

RSPO – FOURTH ANNUAL ASSESSMENT**Sime Darby Plantation Sdn. Bhd.**

Head Office: Level 3A, Main Block,
Plantation Tower,
No 2 Jalan P.J.U 1A/7
47301 Ara Damansara, Selangor,
Malaysia.

Certification Unit: Flemington Palm Oil Mill
Sungai Sumun, Teluk Intan, Perak, 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	Certification Unit: Flemington Palm Oil Mill, 36369 Sungai Sumun, Teluk Intan, Perak, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Pn. Sabarinah Marzuky (Head Office) Mr. Subramaniam Govindasamy (Mill Manager)		
Website	www.simedarby.com	E-mail	sabarinah.marzuky@simedarby.com kks.flemington@simedarby.com
Telephone	03 – 78484371 (Head Office) 05 – 648 9153 (Mill)	Facsimile	03 – 78484363 (Head Office) 05- 648 9153 (Mill)

2. RSPO Certification Information			
Certificate Number	SPO 590802	Certificate Issued Date	5/10/2011
		Expiry Date	4/10/2016
Scope of Certification	Palm Oil and Palm Kernel Production from Flemington Palm Oil Mill and Supply Base (Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam Estate).		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE107-70034615	International Sustainable Carbon Certification	Agrovet Certification	20/3/2016
AC 5253	5S Quality Environment Management System	Malaysia Productivity Corporation	8/3/2016

3. Location (s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Flemington Palm Oil Mill	36369 Sungai Sumun, Teluk Intan, Perak, Malaysia.	100° 51' 26"	3° 55' 41"
Flemington Estate	36369 Sungai Sumun, Teluk Intan, Perak, Malaysia.	100° 52' 84"	3° 53' 46"
Bagan Datoh Estate	Bagan Datoh, 36100 Perak, Malaysia.	100° 47' 24"	3° 59' 33"
Sungai Samak Estate	Ulu Bernam, 36500 Perak, Malaysia.	101° 08' 87"	3° 44' 49"
Sabak Bernam Estate	Sabak Bernam, 452017 Selangor, Malaysia.	101° 00' 24"	3° 45' 33"

4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectareage	% of Planted
Flemington Estate	1,655.18	205.98	1,861.16	274.35	2,135.51	87.15
Bagan Datoh Estate	2,621.13	1,095.59	3,716.72	204.16	3,920.88	94.79
Sungai Samak Estate	2,311.70	412.38	2,724.08	293.85	3,017.93	90.26
Sabak Bernam Estate	1,766.04	550.32	2,316.36	186.62	2,502.98	92.54
Total	8,354.05	2,264.27	10,618.32	958.98	11,577.30	91.72

5. Plantings & Cycle								
Estate	Age (Years) & Ha.					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (ASA3) July 14 - June 15	Actual (ASA3) July 14 - June 15	Forecast (ASA4) July 15 - June 16
Flemington Estate	205.98	335.00	1,171.29	148.89	0	38,673	36,439	28,886
Bagan Datoh Estate	1,095.59	219.66	2,401.47	0	0	55,884	58,722	48,209
Sungai Samak Estate	412.38	1,018.80	1,292.9	0	0	64,939	54,052	56,590
Sabak Bernam Estate	550.32	98.26	1,667.78	0	0	51,602	39,206	35,900
Total						211,098	188,419	169,585

6. Certified Tonnage									
Mill	Estimated (ASA3) July 14 - June 15			Actual (ASA3) July 14 - June 15			Forecast (ASA4) July 15 - June 16		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Flemington Palm Oil Mill	211,098	44,331	11,610	188,419	39,328	10,670	169,585	36,635	9,328
<i>*FFB from Adjacent Certified Estate</i>	35,000	7,350	1,925	30,540	6,374	1,727	0	0	0
<i>Grand Total</i>	246,098	51,680	13,535	218,959	45,702	12,397	169,585	36,635	9,328

* RSPO Certificate Number RSPO 0015 Expiry Date: 02/03/2016 and RSPO Certificate Number SPO550181 Expiry Date: 14/04/2016

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
B-08-01 (East), Level 8, Block B, PJ8,
No. 23, Jalan Barat, Seksyen 8,
46050 Petaling Jaya, Selangor, Malaysia.
Tel +603 7960 7801 Fax +603 7960 5801
Senniah Appalasamy: Senniah.Appalasamy@bsigroup.com
www.bsigroup.com

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 assessment was conducted from 28 - 30 July 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply bases as a RSPO Certification Unit. Mill was audited together with the sample estates (Sungai Samak and Sabak Bernam). 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, review of documentation and monitoring data. RSPO P&C MYNI-2014 was used as checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

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

The nonconformity that was assigned during the third annual surveillance audit (ASA3) which was closed during the last assessment was followed up to ensure it is remaining closed. Previous nonconformities are remains closed. The assessment findings are detailed in Section 3.3.

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

This report was internally reviewed by Mohamed Hidhir prior to certification decision by BSI.

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Assessment Program: The following table would be used to identify the locations to be audited each year in the next 5 year cycle (from recertification onwards).

1.Assessment Program					
Name (Mill / Supply Base)	Initial certification	ASA 1	ASA 2	ASA 3	ASA 4
Flemington Palm Oil Mill	√	√	√	√	√
Flemington Estate		√		√	
Bagan Datoh Estate		√		√	
Sungai Samak Estate	√		√		√
Sabak Bernam Estate	√		√		√

Tentative Date of Next Visit: 5th July 2016

Total No. of Mandays: 10.5 Man-days

BSI Assessment Team:

Muhammad Haris B. Abdullah – Lead Assessor

He holds Master in Business Administration from the University Utara Malaysia and Bachelor of Business Administration (Hons) Majored in Human Resource Development from the Open University Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He completed the RSPO Lead Auditor Training in April 2013 and passed the course. He is also passed the ISO 14001, ISO 9001, OHSAS 18001 Lead Auditor Training Courses and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. Recently he has attended the RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Workshop on 17 – 19 September in Bangkok, Thailand. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, Social and community engagements, Stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Hafriazhar Mohd Mohktar – Team member

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.

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Senniah Appalamy – Team Member

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

Accompanying Persons: Not Applicable

Section 3 Summary of Assessment Findings

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

- RSPO P&C NYNI 2014 Checklist – **Appendix A:** Summary report of the Assessment.
- Sime Darby Plantation Sdn Bhd – **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 has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units.

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.

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Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2015 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process. The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community, RSPO and the Sime Darby was held on 22 July 2014. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period 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:

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

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

3.3 Details of findings

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

During the fourth annual surveillance assessment there was a Minor nonconformity raised. Flemington Palm Oil Mill and Supply Base Estates have submitted Corrective Action Plan for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1213779N1	Requirements 6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.	Minor
	Evidence of Nonconformity Flemington Mill: Minutes of meeting with workers union (NUPW) was not cited during the audit.	
	Statement of Nonconformity Minutes of meetings with main trade unions or workers representatives was not documented.	
	Status Mill has conducted a worker's union meeting on 3/8/2015 attended by 8 representatives. Meeting minutes was submitted to audit team. Implementation of the corrective action plan will be verified during recertification visit.	

Positive Findings	
PF #	Description
1	All operating units has maintained good relationship with the local community and other stakeholders. Positive feedback was given to the audit team during interview.
2	The palm oil mill has maximized the use of renewable energy by consuming shell and fiber produced internally.
3	The palm oil mill is certified under other standards such as ISCC and 5S Quality Environment Management System.
4	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.

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 Flemington 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.

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IS #	Description
1	<p>Issues Local workers: It was highlighted that they are satisfied with the work condition and payment. The workers also highlighted that they are receiving free cooking oil and rice from the management once in two month.</p>
	<p>Management Responses The management is continued to give attention to the welfare, pay and condition.</p>
	<p>Audit Team Findings There were no any issues that require further verification was highlighted. Consultation with stakeholders and Document review confirm that there were no pending issues.</p>
2	<p>Issues Foreign workers representative: During consultation there were no issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.</p>
	<p>Management Responses The management highlighted that they treat all employees equally and no discrimination.</p>
	<p>Audit Team Findings No disputes were highlighted by foreign workers interviewed during consultation.</p>
3	<p>Issues School headmaster: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.</p>
	<p>Management Responses Management assists wherever possible.</p>
	<p>Audit Team Findings No other issues.</p>
4	<p>Issues Transport Contractors: Contractors confirm understand the contract terms and payment is prompt as per agreed contract. Operating units ensures safety during work.</p>
	<p>Management Responses Payment is made as per the agreed terms. All operating units enforce safety to contractors and give them training.</p>
	<p>Audit Team Findings Contract, payment records and training records were reviewed and found to be consistent. No other issues.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1091069N1	Requirements: Indicator 5.3.2: Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.	Minor
	Evidence of Nonconformity: Flemington Estate: During the site visit on 20/8/14, it was found that diesel skid tank containment wall and floor was cracked. This will not mitigate any emergency situation such as leakages which can cause pollution.	
	Statement of Nonconformity: Implementation of operational plan to avoid or reduce pollution is not effective.	
	Action: To monitor pollution prevention plan and implementation regularly.	
	Status: Diesel containment wall has been repaired on 4/11/2014. During this fourth annual surveillance visit, the diesel skid tank containment wall and floor was repaired and well maintained. The NC closed on 28/7/2015.	
Observation		
OBS #	Description	
Nil	Nil	

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
05/2009 5.6.2	Minor	15/09/2011	Closed 5/10/2012
06/2009 6.3.2	Minor	15/09/2011	Closed 5/10/2012
A790500/1: 2.1.1	Major	5/10/2012	Closed 3/12/2012
A790500/2: 4.7.1	Major	5/10/2012	Closed 3/12/2012
A790500/3: 4.7.3	Major	5/10/2012	Closed 3/12/2012
A790500/4: 5.1.2	Minor	5/10/2012	Closed on 5/7/2013
A790500/5: 5.3.2	Minor	5/10/2012	Closed on 2/7/2013
A790500/6: 5.5.3	Minor	5/10/2012	Closed on 2/7/2013
A790500/7: 6.5.3	Minor	5/10/2012	Closed on 2/7/2013
944268N0: 2.1.3	Minor	5/07/2013	Closed on 19/8/2014
1091069M1:2.1.1	Major	22/8/2014	Closed on 22/9/2014
1091069N1:5.3.2	Minor	22/08/2014	Closed on 28/7/2015
1213779N1: 6.6.2	Minor	30/07/2015	Open

Assessment Conclusion and Recommendation:	
<p>Based on the findings during the this assessment of Flemington 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 Flemington Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Mr. Manokaram Subramanian</p>	<p>Name: Muhammad Haris Bin Abdullah</p>
<p>Company name: Sime Darby Plantation Sdn Bhd Flemington Certification Unit</p>	<p>Company name: BSI Services Malaysia Sdn. Bhd.</p>
<p>Title: Bagan Datoh Estate Manager</p>	<p>Title: Lead Auditor</p>
<p>Signature:</p> <p>Sime Darby Plantation Sdn. Bhd. Bagan Datoh Estate (Co.No.647766-V)</p>  <p>Manokaram Subramanian Manager</p> <p>Date : 21/8/2015</p>	<p>Signature:</p>  <p>Date : 18/8/2015</p>

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 -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOSH during compliance visit were attended and no noncompliance or complaints were noted.	Complied
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.	Complied
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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<p>2.1.1</p> <p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>SOU 4 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. SOU 4 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><u>Flemington Palm Oil Mill</u></p> <ul style="list-style-type: none"> a) DOE Licence/ <i>Jadual Pematuhan</i>: 004234(08)2014 (validity period 1/7/2015 - 30/6/2016) for 60 MT/hr and method of POME discharge is water course. b) MPOB: 529874004000, processing capacity 288,000 Mt, valid until 31/5/16 c) Licenses for Steam Boiler (PMD – PK23724 (valid until 10/9/15), unfired pressure vessel (UPV) (sterilizers PMD 8703). d) License for electricity generation from Electrical Commission (No. ST(PIP)12.4/2002/00016 validity period (30/10/14 to 29/10/15) e) Electrical Charge man license – A4 registration number (PJ-T-4-B-0177-2005) valid until 28/10/15 f) Confined space competence person license – AESP & AGT (NW-HQ-AE-6045-K) valid until 31/12/2015. g) Competent Person for ETP – CePPOME (Certified Professional in Palm Oil Mill Effluent) Part I &2, (Serial No.: CePPOME/14097) by EiMAS valid till 1/3/2016. h) Competent Person for Scheduled Waste – CePSWaM (Certified Professional in Scheduled Waste Management) by EiMAS, CePSAaM/00503 dated 21/8/14. i) Steam Engineer, (Reg. No.: PK/11/E15/02/34) 2nd Grade Steam Engineer. j) DOE Quarterly report for the second quarter (1/4/2015 – 30/6/2015) send to DOE on 9/7/2015 <p><u>Sungai Samak Estate</u></p> <ul style="list-style-type: none"> i) MPOB, 526340002000, valid until 31/1/16 ii) Diesel permit: TI/SKK/013(03) for 19,100 litres, valid until 7 June 2016. iii) Diesel permit: TI/SKK/013(03) for 19,100 litres, valid until 7 June 2016. iv) Permit to purchase class I pesticide from Malaysian Pesticide Board: No.: PK/METHA (GL)/15/067 dated 3/7/2015 for 600.00 Litres. <p><u>Sabak Bernam Estate</u></p> <ul style="list-style-type: none"> i) MPOB, 545859002000, valid until 31/1/16 ii) Diesel permit: SK/KSL/01/13/SK for 15,000 litres, valid until 20 Jan 2016. 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	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.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU4. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. 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.	Complied
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 -	The Estates and Mill are on freehold land and they hold copies of Land Titles. The oil palm operations are consistent with the land title for agricultural purposes. Sungai Samak estate holds 10 land titles (7 free hold and 3 state lease land titles for 99 years valid till 2053). Sabak Bernam estate holds 7 land titles (free hold).	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the field visit at 94K at Sabak Bernam Estate it was noted that legal boundaries are clearly demarcated and visibly maintained at the area adjacent to PPRT Timur village and throughout the estate.	
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 -	Sime Darby did not acquire land from landowners, but leased it directly from the government. There were no issues of land disputes noted during the stakeholder interview and documents check.	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 SOU4 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied

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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	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	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.		
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

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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	There is no land dispute in the SOU4 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	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	There is no land dispute in the SOU4 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Sime Darby has continued its commitment to long term sustainability and improvements through a capital expenditure programme. Flemington Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Sungai Samak estate: Replanting programme until FY 2035/36. For FY 2015/16, 109.79ha will be replanted. The replanting has been commenced during the visit. Replanting programme at Sabak Bernam is planned until FY 2020/21. FY 2015/16: 320.70ha.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators.	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. Mill advisor last visit: 26-28/1/15 (report No.: SOU 4/FLM/02/14-15). DOE visited the on 13/10/2014 24/3/2015 visited by DOSH – Accident investigation at Mill. Internal RSPO audit was conducted on 24/6/2015 by the PSQM executives. <u>Sungai Samak estate:</u> Planting Advisor visited the on 1/11/14 Agronomist visit: 8-9 October 2014 <u>Sabak Bernam estate:</u> PA visited on 3/10/2014 (report No.: SOU4/SBN/1/14-15) Agronomist visit: 21-22 January 2015	Complied
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Flemington mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	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 -	Flemington Mill and estates operates in accordance with the Sime Darby management systems and standard operating procedures. The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices.	Complied
4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators.	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 Department located at “Carey Island” has maintained an active interest in the management of soil fertility and optimisation of FFB yields and it also monitors the changes in nutrient status through periodic soil and leaf sampling. Sungai Samak estate: Leaf sampling: August 2014. Soil sampling is being done every five year with the last sampling was done on 2012.	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 were 828ha of peat soils at Sungai Samak estate. No other soil categorised as problematic or fragile soil. Mostly are Briah and Bernam series.	Complied

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Criterion / Indicator	Assessment Findings	Compliance									
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 were mostly flat and undulating. As for Sungai Samak estate, there were no hilly areas more than 10 degree.	Complied									
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 Sungai Samak and Sabak Bernam 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 -	Sungai Samak estate have documented and implemented water management plan for the peat soil.	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 -	Sungai Samak estate has done drainability assessments prior to replanting on peat soils to determine the long-term viability of the necessary drainage for oil palm growing. Visit to the peat soil area found proper drainage system was in place.	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 are no soils categorized as problematic or fragile soil at all estates.	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 -	Action plan for reduction of water usage – rainwater harvesting. Mill: Water Usage Plan for Financial year 2015/2016 <table border="1" data-bbox="651 1364 1287 1630"> <tr> <td>Process Operation- Boiler & Cleaning</td> <td>Rainwater & river</td> <td>186567m³</td> </tr> <tr> <td>Office Use- Washrooms, Drinking, Laboratory</td> <td>Lembaga Air Perak (LAP)</td> <td>24539m³</td> </tr> <tr> <td>Domestic use- linesite</td> <td>Lembaga Air Perak</td> <td>16224m³</td> </tr> </table> Estate implemented the following water management plan: <ul style="list-style-type: none"> • Monitoring of all water meters • Reduce water used for floor cleaning • Chemical premix plant water recycle • Domestic water usage control 	Process Operation- Boiler & Cleaning	Rainwater & river	186567m ³	Office Use- Washrooms, Drinking, Laboratory	Lembaga Air Perak (LAP)	24539m ³	Domestic use- linesite	Lembaga Air Perak	16224m ³	Complied
Process Operation- Boiler & Cleaning	Rainwater & river	186567m ³									
Office Use- Washrooms, Drinking, Laboratory	Lembaga Air Perak (LAP)	24539m ³									
Domestic use- linesite	Lembaga Air Perak	16224m ³									

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Criterion / Indicator	Assessment Findings	Compliance												
<p>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 -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="651 477 1289 660"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Drain flowing towards Kg. Baru sampling point, sampled report # IE474/2015 dated 26 May 2015). Sungei Samak Estate implemented the monitoring of drinking water and discharged water. For drinking water, samples were taken from 3 points i.e. catchment pond (intake point), after treatment (distribution point) and workers quarters (supply point) to analyse the water against Class I of INWQSM. The drinking (domestic) water sample analysis was also conducted by Nalco (Ecolab Company). Sampled analysis report # 1427654 dated 27 April 2015 against WHO. For discharged water, samples were taken from 3 sampling points (upstream, middle and downstream) of streams running through Sungei Samak Estate that flows towards Sg. Sepong and Sg. Bernam. Sample analyses were done every 3 months by Sime Darby Research Sdn. Bhd. R&D Centre Carey Island. Sampled analysis report (report # IE475/2015; dated 26 May 2015) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard. Additional analysis conducted by Sungei Samak Estate was the Pesticide Analysis Test for drain water samples. Sampled analysis report # PL74/2015 dated 6 Feb 2015 done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&D Centre Carey Island-Downstream. Sabak Bernam estate only monitored its discharged water since the domestic water was supplied by Syabas. Samples were taken from 4 points (upstream, 2 middle and downstream) from streams within the field flowing towards JPS channel. Sampled analysis report (report # IE436/2015 dated 25 May 2015) done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&D Centre Carey Island-Downstream.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													
<p>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 -</p>	<p>Anaerobic POME treatment with polishing plant. Limit DOE Licence/ Jadual Pematuhan: JPKKS 004234 (validity period 1/7/2015 - 30/6/2016) for 60 MT/hr and method of POME discharge is water course. Limit for BOD is 100mg/l. Effluent monitoring records: Monthly Effluent Analysis Test Report; Test Report no. EP308/2015 dated 18 Jun 2015 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Other sampled records of BOD Analysis for the month of May, April, March, February and January 2014 shown that the mill effluents were in compliance with license regulations.</p>	<p>Complied</p>												

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Criterion / Indicator	Assessment Findings	Compliance
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	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 -	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	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 -	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Complied
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 -	Complied
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Complied

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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 -	Complied
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	Complied
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	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 -	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 -	Complied

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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 chemical handlers. <u>Mill:</u> Last medical check-up at was conducted on 29/6/2015 by DOSH registered doctor, from Klinik K.S. Tan, HQ/11/DOC/00/660. 13 workers from various departments were sent for check-up and fit to work. <u>Sungai Samak estate:</u> Latest medical surveillance was done on 21/7/2015 for 22 pesticides handling workers by same OHD doctor and found to be fit to work. <u>Sabak Bernam estate:</u> Medical surveillance done on 21/7/2015 by OHD doctor (HQ/08/DOC/00/131) at clinic Sabak Dispensary for agrochemical operators and certificate of fitness were issued.	Complied
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female pesticide operators. However, interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		
4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	SOU4 has maintained an approved Health and Safety Policy dated April 2008 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.	Complied

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<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>SOU 4 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to CHRA report for Flemington POM, (JKKP IH 127/171-(2)124 dated July 2015. All recommended under form F have been implemented based on site review. Chemical register dated 7/5/15 was shown to the auditor with the latest list of chemical used for mill's activities.</p> <p>Sungai Samak estate: CHRA dated July 2010 by IHT (JKKP IHT 127/171-2(124) and in progress for renewal. New CHRA will be verified in the next audit. Based on the last CHRA, it was recommendation to carry out medical surveillance for chemical mixer, WTP and Sprayer. Refer to indicator 4.6.11 for further details.</p> <p>Sabak Bernam estate: Second assessment of CHRA was received on 29/7/2015. The assessment was done by DOSH approved assessor (JKKP IHT 127/171-2(124). Recommendation from the CHRA will be implemented effective from 1/8/2015.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Mill: All workers involved in the operation have been adequately trained in safe working practices and PPE issuance had been adequately provided for the workers. Sampled for workers at Lab and Oil room. Found that the PPE issuance record was available for the sampled workers. ERP and fire drill training 10/4/2015 attended by all employees at mill.</p> <p>Estates: All workers involved in the operation have been adequately trained in safe working practices and PPE issuance had been adequately provided for the workers. Sighted PPE training record for Chemical spraying workers dated 15/7/15. Found that the PPE issuance record was available for the sampled workers.</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>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc.</p> <p>Mill: Date of SHC meeting carried out - 1/15 – 31/3/15 - 2/15 – 29/6/15</p> <p>Estate: Date of SHC meeting carried out - 1/15 – 16/4/15 - 2/15 – 13/7/15</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
4.7.5 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. - Minor compliance -	Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 15/16. The following Emergency Response Plan was addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Last fire evacuation drill was conducted on 10/4/2015 at Flemington Palm Oil Mill. Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. Records on all accidents kept and summary sent to Head Office via SMS-IT system. All operating units keeping all the JKPP 6 & 8 forms.	Complied
4.7.6 All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	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. Mill: RHB Insurance Berhad Policy No.: FW145073 valid till 30/6/2016. Sabak Bernam: RHB Insurance Berhad Policy No. FW149522 valid until 30/6/2016. Sungai Samak: RHB Insurance Berhad Policy No. FW149578, Expiry 30/6/2016.	Complied
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics displayed at the operating units and reported to head office. Zero fatal accident was recorded. Common minor injury such as thorn prick records at clinic verified. Mill: Last LTI occurred on 9/4/15. Total man-hours without LTI as at June 2015 are 73,416 hours. As for Sungai Samak estate, last LTI was on 8/5/2014 which recorded as 21 Lost Time Accident.	Complied
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.		
4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training program FY15/16 includes: <ul style="list-style-type: none"> • SOP training for Sterilizer & Laboratory Operator • Safety Training covering all type of work • Vehicle and Tractor Driver Training • Fire Drill and Emergency / Response Team Training • Accident Investigation Training by OSH Team • First Aid Training 	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																				
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&C. <table border="1" data-bbox="647 506 1294 1491"> <thead> <tr> <th>Date Training</th> <th>Title</th> <th>Trainer(s)</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>11/7/15</td> <td>Scheduled waste training</td> <td>PSQM-ESH</td> <td>Estate Staff</td> </tr> <tr> <td>10/7/15</td> <td>SOP and safe work training for chemical handling</td> <td>Management</td> <td>Weeding Operators</td> </tr> <tr> <td>19/6/15</td> <td>Safety Training</td> <td>Estate Executive</td> <td>Replanting Contractor and machine operators</td> </tr> <tr> <td>11/6/15</td> <td>IPM training</td> <td>Crop Protection Unit</td> <td>Executive and census workers</td> </tr> <tr> <td>18/5/15</td> <td>Fire Drill</td> <td>Fire and Rescue Department, Sabak Bernam</td> <td>Mill and Estate Fire Fighting Team and staff</td> </tr> <tr> <td>12/5/15</td> <td>PPE training and spraying Technique</td> <td>External Staff from MyCrop</td> <td>Spraying operators</td> </tr> <tr> <td>7/5/2015</td> <td>First Aid Training</td> <td>Hospital Assistant</td> <td>Field workers and staff</td> </tr> <tr> <td>18-24/1/15</td> <td>Tractor Driver Competency Training</td> <td>SDP and Agriculture Department, Merlimau Training Centre</td> <td>Estate Tractor Drivers</td> </tr> </tbody> </table>	Date Training	Title	Trainer(s)	Participants	11/7/15	Scheduled waste training	PSQM-ESH	Estate Staff	10/7/15	SOP and safe work training for chemical handling	Management	Weeding Operators	19/6/15	Safety Training	Estate Executive	Replanting Contractor and machine operators	11/6/15	IPM training	Crop Protection Unit	Executive and census workers	18/5/15	Fire Drill	Fire and Rescue Department, Sabak Bernam	Mill and Estate Fire Fighting Team and staff	12/5/15	PPE training and spraying Technique	External Staff from MyCrop	Spraying operators	7/5/2015	First Aid Training	Hospital Assistant	Field workers and staff	18-24/1/15	Tractor Driver Competency Training	SDP and Agriculture Department, Merlimau Training Centre	Estate Tractor Drivers	Complied
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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 -	Plans and impact assessments relating to environmental impacts based on Sime Darby Mill Quality Management System Standard Operation Manual (SOM) as following: <ul style="list-style-type: none"> Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 Appendix 5.4.1d - Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 	Complied
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Criterion / Indicator	Assessment Findings	Compliance
5.1.2	<p>Flemington Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 20 June 2014.</p> <p>Sungai Samak Estate: Environment Aspect and Impact Identification review meeting on 12 January 2015. No changes identified.</p> <p>Sabak Bernam Estate: Environment Aspect and Impact Identification review meeting on 11 May 2015. No changes identified.</p> <p>It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p>	Complied
5.1.3	<p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Sungei Samak Estate – Environment Aspect and Impact Identification for various activities- construction work, compound, dispensary, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> • Effluent monitoring records: Monthly Effluent Analysis Test Report no. EP308/2015 dated 18 Jun 2015 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G All parameters were within allowable limit • Boiler stack sampling records: Measurement of Dust Particulate Concentration on 25 March 2015 by Environmental Science (M) Sdn. Bhd. (Report ref. # L-PG-AQ1503NSD-0457; dated 2 April 2015) for boiler chimney no. 2. Result shown the stack emissions are within limit at 0.3603 g/Nm³. <p>Online scheduled waste inventory & consignment – updated as of 30/06/2015 where the quantity and storage period were within allowable limit. Latest Scheduled Waste disposal done on 5 Jan 2015, consignment # 0060135 (SW 418), # 0060134 (SW 409), # 0056031 (SW 410), # 0046421 (SW 109), # 0046422 (SW 305) & # 0046420 (SW 306) by Kualiti Alam.</p>	Complied

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.

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Criterion / Indicator	Assessment Findings	Compliance
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	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 -	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>Waste sources have been identified accordingly by both the mill and estates.</p> <p>Visits made to Flemington Mill together with Sungei Samak and Sabak Bernam estates showed that all waste products and sources of pollution were identified and documented. 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. The aspect identifications were tabulated in SB/5.2/EAI and impacts evaluations were tabulated in SB/5.2/EIE</p> <p>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).</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.</p>	<p>Complied</p>
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates 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.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>Mill:</p> <ul style="list-style-type: none"> • Latest Scheduled Waste disposal done on 5 Jan 2015, consignment # 0060135 (SW 418), # 0060134 (SW 409), # 0056031 (SW 410), # 0046421 (SW 109), # 0046422 (SW 305) & # 0046420 (SW 306) by Kualiti Alam. <p>Sungai Samak Estate:</p> <ul style="list-style-type: none"> • Latest Clinical Waste (SW 404) disposal was done on 17 Jul 2015 by Faber Medi-Serve Sdn. Bhd. (Consignment # AU1). Disposal was done at Loji Pembakaran Sisa Klinikal Taiping Perak (Facility code: 50013 901/033) • Scheduled waste was disposed by Aliran Segar Sdn. Bhd (SW 305 & SW 306), Texcycle Sdn. Bhd. (SW 410 & SW 409) and Yokohama Reclamation Sdn. Bhd. (SW 102) <p>Sabak Bernam Estate:</p> <ul style="list-style-type: none"> • Latest Clinical Waste (SW 404) collection was done on 20 Jun 2015 by Sabak Dipensary in Sabak Bernam. The disposal was done by Pantai Medivest through its incinerator in Melaka. <p>Scheduled waste was disposed by Chem-Specialties Sdn. Bhd. for empty pesticide container i.e SW 409. Other categories of scheduled waste disposed through Sungai Samak Estate.</p>	<p>Complied</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1</p> <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of diesel for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available.</p> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends.</p>	<p>Complied</p>
<p>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.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
5.5.1	<p>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.</p> <p>- Major compliance -</p>	Complied
5.5.2	<p>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.</p> <p>- Minor compliance -</p>	Complied
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
5.6.1	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	Complied
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p>	Complied
5.6.3	<p>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.</p> <p>- Minor compliance -</p>	Complied

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Plantation Sustainability and Quality Management (PSQM) Department has conducted the baseline social impact assessment in 2009 for Flemington operating unit. The assessment has been done with the participation of internal and external stakeholders. The attendance records are available.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Meeting attendance and interview with stakeholders found they were invited for the meeting and the issues highlighted by them have been included in the management plan. Latest stakeholder meeting was done on 22/4/2015 attended by 23 people.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	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.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plans reviewed in July 2015. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Flemington Certification Unit.	Complied
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Consultation and communication procedure is similar to the procedure reported during the previous assessments.	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 as the management official for any social issues. Appointment letters dated 2/1/15 sighted during the audit.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	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 -	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 -	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	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 -	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	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 -	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	NUPW union meeting was done on 29/5/2015 at Sungai Samak estate attended by 18 representatives. As for Sabak Bernam estate, last NUPW meeting was done on 28/4/2015 attended by 11 workers representatives. Local and foreign workers are represented in the NUPW. At Mill, minutes of meeting with workers union (NUPW) was not cited during the audit. Minor nonconformity was raised.	Minor nonconformity
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 -	Flemington operating units are complied with the minimum age requirement. No employees below the age of 18.	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.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Sime Darby has developed a Handbook for gender committee in 2014. Mill has formed gender committee. Latest meeting was done on 22/6/15 attended by 10 members from mill. No issues were highlighted during the meeting. As for estate, last meeting was done on 26/6/2015 attended by 13 members.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Flemington palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Flemington palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contractors/suppliers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Flemington mill and estates contribute to local development through donations to local schools, temples and mosques, which are considered an appropriate form of assistance.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No scheme smallholders.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
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.	Not applicable for Peninsular Malaysia.	Complied
Principle 7: Responsible development of new plantings Flemington 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 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.			
8.1.1	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. As a minimum, these shall include, but are not necessarily be limited to: <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. - Major compliance -	Flemington Palm Oil Mill and supply base estates 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 Flemington Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance. Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Paraquat is completely eliminated. Recycling awareness is progressively implemented and evidence of recycling was noted during the assessment. Yield is optimized. The management is also in the midst of replacing class I pesticide with class III pesticide which is in the process of trials at the moment.	Complied

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

TIME BOUND PLAN – Certification Units in Malaysia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sg Dingin	Certified 2010 – Recertification in June 2015	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011	Perak
6	Selaba	Certified 2011	Perak
7	Tennamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010 – Recertification Completed in February 2015	Selangor
10	West	Certified 2010– Recertification Completed in March 2015	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 in February 2015	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 – Recertification in 2015	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Bukit Kerayong	Certified 2014	Johor
21	Chaah	Certified 2010 – Recertification in August 2015	Johor
22	Gunung Mas	Certified 2010 – Recertification in 2015	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008. Recertification completed.	Sabah
27	Melalap	Certified 2011	Sabah
28	Binuang	Certified 2009. Recertification completed.	Sabah
29	Giram	Certified 2009. Recertification completed.	Sabah
30	Merotai	Certified 2009. Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

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

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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 Sejahtera Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2011	Kotabaru District – South Kalimantan
16	Blang Simpo (PT Padang Palma Permai)	Certified 2013	Aceh Tamiang, Nangroe Aceh Darussalam
17	Pondok Labu (PT Paripurna Swakarsa)	Certified 2012	Kotabaru District – South Kalimantan
18	Selabak (PT Swadaya Andhika)	Certified 2012	Kotabaru District – South Kalimantan
19	Rantau (PT Laguna Mandiri)	Certified 2012	Kotabaru District – South Kalimantan
20	Betung (PT Laguna Mandiri)	Certified 2014	Kotabaru District – South Kalimantan
21	Ungkaya (PT Tamaco Graha Krida)	Certified 2012	Morowali District – Sulawesi Tengah
22	Ladang Panjang (PT Bahari Gembira Ria)	Certified 2012	Muaro Jambi District - Jambi
23	Rantau Panjang (PT Guthrie Pecconina Indonesia)	Certified 2012	Musi Banyuasin District – South Sumatera

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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> <p>RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved. <p>Progress Update (Sept 2014 – March 2015)</p> <ul style="list-style-type: none"> Regular discussions is ongoing between Sime Darby Plantation and the project affected communities (PAC). The most recent SDP-PAC meeting was held on 23 Feb 2015. SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities. On the community request for DSF mediation (from 2 out of 9 villages), ref letter to RSPO 12 June 2014. SDP visited the communities on 27 August 2014 to listen and have a better understanding on the requests from these two communities and the subsequent meeting with the communities of Entapang and Kerunang was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee meetings and will continue to engage directly with SD. SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint. RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports. To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters. 	2015	Sanggau District – West Kalimantan
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

Appendix C: Sime Darby Plantation Sdn Bhd – SOU 4 Flemington Certification Unit RSP0 Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Strategic Operating Units (SOU 4) - Flemington Palm Oil Mill
 36369 Sungai Sumun, Teluk Intan,
 Perak, Malaysia.
 RSP0 Membership number: 1-0008-04-000-00

BSI RSP0 Certificate N^o: SPO 590802
 Date of Initial Certificate Issued: 5 October 2011
 Date of Expiry: 4 October 2016
 Applicable Standards: RSP0 P&C MY-NI 2014; RSP0 Certification System June 2007 (revised March 2011);
 RSP0 Supply Chain Certification Standard and System 21 November 2014 Module D - CPO Mills: Identity Preserved

Flemington Palm Oil Mill and Supply Base					
Location Address	Strategic Operating Unit (SOU 4) - Flemington Palm Oil Mill, 36369 Sungai Sumun, Teluk Intan, Perak, Malaysia.				
GPS Location	E 100 ° 51' 26' N 3 ° 55' 41"				
CPO Tonnage Total	36,635				
PK Tonnage Total	9,328				
CPO Claimed for Certification	36,635				
PK Claimed for Certification	9,328				
Own estates FFB Tonnage	169,585				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Flemington	1,655.18	205.98	274.35	2,135.51	28,886
Bagan Datoh	2,621.13	1,095.59	204.16	3,920.88	48,209
Sungai Samak	2,311.70	412.38	293.85	3,017.93	56,590
Sabak bernam	1,766.04	550.32	186.62	2,502.98	35,900
TOTAL	8,354.05	2,264.27	958.98	11,577.30	169,585

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Senniah	Hafri
Monday 27/7/2015	PM	Audit Team travelling to the site.	√	√	√
Tuesday 28/7/2015	08.30 – 09.00	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). 	√	√	√
	09.00 – 12.30	Flemington 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.	√	√	√
	10.00 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Flemington Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, SCCS, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Wednesday 29/7/2015	08.30 – 12.30	Sungai Samak Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Sungai Samak Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√
Thursday 30/7/2015	8.30 – 12.30	Sabak Bernam Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.30 – 13.30	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Senniah	Hafri
	13.30 – 16.00	Sabak Bernam Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.00 – 17.00	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	17.00 – 18.00	Closing Meeting	√	√	√
Friday 31/7/2015	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>External Stakeholders</p> <p>Head of the Village Mosque Committee Join Consultative Committee at village NUPW Representative AMESU Representative</p>
<p>Contractors & Consultants</p> <p>Transport Contractor General Supplier Compost Plant Contractor</p>	<p>Government Departments</p> <p>Department of Occupational Safety Health Department School Labour Department</p>

Appendix F: CPO Mill Supply Chain Assessment Report (Module D-CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Flemington mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil products (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	<p>Latest written documented procedures (No. SD/SDP/PSQM/001 Rev.0 Dated 01/03/15) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and noncertified FFB. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Flemington Palm Oil Mill.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Flemington Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Flemington mill have system to verify at the weighbridge.</p>

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

Actual Tonnage Certified Palm Production - 01 July 2014 – 30 June 2015 (ASA3)

Mill	Capacity	CPO	PK
Flemington Palm Oil Mill	60 mt/hr	45,702mt	12,397mt

Actual Tonnage Sales of Certified Palm Products - 01 July 2014 – 30 June 2015 (ASA3)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Flemington Palm Oil Mill	40,000 Mt	0	Transaction recorded in Etrace system

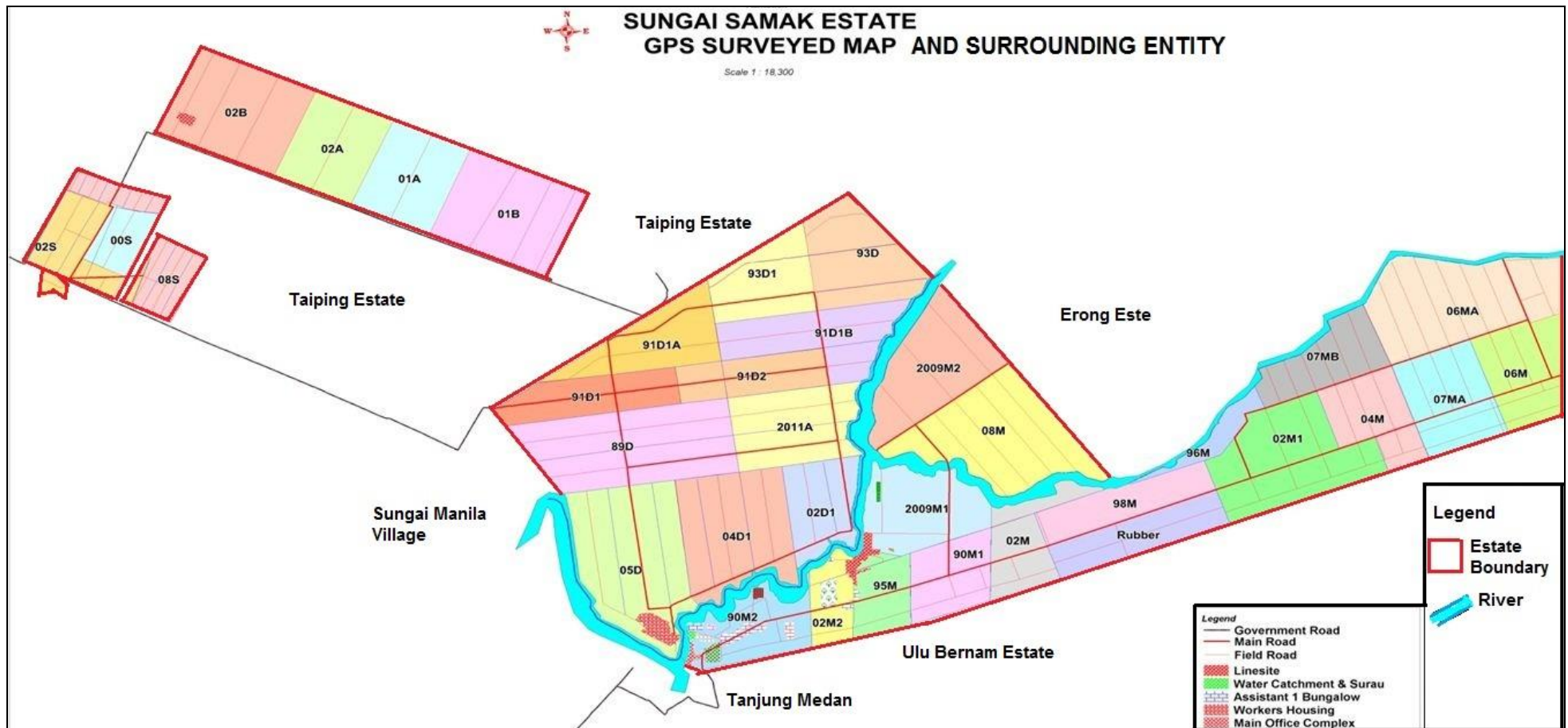
Actual Tonnage Certified FFB Received Monthly - 01 July 2014 – 30 June 2015 (ASA3)

Month	Flemington Estate	Bagan Datoh Estate	Sungai Samak Estate	Sabak Bernam Estate	Sungai Wangi Estate*	Sogomana Estate*	Sabrang Estate*	Seri Intan Estate*	Bukit Kerayong Estate**	Bukit Cheraka Estate**	Total FFB/Month
July 2014	3,054	5,199	4,767	3,943	4,504	588	0	0	0	0	22,055
Aug. 2014	3,334	3,995	5,333	4,774	0	0	0	0	0	0	17,436
Sept. 2014	3,369	4,308	5,330	4,580	3,184	934	0	0	0	0	21,705
Oct. 2014	2,436	4,086	4,474	3,443	3,095	0	0	0	0	0	17,534
Nov. 2014	2,309	3,497	3,710	2,615	2,321	0	0	0	0	0	14,452
Dec. 2014	2,163	3,131	2,834	2,136	1,701	0	0	0	0	0	11,965
Jan. 2015	2,442	3,852	2,846	2,309	2,113	0	0	0	0	0	13,562
Feb. 2015	2,836	4,837	4,084	2,161	2,524	66	2676	33	0	0	19,217
Mar. 2015	3,358	5,614	5,328	2,856	3,137	0	0	0	35	173	20,501
April 2015	3,794	7,301	5,546	3,221	2,410	0	0	0	0	0	22,272
May 2015	3,815	6,865	4,754	3,185	143	0	0	0	0	0	18,762
June 2015	3,529	6,037	5,046	3,983	903	0	0	0	0	0	19,498
Total	36,439	58,722	54,052	39,206	26,035	1,588	2676	33	35	173	218,959

* RSPO Certificate Number: RSPO 0015 & Expiry Date: 02/03/2016 and

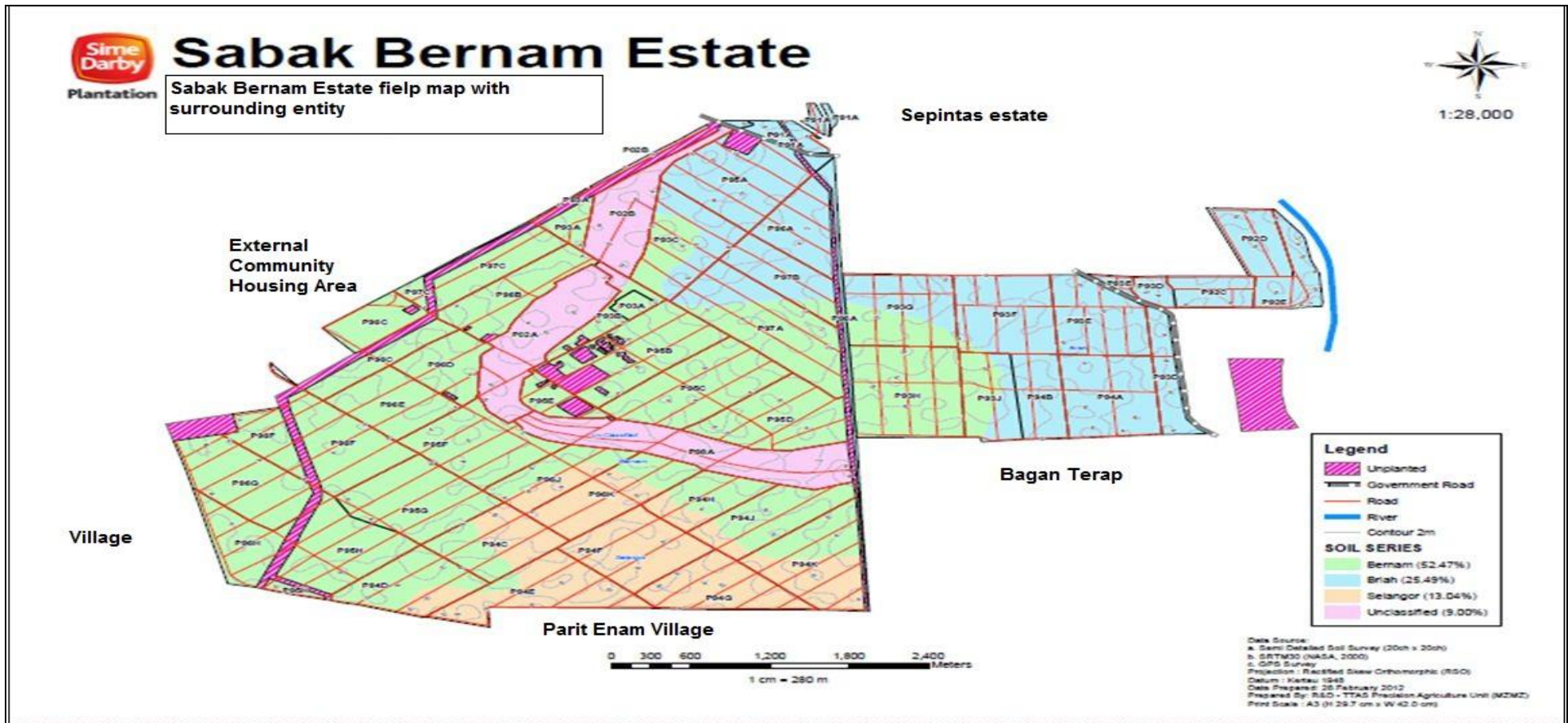
**RSPO Certificate Number: SPO550181 & Expiry Date: 14/04/2016

Appendix G: Sungai Samak Estate Field Map



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Appendix H: Sabak Bernam Estate Field Map



Appendix I: 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
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
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