Mr Hafriazhar Mohd Mokhtar
Company name: Sime Darby Plantation Sdn Bhd Sandakan Bay Palm Oil Mill	Company name: BSI Services Malaysia Sdn Bhd
Title: Mill Manager	Title: Lead Auditor
Signature:  SIME DARBY PLANTATION (SABAH) SDN. BHD. (COMPANY NO. 029959-V) Sandakan Bay Palm Oil Mill ----- HUDAL FIRDAUS BIN LAHURI Mill Manager Date: 18/9/2016	Signature:  Date: 18/9/2016

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Segaliud Estate: It was sighted during site visit that there was improper dumping of waste by neighbour within estate field at the vicinity of estate boundary. This indicated as the evidence of non-adequate information on environmental issues relevant to RSPO P&C to relevant stakeholders. Hence, a minor noncompliance was raised on this issue.
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response. Request for information are attended promptly and confirmed by stakeholders interviewed.
Criterion 1.2:		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		

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Criterion / Indicator	Assessment Findings	Compliance	
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx</p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> • Good Agricultural Practices • Social Enhancement • Sustainability Management Programmes • Complaint and Grievances procedure. • Environmental Conservation <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>	
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
<p>1.3.1</p>	<p>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.</p> <p>-Minor compliance</p>	<p>Sime Darby plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.</p>	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>SOU26 had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU26 had obtained and renewed license and permits as required by the law.</p> <p>Sample of licenses or permit viewed were :</p> <ul style="list-style-type: none"> • DOE License/Jadual Pematuhan: 001857 (validity 30/6/2016) for 60 MT/hr and method of POME discharge is field irrigation and composting. • DOE Written Approval/Pindaan Syarat certificate no. SPE-042/2015 dated 6/1/2016 • MPOB: 508777804000, processing capacity 288,000mt, validity period 1/12/2015 - 30/11/2016 • Jetty License from Sabah Port Authority No.: JPD.SKN. 600 – 8/4/1/54(163) valid until 31/12/2016. • Permit for material loading/unloading other than authorized port by Royal Custom Department Malaysia ref. KE.SB(05)381/02-242(14) valid until 31/12/2016. • Energy Commission license for electricity generation and supply serial no.: 14544 validity period 12/1/2016 - 11/1/2017 for the installation of 4595kilowatt • MPOB palm seedlings production (nursery) no. 594958011000, valid from 1/3/2016 - 28/2/2017 • MPOB FFB production (estate) no. 528339002000, valid from 1/4/2016 until 31/3/2017 • License for electricity generation from Electrical Commission serial no. 16224 valid from 29/5/2016 - 28/5/2017 • Schedule controlled items permit (diesel) serial no. S004832 valid from 16/10/2015 – 15/10/2016 for storage capacity of 54,000 liters/month 	Complied
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p>	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>It was found at Segaliud Estate & Sentosa Estate that no evidence of prior written notification to the Director General (of DOE) to operate generator set which result in a source of emission. Hence, mechanism for ensuring compliance towards legal requirements identified not implemented for the following:</p> <p>EQA 1974; Environmental Quality (Clean Air) Regulations 2014; Regulations 5: Obligation to notify</p> <p>5. (1) An owner or occupier of a premises shall not, without giving prior written notification to the Director General – (b) carry out any work on any premises that may result in a source of emission.</p> <p>Hence, a minor noncompliance was raised on this issue.</p>	Minor noncompliance

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Criterion / Indicator	Assessment Findings	Compliance
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Land title clearly showing the land history and legal ownership for all company own estates. Land title for all estates shown agricultural crops use. Mill land title shown Lease no. 109401 dated 31/3/1953 for period of 999 years.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the field visit it was noted that legal boundaries are clearly demarcated and visibly maintained throughout the estate.	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 -	Review on land ownership records and interview with relevant stakeholders confirmed there are no conflict or dispute over the land within legal boundary of SOU 26 (Sandakan Bay) Complex.	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 SOU26 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 SOU26 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 SOU26 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 -	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 -	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	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	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.

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Criterion / Indicator	Assessment Findings	Compliance
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	Complied
3.1.2	<p>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.</p> <p>- Minor compliance -</p>	Complied
<p>Principle 4: Use of appropriate best practices by growers and millers</p>		
<p>Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.</p>		
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	Complied
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. Sample of records reviewed were discussed in relevant indicators in this checklist.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The mill has records of all third party sourced FFB on daily basis. The mill is currently receives FFB from 8 independent outside supplier and traders. All suppliers signed Letter of Declaration on Compliance to Sustainable Sourcing of FFB and ensure legality of FFB.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	GAP for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking and fertilizer application as per agronomist recommendation. This was also observed during the field visit.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Based on the records of agronomic and fertilizer recommendation report by agronomist dated 12/2/2016 and Segaliud Estate records, shown application date, filed number, dosage applied per palm, type of fertilizer and number of application.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The Sime Darby R&D Centre Bombalai located at Tawau, Sabah has maintained an active interest in the support for management of soil fertility and optimisation of FFB yields and it also monitors the changes in nutrient status through periodic soil and leaf sampling. Latest Segaliud Estate Soil and Leaf sampling was done on 29-30 Oct 2015 based on the records of agronomic and fertilizer recommendation report by agronomist dated 12/2/2016.	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 -	All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied at the rate of 40mt/ha on selected area close to the mill.	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 -	Soil series map available for both estates visited. There are no peat soils or soil categorized as problematic or fragile soil at all 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 -	Landscapes of both estates visited are mostly flat and undulating. However, Sime Darby Plantation Sdn Bhd has a policy on slope planting and this will be implemented during replanting.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road maintenance programme. Example of programme checked at Sentosa and Segaliud estates shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface.	Complied
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		
4.4.1 An implemented water management plan shall be in place. - Minor compliance -	Based on the rainfall data, the water management plan was developed for the efficiency use of water, availability of resources, contingency plan during dry spell and flooding and water reduction plan.	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 -	Mill water analysis by Sime Darby Research Sdn. Bhd. Lab Services Laboratories test report no.: IE625/2016 dated 11/7/2016 for sample taken on 28/6/2016. Parameters analysed including pH, TDS, An, Turbidity & Chloride were within NSDWQ. Report no. IE617/2016 same date for pH, BOD, COD, SS, An and P+.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	Treated mill effluent discharge was regularly monitored as prescribed under "Jadual Pematuhan. Limit of Biochemical Oxygen Demand (BOD) discharge is 20 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance. Result was in compliance to DOE requirement. Sampled effluent monitoring records: Monthly Effluent Analysis Test Report ref. no. AS/EF/066 dated 26/6/2016 for sample taken on 3/6/2016 by LDEO Sdn. Bhd. accredited lab; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <20mg/L were met as well as all parameters that were within allowable limit. Segaliud Estate Rainfall July 2015 – June 2016: 1797.7mm	Complied
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water usage: 0.75m3/mt FFB processed.	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 -	IPM plan consist of biological control and chemical control of pest including census program, establishment of beneficial plant, trunk injection and barn owl box establishment. Beneficial plants such as Tunera and Cassia has been planted along the road side of estate boundary by ratio of 1.05dm/ha. The estate also assigned a specific worker to monitor and monitor barn owl whom also manage the ban owl aviary as part of the IPM implementation program.	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training records for staff on IPM implementation were available and verified to be satisfactory during on-site assessment.	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 minimize effect on non-target species.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.
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 -	Pesticides minimised as part of Integrated Pest Management (IPM) plans. There is no prophylactic use of pesticides. 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.
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 was no class 1a or 1b pesticide. Alternatives such as Glyphosate were used with the elimination of Paraquat.
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 equipment's 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.
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.
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.

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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 implemented in Sandakan Bay complex estates.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU26. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	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 of waste material disposal such as empty chemical container as in accordance with scheduled waste and domestic waste regulations and guidelines.	Complied
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Medical surveillance carried out once a year for all pesticide handlers. Latest medical surveillance for Sentosa and Segaliud estates was done on November 2015 by OHD doctor where all workers were found fit.	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:		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>SOU26 has maintained an approved Health and Safety Policy dated Jan 2015 that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The ESH management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. The latest ESH plan FY2015/2016 was made available during this assessment.</p> <p>CHRA dated 25 May 2015-KKS Sandakan Bay performed by Dr Mohd Azizan Bin Abdul Aziz-JKKP HIE 127/171-2(298) from DAB OH Sdn Bhd KKS Lab Annual Inspection, Examination and testing Of Local Exhaust Ventilation (LEV) system 2016-EC/01116/6566 report dated 26 Jan 2016. At the Segaliud estate Chemical Health Risk Assessment-11 June 2012, Imelda Marazing JKKP HIE 127/171-2(277) , iBOSH Consultant.</p>	<p>Complied</p>
<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>The risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRARDC analysis which included noise exposure, chemical and pesticides exposure, accident and fire outbreak. Samples HIRARDC Biogas –Civil work, Mechanical & Piping, dated 20.06.2016. Procedures and control measures were implemented to mitigate the risks. Mill management have taken steps to reduce the noise levels by more frequent lubrication of machinery, reducing the exposure time to high noise and mandatory use of ear plugs and ear mufflers. Annual audiometric tests/ reports dated 28 December 2015 conducted for all mill staff and workers were available and maintained. The workers checked did not suffer from severe hearing impairment. The employees observed to wear the ear plug and ear muff at area exposed to high noise levels indicate the workers are aware of the danger of hearing loss due to prolonged exposure to high noise levels. The Noise signage indicated around the POM where high noise levels.</p> <p>At the Estate Segaliud HIRARDC review and latest Workshop HIRARDC on 15.03.2016.</p>	<p>Complied</p>

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<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>The training provided on use of fire extinguishers and fire drill, awareness and understanding of MSDS/CSDS and first aid. Employees interviewed at POM confirmed to be provided with safety training relating to their work at least once a year by the qualified Safety & Health Officer and training records are available. Evaluation carried out on each training programme to determine its effectiveness. The training content was revised periodically for improvement. The safety and health training on exposure to noise levels conducted by the qualified Safety & Health Officer complied with the requirements of the Factories and Machinery (Noise Exposure) Regulations. All staff and mill employees attended the training as indicated in the records maintained. The content of the training include the said provisions of the regulations, purpose and explanation of audiometric test, proper usage of ear plugs and ear muffers, and consequence of hearing loss. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear muffers, etc.) displayed at appropriate work areas for the protection of safety and health. At the estate the PPE provided for those working as pesticide application, harvesting as indicate in the PPE issuance records. And observed at the field.</p>	<p>Complied</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>The responsible persons are the Assistant Managers of the respective operating units. Letter of responsible (surat lantikan) available. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to be satisfactory.</p> <p>POM: OSH meeting for year 2016 done on 21/01/16, 19/4/16 & 16/7/16. DOSH visit log book sighted visit report dated 29/6/16. Segaliud Estate: OSH (EHS) meeting for year 2016 done on 20.06.2016, 23.02.2016</p> <p>Sentosa Estate- OSH (EHS) meeting for year 2016 done on 17.06.2016, 26.02.2016</p>	<p>Complied</p>
<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>Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors.</p> <p>Records on all accidents had been verified to be maintained satisfactorily. The JKPP 8 send to DOSH dated 05 Jan 2016. Quarterly review on accident cases had been carried out during quarterly meeting of Safety & Health (OSH). Observed in Minute of HSE committee meeting.</p> <p>First aid boxes available at worksites-Plant/Workshop. List of location 1 st aid distribution sighted. Fire Extinguisher monthly checklist observed.At POM: Mock Fire Drill done on 11/03/16.Drill reports review. At Mill Building which include First Aid Training monotord by medical assistance.</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 under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme.</p>	<p>Complied</p>

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4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	The Lost Time Accident (LTA) metrics records had been verified to be satisfactory. It was monitored during the Safety committee meeting and at POM: JKKKP 8 submitted for 5 Jan 2016. Sentosa Estate: JKKP 8 dated 9 Jan 2016 to DOSH	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 -	Formal training program for the year 2015 available and implemented. Regular assessment of training conducted to ensure understanding among the employees. Trainings conducted include a formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System. The various trainings conducted and the training records maintained to be acceptable	Complied
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Training records sighted <ul style="list-style-type: none"> • Course for Certified Environmental Professional in Scheduled Waste Management (CePSWAM) dated 25-29 April 2016 - mill • Course for Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent – Pond Processes (CePPOME) dated 2/1/2014 - mill • NIOSH Internal Combustion Engine Driver competency training for engine driver in Sabah North Zone estate started from 6/4/2016 	Complied
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.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Sandakan Bay POM and Estates carried out the annual review of environmental impacts in term of Environmental Impact Assessment management Action Plans. EAI review-18/08/2015. EAI form shows no any changes or new activities that could be included in the EAI register. As examples, last new activities identified in 2014/2015 was construction of new building.	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. The environmental management plan has been established based on PMM report to monitor the identified HCV areas and significant activities that give impacts on environment. POM-Environmental Impact Plan review with status date July 2016.A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented	Complied

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5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>An Environmental Pollution Prevention Plan 2016/2017 dated 01.03.2016 Listed environmental issue/Improvement plan/Location /PIC time bound.. This 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 (July 2016-July 2017) to reflect the results of monitoring operational changes that may have positive and negative environmental impacts. Sample of monitoring as following:</p> <ul style="list-style-type: none"> Boiler stack sampling records: Stack Emission Monitoring Report (Stack no. 1) on 30/9/2015 by Uniquejaya Environmental Services (UES) Report ref. # UJES/SANDAKANBAY/15/220; dated 14/10/2015). Result in certificate of analysis # UMS/UJES/032006(1166) shown the stack emissions are within limit below 0.400 g/Nm³ for particulates corrected at 12% CO². 	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Internal Sime Darby competent personnel conducted Biodiversity assessment & HCV identification within SOU 26 landholdings. Report was prepared by PSQM Dept of Sime Darby Plantation Sdn Bhd on May 2013. The objective of this assessment is having additional ground check on the existing identified HCV area done on 2007 in order to be detailed and accurate in database and mapping.</p>	Complied
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation, buffer zone areas and HCV areas. No operation being carried out at the designated areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage's that prohibit hunting, fishing and water polluting activities were verified on-site at the both visited estates found to have been satisfactorily maintained.</p>	Complied
5.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities. Periodical HCV training for mill and estate workers dated on 14/4/2016 and 15/7/2016 was conducted by the management.</p>	Complied

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5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	Management plans were established and monitoring outcomes were reviewed by the Estate managers. There are no reported RTE at the Sandakan Bay operating units, as reported in the PSQM HQ Report. Biodiversity action plan as following: <ul style="list-style-type: none"> - Maintenance of riparian buffer zone – training of sprayers, signage maintenance, patrols - Maintenance of areas bordering Forest Reserve – training of all workers and staff, signage maintenance, patrols & animal sightings record - PND biological control – planting of beneficial plant – tunera subulata, cassia cobanensis, antigonon leptopus, euphorbia heterophylla – on-going 	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 -	It is verified that there has been no instance of HCV set aside that conflicts with the rights of local communities at the estates visited. Thus negotiated agreement of such nature is not applicable.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	The POM together with Segaliud Estate and Sentosa estate showed that all waste products and sources of pollution were identified and inventories recorded. The documentation and identification of all the waste products such as scheduled waste, domestic waste and recyclable waste such as metal, plastic, mill waste and polluting materials e.g. EFB, POME, Stack emissions and Boiler ashes were maintained and monitored at the Mill. Scheduled Waste identified included spent hydraulic oil (SW 305), spent lubricant oil (SW 306), used chemical containers/drums (SW 409), used filters SW 410) and used batteries (SW 102). Records on the usage and disposal were well recorded and documented. For POM the following consignment note observed No 2016062711YTZHIO dated 24/06/2016 SW 305, and No - 2016062711WUJKV8 date 24/06/2016 SW109. At estate the following Schedule waste Consignment Note No 20160719219219KTDCB - SW 305 dated 19/07/2016 and No 20160719218ZO9IU- SW 410 dated 19/07/2016 were recorded. The inventory of Schedule waste updated on line with DOE. As for schedule waste inventory Bin Card use to monitored.	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	The disposal of used chemicals and containers were done in accordance with their schedule on waste management as planned. Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor Legenda Bumimas Sdn Bhd.	Complied

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5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Segregation and temporary Storage FY 2016/2017 of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the Mills. Proper storage areas were identified for the storage of the recyclable wastes at the estates and mill. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.A Waste Management Action Plan 2015/2016 implemented.	Complied
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 -	All site Water harvesting was seen at location as for estate at the water use for mixing pesticide area and at vehicle cleaning. The Solar Panel on the staff roofing use to harvest the solar energy for night usage by the staff. There was also a new boiler project in POM. Diesel usage: 4.83liter/mt FFB processed	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.		
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 -	Visit to the newly replanted area in Sentosa and Segaliud estate found previous palm were felled and chipped as per Sime Darby SOP. No signs of burning were noted at the area.	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 -	Visit to the newly replanted area in Sentosa and Segaliud estate found previous palm were felled and chipped as per Sime Darby SOP. No signs of burning were noted at the area.	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 -	The operating units had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 20mg/l.	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

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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 -	The GHG calculations were done separately between the mill and estates. Sime Darby has communicated to RSPO regarding the PalmGHG calculator and pending for the RSPO response.	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>			
<p>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.</p>			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	<p>SOU 26 continued annually to update Social Impact Assessment with updated Social Action Plan with participation of local community. Latest update was done in July 2016.</p> <p>The upcoming public consultation meeting with stakeholders was planned on the 25/7/2016. Invite has been sent out on the 19/7/2016.</p> <p>Meeting at Segaliud Estate was completed on 13/5/2016 Meeting at Sentosa Estate was completed on 23/3/2016</p> <p>The social action plan was reviewed and updated based on input received during public consultation meeting with stakeholders carried out on 17/4/2015. The meeting was attended by internal stakeholders (staffs and workers) and external stakeholders (contractors, neighbouring estates, and local village representatives) Record of meeting with attendance list and minute of meeting are available/recorded. There was no negative issue raised during the stakeholders meeting. Most discussions were closed and on-going. Discussions were recorded in the Management Plan on Social Impact Assessment.</p>	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	<p>The meeting was attended by internal stakeholders (staffs and workers) and external stakeholders (contractors, neighbouring estates, and local village representatives).</p> <p>The upcoming public consultation meeting with stakeholders was planned on the 25/7/2016 at the Mill.</p> <p>Meeting at Segaliud Estate was done on 13/5/2016 Meeting at Sentosa Estate was done on 5/2/2016</p>	Complied

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6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social management plan has been included in the SIA assessment to mitigate the negative impacts with time frame and person in charge. There were no negative impacts raised by any external stakeholders. Internal stakeholders raised mainly issues on housing repair and other facilities such as transportation for schools and hospitals. SIA action plan FY16/17 updated on 4/3/2016 for Segaliud and Sentosa Estate was reviewed. General items discussed were on working condition, housing status, health awareness, stakeholder issues and gender committee awareness	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 -	All the Operating units within the SOU 26- Sandakan Bay has planned to review the SIA plans (FY 2015/2016/2017) at least once a year for follow-up and updating to current practices and implementation. Person responsible and targeted completion dates were monitored accordingly	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	Smallholder schemes at Sandakan Bay(Mill) were part of the stakeholder meetings and agendas were raised during meetings to mitigate / close issues raised.	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 -	Consultation and communication procedure is similar to the procedure reported during the previous assessments. Sighted Procedures for handling Land Disputes and Social related issues.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The mill and estates have appointed the assistant Managers and QA Supervisors (support) as the management official for any social issues. Appointment letters were in place to reflect appointment.	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 -	The mill and estates have an updated list of stakeholders updated on July 2017. It includes internal and external stakeholders such as government departments, contractor, transporters, safety, health & environment consultants, teachers, hospital representatives, re-planters, suppliers and workers representatives.	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.			

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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. Sighted complaints registered in a log book and forms for complaints. Complaints registered in the log book were tended to by the respective management representative for further actions and signed off by complaint person for closure.	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 were included in the social action plan and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed for follow ups and closures.	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 sighted at time of audit.	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 -	Procedure – Handling Land Disputes is in place and the disputes are supported by the Sime Darby Land Management Department.	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 sighted at time of audit.	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 -	<p>Interview with employees and workers from local and foreign country reveal that they understand details and deductions outlined on their pay slips. Payroll checks confirm that correct remuneration was paid for standard hours as well as for any overtime hours worked.</p> <p>Employee's payslip reviewed ;</p> <ol style="list-style-type: none"> 1.Worker ID: 0000034423, Sandakan Bay Mill 2.Worker ID: 0000034384, Sandakan Bay Mill 3.Worker ID: 0000112593, Sandakan Bay Mill 4.Worker ID: 0000087886, Segaliud Estate 5.Worker ID: 0000097410, Segaliud Estate 6.Worker ID: 0000097064, Segaliud Estate 7.Worker ID: 000114226, Segaliud Estate 8.Worker ID: 0000069298, Sentosa Estate 9.Worker ID: 0000083428, Sentosa Estate 10.Worker ID: 0000069423, Sentosa Estate 11.Worker ID: 0000051751, Sentosa Estate <p>Salaries for the month of June 2016 was checked and verified shows the basic pay, allowances and incentives were paid and deduction for EPF, SOCSO, Union, Passport Loan and personal insurance are clearly stated. The minimum wages of RM800 set by the government has been implemented. No unlawful deductions were made and workers were aware of the deducted amount in the payslips. It was noted that the company in the midst of updating it checkroll system to enable compliance with the newly gazetted National Workers Minimum Wages Order 2016 which was effective from 1st July 2016. The minimum salary rate has been increased to RM920 for East Malaysia.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Pay and conditions are documented through Sabah Plantation Industry Employee Union (SPIEU) Agreement and SPIEU Field and Other General Employees and Fringe Benefits Agreement and complies with Minimum Wage Order.</p> <p>Extended contract of foreign workers who extended their services were available for review.</p> <p>Sample checked;</p> <p>1.Employee No.: 0000034356, SOU Mill 2.Employee No.: 0000034384,SOU mill 3.Employee No.: 0000087886,Segaliud Estate 4.Employee No.: 0000077944,Segaliud Estate</p> <p>Extension of contracts was reviewed on a 12 months basis upon completion of the 3 year contract period. There were no expired contracts sighted from the sampled interviewed employees during the audit at mill and estates.</p> <p>Further verification for insurance coverage indicated that all local and migrant workers were insured. For the local employees, SOCSO was paid and for the migrant workers, FWCS was paid. Insurance payments were made by Sime Darby management. Insurance coverage period were valid at time of audit.</p>	<p>Complied</p>
<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>The standard of housing provided for workers and their families meets government regulations, Act 446 Workers' Minimum Standards Of Housing And Amenities Act 1990. SOU26 has continued implementing the plan for replacing housing.</p> <p>Electricity is subsidized and water is supplied at no charge. Water to housing was self-treated water where the treated water undergoes monitoring by the mill management on at least half yearly basis. The last test conducted on 21/6/2016 with Certificate#IE625/2016 that shows the result was meeting the domestic drinking water standard of Malaysia. Tests were conducted at the Lab Services Laboratories (Sime Darby) Free medical treatment and medication was provided for workers and their dependents by the clinic operated by Estate Health Medical Assistant. Free transport is provided for children to attend a local school. This was verified with the workers during interviews at sites.</p> <p>A Child Care Centre is available for children of staff and Workers called Creache. The children at the Care Centre are provided with milk drinks and biscuits by the operating units at no cost.</p> <p>The Humana School is operating in Tun Tan Estate to support children from surrounding estates and the mill. Current school has 180 students with 7 teachers. SOU26 has provided infrastructure, furniture and education material such as books, teaching material for the class rooms and also accommodation for the teachers.</p> <p>At Segaliud Estate, the Humana School is provided for both divisions of Segaliud and Mengaris. Currently this school has 95 students with 5 teachers.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Access to food for the workers are considered adequately and sufficiently provided through provision shops available in each estate and mill line site. Sighted canteens and shops at all estates and mill.	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 is in place dated April 2008. Policy reflected the Work Act 1955. A Collective Agreement (For Staff) between Sime Darby Plantation(Sabah) and Sabah Plantation Industry Employees Union is in place and effective from 1/1/2014 to 31/12/2016.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Local and foreign workers are member of SPIEU union. Mills and estates had their internal SPIEU meetings. Latest general meeting involving the mill and the estates were done on 11/3/2016 at Lahad Datu attended by 20 representatives.	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 -	The minimum working age is 16 under the National Labour Law. Company policy is to only hire persons over the age of 18. This is reflected in the Sime Darby Corporate Child Protection Policy dated since June 2013. Malaysian workers have to provide ID card - foreign workers provide passports. Inspection of employment records confirmed checks are made of staff and worker age before hiring. During field visit, children were not seen at any of the working place at both mill and estates. Interview with workers confirmed the understanding of company policy on children workers.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies. Policy is known as the Social & Humanity Management Policy.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No discrimination sighted at time of audit. 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. Issues raised were channelled through complaint forms/Complaint book submitted to the mill and estate management for further actions.	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. Migrant workers were accepted upon completion of medical tests and positive results from FOMEMA.	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. Entitlement is same for both local and migrant workers.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Sime Darby has developed a Handbook for gender committee in 2014 which contains elements of:</p> <ol style="list-style-type: none"> 1. Establishing a Gender Committee 2. Managing a Gender Committee 3. Type of Gender-Based Violence & Grievance Procedures. <p>Sites were headed by Gender Committee representatives with letters of appointment and supported by the respective management at sites. Committees were known as Tenaganita and were supported by the Sime Darby management.</p> <p>No negative issues were highlighted during the meeting. Proposals for women improvements were discussed for benefits of families.</p> <p>Estates and mills conduct the gender committee internal meetings on a 3 month basis.</p> <p>Latest meeting (all estates and mills) was done on 20/5/2016 attended by 15 members. Meeting was conducted at Sentosa Estate.</p>	<p>Complied</p>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Purchase of oil palm fruit from external parties is arranged by Sime Darby Head Quarter – Global Trading & Marketing (GTM) department. FFB pricing is based on Malaysian Palm Oil Board (MPOB) published prices updated regularly (monthly basis) and displayed at the weighbridge location. SOU26 maintains records of FFB prices, including the payment.</p>	<p>Complied</p>
<p>6.10.2</p> <p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>SOU26 has continued to purchase FFB from Independent Smallholders and has maintained a good relationship with them. Interview of the Smallholders confirmed they understood their contracts and they stated they had been supplying FFB to SOU26 continuously. The current pricing is written in the notice board near the weighbridge station at the mill and up to date. The latest price will be forwarded by GTM Dept. of Sime Darby to the mill on a monthly basis.</p>	<p>Complied</p>
<p>6.10.3</p> <p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>All parties having contractual agreements with operating units and had entered their contracts with adequate understanding of the terms and conditions set between both parties.</p> <p>On site stakeholder interviews and consultation carried out with the various contractors further confirmed their understanding of the contents of contracts entered.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -	Review on payment records found all payment was made in timely manner. This was further verified during interviews with the respective stakeholders that were contractors, replanters, transportations, spare-parts, hardware. Evidence was obtained during the review; <u>At Mill</u> The transportation and unloading contract No. P/B/0116/FFB00681L (Bacho Bin Jansie) dated 7/3/2016. Reviewed FFB Unloading ticket on 18/7/2015 and FFB Receive Ticket#137454. Bacho Bin Jansie is supported with the MPOB Licence#322684-401000 which is valid from June 2016 to May 2021. <u>At Segaliud Estate</u> Contractor: Harimaju. Replanting at Field 1991T (2015C=91.52ha) completed and payment done on 9/5/2016. <u>At Sentosa Estate</u> Supplier: IA Makro Trading. Spareparts/Hardware. Payment voucher#1600006481 for various items purchased in Q1.	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 –	All operating units continued to make contributions for local communities surrounding when requested that are considered appropriate and approved by the head office. The management continues to provide free treated water supply, medical assistance, repair works, health awareness and monetary contributions for games/competitions to villagers in estates. To date, there were no government clinics inside the estates and government water supply to the village. Nearest government clinic is 15KM away from the Mill and estates.	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 –	Currently the management is organizing seminars for smallholders on effective methods and best practices for plantation optimization. RSG (Responsible Sourcing Guideline). Initiated by Sime Darby plantation. Activities involved educating the smallholders on; 1.benefits/objective of activities 2.increase productivity 3.cost reduction The activity is at pilot project / engagement stage. Estimation for completion of the project would be in year 2020.	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 -	Workers, staff and stakeholder interview confirm that there is no form of forced labour or trafficked labour in the operating units (Mills and estates). All employees have employment contract and paid to the agreed national minimum wages.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 were sighted during the audit. 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 monitors to ensure no violations.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	SOU26 Sandakan Bay certification unit has set up the HUMANA school within the estates compound for foreign workers children. Contribution to the HUMANA head office is consistent on a monthly basis.	Complied
Principle 7: Responsible development of new plantings Sandakan Bay Palm Oil Mill Certification unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this annual surveillance assessment. The immature areas are replanted area.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>All operating units are not using paraquat and class 1a or 1b agrochemicals. These efforts are continue to reflect the commitment to reduce the use of hazardous agrochemicals. Systemic herbicides such as glyphosate are used with increased efforts in IPM. Barn owl is being introduced as well. These are the continuous efforts from operating units to reduce pesticide use. All operating units have carried out annual review of the environmental and social aspects of its operations to identify improvements. The Social Action Plan has continued to work towards improving stakeholder relationship through engagement and dialogue besides further improving the workers housing. Initiative on KAIZEN project at Sandakan Bay Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance where in the 2016/2017 budget, a new boiler will be install.</p> <p>On social improvements efforts, it was prominently evidence that the newly constructed Centralised Housing Complex (CHC) at Sentosa Estate has demonstrated high commitment in social improvements for estate livelihood.</p> <p>The introduction of Solar Power project for the CHC complex also demonstrated high commitment in conserving natural resource hence preserve the environment.</p>	<p>Complied</p>

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Appendix B: Approved Time Bound Plan

TIME BOUND PLAN – Certification Units in Malaysia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sg Dingin	Certified 2010 - Recertification Completed	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011 – Recertification Completed.	Perak
6	Selaba	Certified 2011 – Recertification Completed.	Perak
7	Tennamaram	Certified 2011 - Recertification Completed.	Selangor
8	Bkt Kerayong	Certified 2011 – Recertification Completed.	Selangor
9	East	Certified 2010 - Recertification Completed	Selangor
10	West	Certified 2010 - Recertification Completed	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 - Recertification Completed	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 - Recertification Completed	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Pagoh	Certified 2014	Johor
21	Chaah	Certified 2010 – Recertification Completed	Johor
22	Gunung Mas	Certified 2010 – Recertification Completed	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- Recertification Completed.	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

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TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010 (Recert. Completed)	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantation)	Certified 2010 (Recert. Completed)	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010 (Recert. Completed)	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
7	Pemantang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2012	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
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 Sejahtea Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2012	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

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24	<p>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.</p>	2016	<p><u>Sanggau District – West Kalimantan</u> RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> - The target date for certification is by 2016. However the progress of the matter being resolved. <p><u>Progress Update (As at end Oct 2015)</u></p> <ul style="list-style-type: none"> - Regular discussion is ongoing between Sime Darby Plantation and the project affected communities (PAC) through bi-monthly Tim Kerja Perwakilan Petani (TKPP) meeting since November 2012. - In October 2013, representatives from two of nine villages (Kerunang and Entapang) left TKPP and backed by TuK and OXFAM. They have then requested SDP to enter into Dispute Settlement Facility (DSF) in June 2014. - Hence, there are two groups of PAC: 1) TKPP (7 of 9 villages) and 2) Kerunang & Entapang (2 of 9 villages) <p><u>Engagement with TKPP:</u></p> <ul style="list-style-type: none"> - The most recent TKPP meeting was held on 16th October 2015. The meeting was on reviews on the current and planned CSR activities for the communities. - Engagement with Kerunang/ Entapang: - SDP visited the communities on 27 August 2014 to listen and have a better understanding on their requests - The subsequent meeting with the communities was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee (TKPP) meetings and will continue to engage directly with SD. <p><u>Engagement with RSPO:</u></p> <ul style="list-style-type: none"> - RSPO Secretariat is well informed on the progress through regular briefing and progress reports. The latest report submitted to RSPO dated 7th August 2015. <p><u>Engagement with TuK-Indonesia:</u></p> <p>In May 2015, TuK submitted a proposal (in the form of concept note). SDP has requested for a presentation from TuK for better understanding, before signing of agreement.</p> <ul style="list-style-type: none"> - To-date, 12 out of 14 demands have been resolved whilst, another two remaining demands are related to land matters. SDP is in engagement with TuK-Indonesia to resolve the remaining issues involving land matters. - Latest meeting with community was held on 14 Jan 2016 and pending for the outcome. <p>SDP continues to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint.</p>
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

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Appendix C: Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn Bhd
 Strategic Operating Unit (SOU 26)
 Sandakan Bay Palm Oil Mill
 Locked Bag 39, Suanlamba District
 Sandakan, Sabah, Malaysia
 RSPO membership number: 1-0008-04-000-00

BSI RSPO Certificate No. : RSPO 537872
 Date of Initial Certificate Issued: 01/10/2008
 Date of Expiry: 30/09/2018
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module E
 – CPO Mills: Mass Balance)

Sandakan Bay Palm Oil Mill and Supply Base					
Location Address	Strategic Operating Unit (SOU 26) – Sandakan Bay Palm Oil Mill, Locked Bag 39, Suanlamba District 90009 Sandakan, Sabah, Malaysia				
GPS Location	118° 10' 20" E ; 5° 45' 20" N				
CPO Tonnage Total	47,016.40 mt				
PK Tonnage Total	10,833.27 mt				
CPO Claimed for Certification*	37,163.29 mt				
PK Claimed for Certification *	8,562.97 mt				
Own estates FFB Tonnage	171,259.42 mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Segaliud Estate	3,149.86	1,158.19	512.08	4,820.13	51,383.43
Sentosa Estate	2,363.30	771.38	411.85	3,546.53	41,096.80
Tigowis Estate	1,410.29	473.35	190.38	2,074.02	19,300.00
Tun Tan Estate	1,540.71	1,261.59	340.93	3,143.23	25,470.00
Tunku Estate	2,302.87	505.39	394.79	3,203.05	34,009.19
TOTAL	10,767.03	4,169.90	1,850.03	16,786.96	171,259.42

*Certified Production

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Appendix D: Assessment Plan

Date	Time	Subjects	Hafri	Suresh	Isman
Monday, 18/07/2016	PM	Audit Team travelling to the site.	√	√	√
Tuesday, 19/07/2016 Sandakan Bay Palm Oil Mill	0830-0900	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√
	0900-1200	Sandakan Bay 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, etc.	√	√	√
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)		√	
	1200-1300	Lunch	√	√	√
	1300-1630	Sandakan Bay 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.	√	√	√
	1630-1700	Interim Closing Meeting	√	√	√
Wednesday 20/07/2016 Segaliud Estate	0830-1200	Segaliud Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	√	√	√
	1200-1300	Lunch	√	√	√

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Date	Time	Subjects	Hafri	Suresh	Isman
	1300-1630	Segaliud Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630-1700	Interim Closing Meeting	√	√	√
Thursday 21/07/2016 Sentosa Estate	0830-1200	Sentosa Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	1200-1300	Lunch	√	√	√
	1300-1630	Sentosa Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	1630-1700	Closing Meeting: Presentation of report and findings	√	√	√
Friday 22/07/2016	AM	Audit Team travelling back to KL	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Managers and Assistants Male Mill Staff/Workers Female Mill Staff/Workers Foreign Workers Male and Female Estate workers Hospital Assistant Female Assistant at Clinic Union Representatives Gender Committee Secretary</p>	<p>Union/Contractors/Local Communities</p> <p>Kampong Segaliud Village Representative NUPW Representative AMESU Representative</p>
<p>Government Departments</p> <p>Humana School Segaliud Estate Government School Headmistress Department of Safety and Health Department of Environment</p>	<p>Contractors and Suppliers</p> <p>General Supplier FFB Transport contractor Engineering & Civil work contractor</p>

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

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>The Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. 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 should 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>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform 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>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Latest written documented procedures (No. SD/SDP/PSQM/001 Rev.0 Dated 01/03/15) for the chain of custody is with Mass Balance (MB) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and noncertified FFB. This developed based on the RSPO SCCS 21 November 2014. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The MB model is used because certified and noncertified FFB is received and processed at Sandakan Bay 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>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>The Palm Oil Mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.</p>
E.4 Purchasing and goods in	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.</p>

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E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. (b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized system in place. Records verified by internal and external audit. Computerized system in place with the delivery deducted accordingly. The Mill aware that only positive stock can be delivered. No short selling.
E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities.

Actual Tonnage Certified Palm Production – July 2015 – June 2016

Mill	Capacity	CPO	PK
Sandakan Bay Palm Oil Mill	60 mt/hr	34,252.73mt	8,259.31mt

Actual Tonnage Sales of Certified Palm Products - July 2015 – June 2016 (MA)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Sandakan Bay Palm Oil Mill	Nil	Nil	Verified mill from sales record and e-Trace system

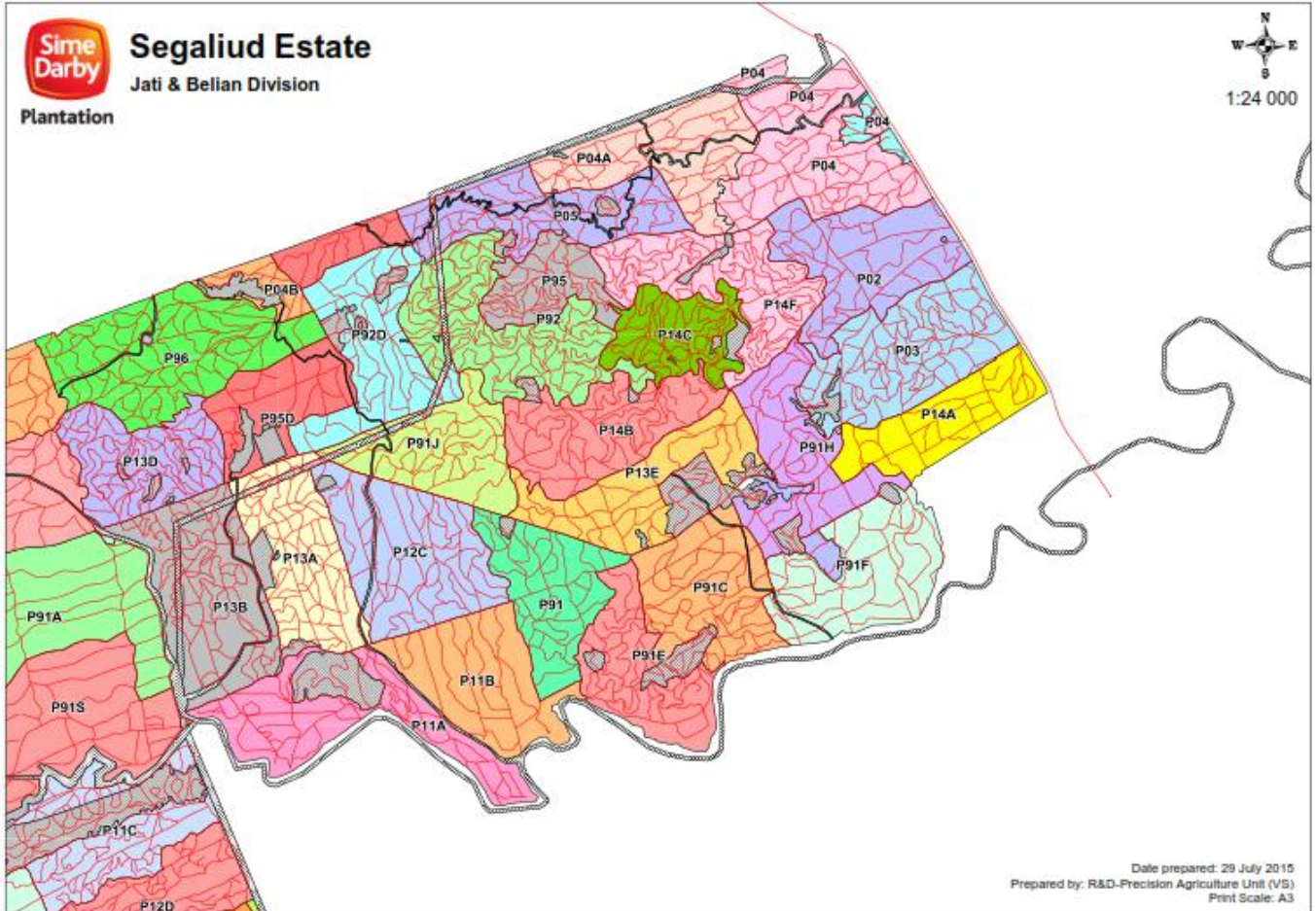
Month	Certified Supply Base (from own certificate scope) (mt)							Total FFB/Month (mt)
	Segaliud Estate	Sentosa Estate	Tigowis Estate	Tun Tan Estate	Tunku Estate	OCP	Other Estate	
July 2015	3,804.84	3,431.83	1,548.81	2,159.81	2,521.90	1,365.37	-	14,832.56
Aug 2015	5,281.22	3,517.07	1,740.84	2,628.04	2,685.06	1,844.05	-	17,696.28
Sept 2015	5,658.66	3,632.42	1,586.51	2,247.04	3,008.65	1,857.02	-	17,990.30
Oct 2015	6,024.97	3,946.14	1,791.20	3,100.07	3,580.76	2,052.01	-	20,495.15
Nov 2015	4,971.62	3,547.70	1,788.53	2,659.06	3,394.50	1,729.76	-	18,091.17
Dec 2015	3,743.20	3,265.69	1,464.44	2,520.17	3,111.93	1,380.93	-	15,486.36
Jan 2016	3,123.05	2,790.19	1,169.04	1,799.52	2,648.40	1,069.09	-	12,599.29
Feb 2016	2,308.80	2,063.96	1,058.20	1,498.81	2,143.34	701.05	-	9,774.16
Mar 2016	2,153.96	2,088.18	1,118.72	1,588.21	1,979.33	839.60	-	9,768.00
Apr 2016	2,499.70	2,721.59	1,078.90	1,816.85	2,238.42	1,213.79	-	11,569.25
May 2016	2,909.28	4,006.92	1,270.93	1,878.52	2,816.62	1,733.10	-	14,615.37
June 2016	3,819.61	4,265.22	1,728.03	2,704.06	3,503.95	1,871.79	-	17,892.66
Total	46,298.91	39,276.91	17,344.15	26,600.16	33,632.86	17,657.56	-	180,810.55

Appendix G: Location Map of Sandakan Palm Oil Mill Certification Unit and Supply bases

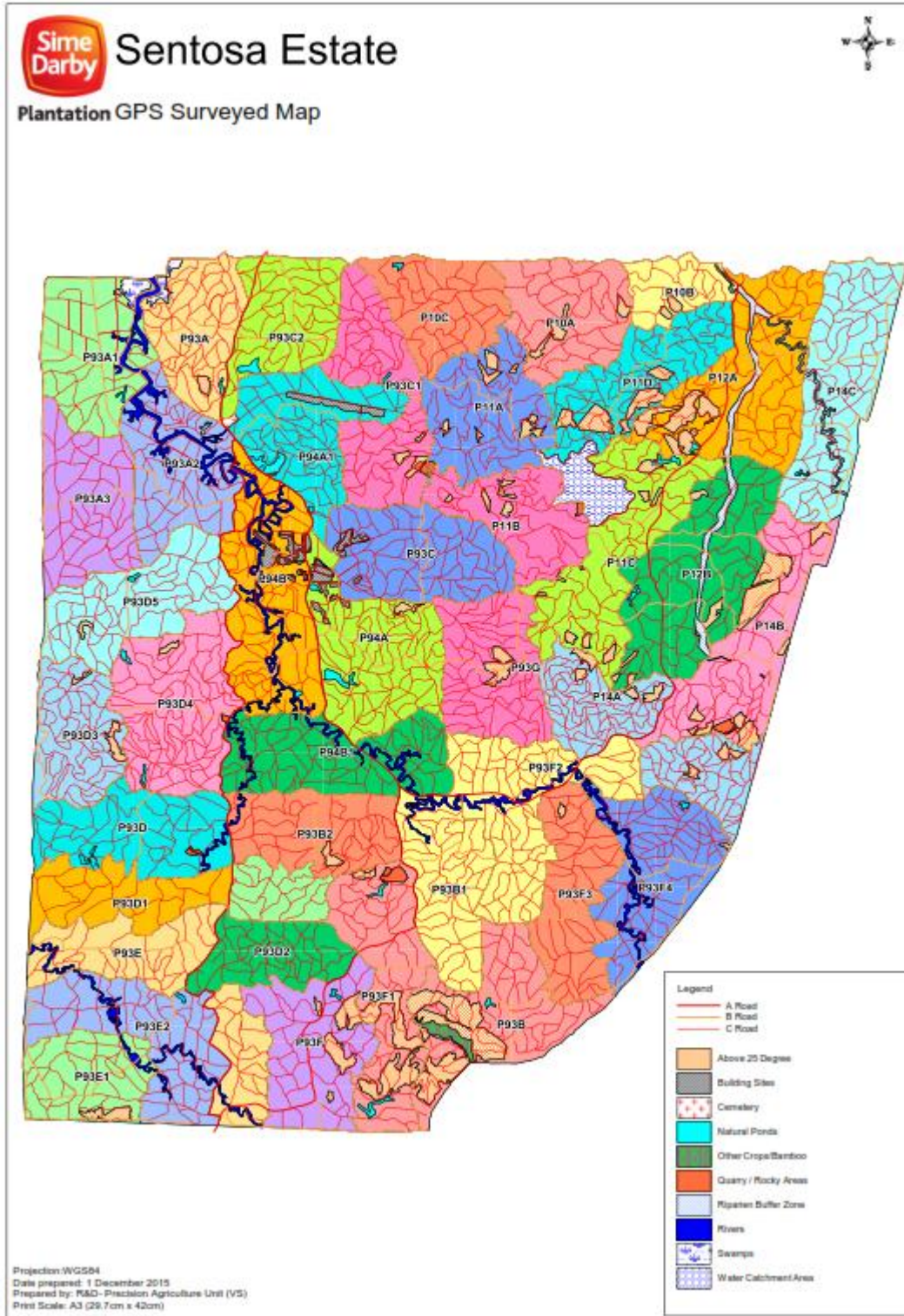


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Appendix H : Segaliud Estate Field Map



Appendix I : Sentosa Estate Field Map



Appendix J: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
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
SPIEU	Sabah Plantation Industry Employee Union