

**MALAYSIAN SUSTAINABLE PALM OIL
4TH ANNUAL SURVEILLANCE ASSESSMENT (ASA4)
Public Summary Report**

SIME DARBY PLANTATION BERHAD
Client Company Address: Level 11, Main Block Plantation Tower No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: SOU 4 Flemington Palm Oil Mill and Supply Base: Flemington Estate, Bagan Datoh Estate, Sabak Bernam Estate, and Sungai Samak Estate
Date Final Report: 29/3/2022

Report prepared by:
Muhammad Fadzli Masran (Lead Auditor)

Report Number: 3293196

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	Flemington Palm Oil Mill 529874004000	31/05/2022	
	Flemington Estate 525193002000	30/11/2021	
	Bagan Datoh Estate 525521002000	31/12/2021	
	Sabak Bernam Estate 545859002000	31/01/2022	
	Sungai Samak Estate 526340002000	31/01/2022	
Address	HQ: Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Certification Unit	Strategic Operating Unit (SOU 4) - Flemington Palm Oil Mill, Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak, Malaysia		
Contact Person Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Abdul Ghafar Bin Sulaiman (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	kks.flemington@simedarbyplantation.com
Telephone	05-6489198	Facsimile	05-6489195

1.2 Certification Information			
Certificate Number	Mill: MSPO 682042 Estates: MSPO 690017		
Issue Date	09/02/2018	Expiry date	08/02/2023
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estates: Production of Sustainable Oil Palm Fruits		
Standard	MSPO MS 2530-3:2013 - General Principles for Oil Palm Plantations and Organized Smallholders MSPO MS 2530-4:2013 - General Principles for Palm Oil Mills		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	01, 02 & 04/11/2017		
Continuous Assessment Visit Date (CAV) 1	15 - 17/08/2018		
Continuous Assessment Visit Date (CAV) 2	22 - 24/07/2019		
Continuous Assessment Visit Date (CAV) 3	13 - 15/07/2020		
Continuous Assessment Visit Date (CAV) 4	23 - 25/08/2021: Remote Audit		

Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 714138	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 st October 2018	BSI Services Malaysia Sdn. Bhd.	17/09/2024
RSPO 590802	RSPO Principles & Criteria of Sustainable Palm Oil Production:2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn. Bhd.	04/10/2026

1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Flemington POM	Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak, Malaysia	3° 55' 41.00" N	100° 51' 26" E
Flemington Estate	Lot 4541, Jalan Simpang Empat - Bagan Datuk, 36309 Teluk Intan, Perak, Malaysia	3° 53' 27.53" N	101° 52' 50.43" E
Bagan Datoh Estate	Lot 3710, Bagan Datuk, 36100 Perak, Malaysia	3° 59' 33.72" N	101° 47' 24.66" E
Sungai Samak Estate	Lot 4672, Ulu Bernam, 36500 Perak, Malaysia	3° 44' 57.76" N	101° 8' 51.93" E
Sabak Bernam Estate	Lot 2094, Jalan Haji Suhaimi, 45307 Sabak Bernam, Selangor, Malaysia	3° 45' 33.77" N	101° 0' 25.12" E

1.4 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Flemington Estate	1,693.81	7.38	205.65	1,906.84	88.81
Bagan Datoh	3,574.83	2.00	253.73	3,830.56	93.32
Sabak Bernam Estate	2,344.36	1.24	165.77	2,511.37	93.35
Sungai Samak Estate	2,766.43	7.81	251.5	3,025.74	91.65
Total (ha)	10,379.43	18.43	876.65	11,274.51	91.79

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Note:

Flemington Estate: Reduce 71.12Ha from Total planted due land sale to third party effective on June 2021. Increase 27.99Ha at Infrastructure & other followed latest GPS survey conducted Jan 2021.

Bagan Datoh Estate: Reduce 30.66Ha from Total planted due land acquired by government for road construction effective on July 2020. Increase 79.36Ha at Infrastructure & other followed latest GPS survey conducted Jan 2021.

Sabak Bernam Estate: Reduce 11.63Ha from Total planted & increase 11.21Ha at Infrastructure & other followed latest GPS survey conducted Nov 2020.

1.5 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Flemington Estate	400.35	875.11	418.35	-	-	1,293.46	400.35
Bagan Datoh	975.87	2,096.25	198.75	303.96	-	2,598.96	975.87
Sabak Bernam Estate	1,166.43	1,121.72	56.21	-	-	1,491.86	852.50
Sungai Samak Estate	-	925.21	1,841.22	-	-	2,766.43	-
Total (ha)	2,542.65	5,018.29	2,514.53	303.96	-	8,150.71	2,228.72

1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Jul 2020 - Jun 2021)	Actual (Jul 2020 - Jul 2021)	Forecast (Feb 22 - Jan 23)
Flemington Estate	37,467.18	34,002.51	36,867.00
Bagan Datoh Estate	78,651.58	42,792.41	72,359.00
Sungai Samak Estate	84,592.87	73,026.53	62,607.25
Sabak Bernam Estate	29,728.31	35,425.79	46,917.32
Total	230,439.94	185,247.25	218,750.57

1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Jul 2020 - Jun 2021)	Actual (Jul 2020 - Jul 2021)	Forecast (Feb 22 - Jan 23)
Bagan Pasir	13,581.85	3,305.04	0.00
Kuala Perak	10,181.58	575.28	0.00
Perniagaan Sinaran Mewah	14,056.07	1,695.94	0.00
Ban Boon Teng	14,986.87	3,066.59	0.00
Green Agro	1,125.67	594.40	0.00

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Perniagaan K.Sawit Hiap Thye	15,110.32	3,462.49	0.00
Sawit Teluk Baru	2,139.85	112.55	0.00
Nona Commodities	465.64	0.00	0.00
VR Plantation	320.07	27.86	0.00
Liang Pang & Sons Trading	0.00	0.00	0.00
Total	71,967.92	12,840.15	0.00

1.8 Certified Tonnage

	Estimated (Jul 2020 - Jun 2021)	Actual (Jul 2020 - Jul 2021)	Forecast (Feb 22 - Jan 23)
	FFB	FFB	FFB
Mill Capacity: 60 MT/hr	230,439.94	185,247.25	218,750.57
	CPO (OER: 20.95 %)	CPO (OER: 20.45 %)	CPO (OER: 21.02 %)
SCC Model: MB	48,276.90	37,883.06	45,981.37
	PK (KER: 5.47 %)	PK (KER: 4.73 %)	PK (KER: 5.07 %)
	12,614.70	8,762.19	11,090.66

1.9 Actual Sold Volume (CPO)

CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
37,883.06	-	0.00	11,141.77	20,827.80	31,969.57

1.10 Actual Sold Volume (PK)

PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
8,762.19	-	0.00	3,577.00	3,244.84	6,821.84

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This assessment was remotely conducted from 23 - 25/08/2021 due to the Movement Control Order (MCO) imposed by the Malaysian Government. Among the ICT plan used were MS Teams, WhatsApp, Share-drive and email. The planned audit objectives have been achieved, there were no connectivity issues which adversely affected the audit.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 or MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement.

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

Structured worker interviews with male and female workers and staff were held privately using ICT. Separate interviews were made to external stakeholders such as contractors/suppliers and villages via phone calls. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix B.

All the previous nonconformities are remains closed. The assessment findings from the initial assessment are detailed in Section 4.2.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Flemington POM	X	X	X	X	X
Flemington Estate	X	-	X	-	X
Bagan Datoh Estate	X	-	X	-	X
Sungai Samak Estate	-	X	-	X	-
Sabak Bernam Estate	-	X	-	X	-

Tentative Date of Next Visit: July 11, 2022 - July 13, 2022

Total No. of Mandays: 6 Mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhammad Fadzli Masran (MFM 1)	Team Leader	<p>Education: He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSPO Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSPO Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed), CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019 and SMETA Requirements Training in April 2021.</p>

		<p>Aspect covered in this audit: During this assessment, he assessed the aspects of legal requirements, occupational health safety requirement, HIRARC, ,training, environment impact assessment, natural and biodiversity conservation, waste management, economic management plan, mill best practices, estate best practices and management plan.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>
Mohamad Fitri Mustafa (MFM 2)	Team Member	<p>Education: He graduated in Degree of Agribusiness from University Putra Malaysia.</p> <p>Work Experience: More than 12 years working experience in various plantation company with skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM).</p> <p>Training attended: He involved in ISCC and MSPO auditing since September 2017 and qualified as Lead Auditor/Auditor for MSPO and ISO 9001. He has completed the MSPO Auditor Course in 2018 held by SGS (M) Sdn Bhd.</p> <p>Aspect covered in this audit: During this assessment, he assessed the policy and commitment, social requirements, contract agreement, human rights, workers’ welfare, stakeholder consultation, legal requirements, land & legal issue.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>

2.2 Accompanying Persons

No.	Name	Role
	NA	

2.3 Assessment Plan

The assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	MFM 1	MFM 2	ICT Planned
Monday, 18/08/2021	0930 - 1000	Communication on document preparation - Audit plan - Any additional Information	√	√	Teleconference, Microsoft Team Meeting, Email
Monday, 23/08/2021 Flemington POM	0900 - 0915	Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan	√	√	Teleconference, Microsoft Team Meeting, Email

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Date	Time	Subjects	MFM 1	MFM 2	ICT Planned
	0915 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Tuesday, 24/08/2021 Flemington Estate	0900 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder	√	√	Teleconference, Microsoft Team Meeting, Email

Date	Time	Subjects	MFM 1	MFM 2	ICT Planned
		management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement			
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Wednesday, 25/08/2021 Bagan Datoh Estate	0900 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices,	√	√	Teleconference, Microsoft Team Meeting, Email

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Date	Time	Subjects	MFM 1	MFM 2	ICT Planned
		legal requirements, OHS, environment, biodiversity and continual improvement			
	1450 - 1500	10-minute break	√	√	
	1500 - 1630	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1630 - 1700	Team discussion	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Closing Meeting	√	√	Teleconference, Microsoft Team Meeting, Email

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the assessment there were no (0) Major & no (0) Minor nonconformities and no (0) OFI raised.

Major/Minor Nonconformities:		
Ref: NA	Area/Process: NA	Clause: NA
	Issue Date: NA	Due Date: NA
Requirements:	NA	
Statement of Nonconformity:	NA	
Objective Evidence:	NA	
Corrections:	NA	
Root cause analysis:	NA	
Corrective Actions:	NA	
Assessment Conclusion:	NA	

Opportunity For Improvement		
Ref: NA	Area/Process: NA	Clause: NA
Objective Evidence:	NA	

Noteworthy Positive Comments	
1	Good document preparation
2	Good commitment from the management

3.3 Status of Nonconformities Previously Identified and OFI

Major Nonconformities:		
Ref: 1933875202007-M1	Area/Process: Sabak Bernam Estate	Clause: 4.5.1.3
	Issue Date: 15/07/2020	Due Date: 14/10/2020
Requirements:	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	
Statement of Nonconformity:	Spraying effect was observed at drain edges.	
Objective Evidence:	<p><u>Sabak Bernam Estate</u></p> <p>The estate has established the Action Plan Biodiversity of Sime Darby Plantation Sdn Bhd. Issues were highlight in this plan and action plan was arrange to reduce the usage of agriculture chemical:</p> <ul style="list-style-type: none"> i) To inform & train all the sprayer to maintain soft grasses at the interrow. ii) No spraying allowed in the CSA areas, riparian, reserved area, drain edges and along the road. iii) To get attendance and picture while training conducted. <p>During the site visit, the audit team has sighted the effect of spraying (dry plant) close to the drain edge. Indicated in this plan, no spraying allowed in the CSA areas, riparian, reserved areas, drain edges and along the road.</p>	
Corrections:	<ul style="list-style-type: none"> - Estate mark the last palm along the drain edges with white paint as indicator for sprayers not to spray at the palm circle. - The affected drain edge will be repaired during the desilting program if there is any erosion. 	
Root cause analysis:	<ul style="list-style-type: none"> - Poor Understanding& awareness on the Biodiversity Action Plan by mandore, field staff & sprayers. - No clear demarcation of last palm at the edge since the palm just replanted on last year. 	
Corrective Actions:	<ul style="list-style-type: none"> - Estate has conduct education and awareness training of drain edge area & buffer zone to the whole spraying gang. - Mandore will use their handbook/checklist on the monitoring for spraying near to the drain edge, riparian & CSA areas. 	
Assessment Conclusion:	<p>Implemented evidence verified;</p> <ul style="list-style-type: none"> - Awareness training was given to mandore and sprayers on 14/7/2020. Verified training attendance and module. - Drain edge area has been clearly demarcated at the last row of palm near to drain edge area. No spraying allowed at the said area. This has been clearly demonstrated and communicated during awareness training. - As part of continuous monitoring, a checklist named "Senarai Semak Peraturan Keselamatan, Kesihatan dan Alam Sekitar" is currently being used for monitoring. Verified record of inspection at filed 2019H, 20B and 13B dated 28/9/2020 is referred to. <p>Thus, the major NC is closed on 14/10/2020. Continuous implementation will be further verified in the next assessment.</p>	

Verification Statement	Reviewed picture the buffer zone at for Sungai Bernam at field 2008C in Flemington Estate dated 23/08/2021. The vegetation was well established and maintain. No evidence of chemical application in the area. No recurrence of issue noted. Thus, the previous Major NC is remain closed.
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Minor Nonconformities:		
Ref: 1933875202007-N1	Area/Process: Sabak Bernam Estate	Clause: 4.5.1.2
	Issue Date: 15/07/2020	Due Date: 25/08/2021
Requirements:	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations	
Statement of Nonconformity:	Diesel spillage observed at the water pump station	
Objective Evidence:	<p><u>Sabak Bernam Estate</u></p> <p>The estate has developed environmental aspect impact identification where it covers the operations in the estate. Among the activity cover in the environment aspect impact is operation water pump, cleaning and maintenance. Aspects captured under this activity are discharge to air, noise and power consumption.</p> <p>Even though, the management has identified the aspect of 'diesel spillage during the operation of the mobile water pump', diesel spillage was observed during the site visit at the water pump.</p>	
Corrections:	<ul style="list-style-type: none"> - The contaminated soil has been taken out immediately during the audit day and placed in Scheduled Waste Store. The waste has been classified as SW409 code - The spillage tray is place under the diesel pump immediately 	
Root cause analysis:	No environmental mitigation plan for probability of diesel spillage.	
Corrective Actions:	<ul style="list-style-type: none"> - The oil spillage tray is identified as one of mitigation to avoid the oil spill from the diesel pump as this also will be as precaution step even the condition of diesel pump works well. - Enhancing the understanding of diesel pump operation procedure for related workers through refresher training. 	
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit.	
Verification Statement	Reviewed the training records for water pump attendant for Sabak Bernam Estate dated 05/10/2020. Thus, the previous minor NC was closed on 25/08/2021. Continuous implementation will be further verified in the next assessment.	

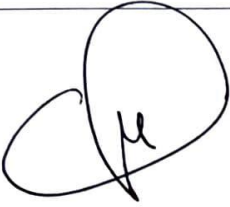

3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1672920-201808-M1	Major 4.3.1.1 Part 3	17/08/2018	Closed out on 09/11/2018
1801305-201905-N1	Minor 4.4.5.11 Part 3	24/07/2019	Closed out on 15/07/2020
1801305-201905-N2	Minor 4.5.5.1 Part 4	24/07/2019	Closed out on 15/07/2020
1933875-202007-M1	Major 4.5.1.3 Part 3	15/07/2020	Closed out on 14/10/2020
1933875-202007-N1	Minor 4.5.1.2 Part 3	15/07/2020	Closed out on 25/08/2022

3.5 Issues Raised by Stakeholders

IS #	Description
1	Issues: NUPW Representatives - They informed that no pending issue during the time of audit. They will discuss with the management if there is any issue reported. Workers are paying in accordance with Minimum Wage Order 2020.
	Management Responses: The management will continue to ensure the workers are paying accordingly.
	Audit Team Findings: No other issue.
2	Issues: Gender Committee Representatives & female workers – They informed that no sexual harassment and violence case reported since last audit. The female workers understand the function of Gender committee and aware of the complaint mechanism if there is any issues. They were treated equally without any discrimination by the management.
	Management Responses: The management will respect the rights of female employees and monitor if there is any case of sexual harassment and violence happen.
	Audit Team Findings: No other issue.

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment SOU 4 Flemington Palm Oil Mill and Supply Base Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of SOU 4 Flemington Palm Oil Mill and Supply Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: YUSRI BIN ISA	Name: Muhammad Fadzli b. Masran
Company name: SRIE DARBY PLANTATION BERHAD, BASAN DATOH ESTATE	Company name: BSI Services (M) Sdn. Bhd.
Title: SENIOR MANAGER	Title: Client Manager
Signature: 	Signature: 
23.02.2022	Date: 23/02/2022

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The group has established group sustainability & quality policy, endorsed by Mr. Mohamad Helmy Othman Basha (Group Managing Director), dated on 02/12/2019. Briefing on the group’s policy for Flemington Estate was conducted on 21/04/2021 and 22/04/2021, delivered by the estate management representative to the employees whilst for Bagan Datoh Estate was conducted on 16/02/2021.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	Stated in the policy, the group continuously delivering value through innovation and operational excellence.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	<u>Flemington Estate</u> Internal audit was conducted on 14/06/2021, led by Mr. Mohd Saiful Bari Munir, assisted by Ms. Eza Nurain Abdullah and Mr. Amirul Irfan Ainul Azam from Sustainability Compliance Unit (GSD). The internal auditor has raised 2 major and 3 minor non-conformities during the audit program.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The findings were discussed during the management meeting review which was held on 18/06/2021. The meeting was attended by the 5 estate executives.</p> <p><u>Bagan Datoh Estate</u></p> <p>Internal audit was conducted on 15/06/2021 by the Sustainability Compliance Unit. No findings were raised during the audit program.</p> <p>The internal audit result was discussed during the management review meeting on 25/06/2021. The minute was prepared by Mr. Muhammad Azlan Mohd Nawī (Assistant Manager) and approved by Mr. Yusri Isa (Estate Senior Manager).</p>	
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>The group has developed internal audit procedure, doc ID: SD/SDP/PSQM/IAP, version 01, endorsed by Mr. Tang Men Kon, dated on 01/11/2017. The procedure's objective was to ensure the process of audit system is carried out effectively.</p> <p>The internal auditor team has raised 2 major and 3 minor non-conformities for Flemington Estate and no findings for Bagan Datoh Estate. The findings were discussed in their respective management review meeting.</p>	Complied
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	Internal audit report was made available and reviewed by the estate management during the management review meeting.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,</p>	<p>The findings were discussed during the management meeting review. The meeting was attended by the estate executives. Besides the management review meeting, the implementation of MSPO and estate</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. - Major compliance -	operational issues were also discussed in their monthly management meeting.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The estate managements have respectively established continual improvement plan which covers the environment, social and operations. Sighted the sampled continuous improvement plans documented as follow: a. To collect water used at chemical mixing area to be recycled during mixing. b. To place all chemical containers on metal trays. c. To inform and train all sprayers to maintain soft grasses at the inter rows and to prohibited spraying along the drain. d. To discuss and ensure local people using the estate road to slow down the speed.	Complied
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	To improve the practices in line with new techniques or information, the estate management has established an annual training program to ensure the employees are up to date with the industry and competent to carry out their tasks. Annual training plan was made available to the audit team. The management has listed 18 training to be delivered to the employees. Currently no new technology adopted by the estate management.	Complied
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	The estate management shall amend the annual training plan on need basis if any new technology or information were applicable.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Sited in the Procedure for External Communication, point no 6.0 (External Communication) subpoint 6.7 (Pro-active Communications), only estate open policies are allowed to be publicly available to the external stakeholder. As of to date, according to the estate representative, no record of information was requested by the stakeholder.	Complied
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sited in the Procedure for External Communication, point no 6.0 (External Communication) subpoint 6.7 (Pro-active Communications), only estate open policies are allowed to be publicly available to the external stakeholder. If the stakeholder requires further information regarding on the estate management, the external stakeholders shall liaise with Communication Department upon approval from the Head Office. General information also can be obtained from the group’s website https://www.simedarbyplantation.com/ .	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The group has established procedure for external communication, dated on 01/04/2008. The objectives of this procedure were to put in place a system to effectively communicate with external interested parties on matters pertaining to QSHE performance of the estate.	Complied

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Criterion / Indicator		Assessment Findings	Compliance	
		Due to the pandemic and Movement Control Order, meeting with stakeholder were postponed and replace with a survey (feedback form) distributed to the stakeholders.		
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	The estate management has appointed respective representative responsible for consultation and communication with relevant stakeholder. Estate manager of each estates were appointed by the Regional Chief Executive Officer on 01/01/2020.	Complied	
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	List of stakeholders were made available to the audit team. The management has listed all parties or stakeholder relevant to the estate operations.	Complied	
Criterion 4.2.3 – Traceability				
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation Berhad, Sustainable Plantation Management System, ver. 2, issue no. 5 dated April 2019 under Appendix 5: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability. Reviewed the records of traceability as follows: <table border="1" data-bbox="1030 1125 1736 1396"> <tr> <td> a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 88914 f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </td> </tr> </table>	a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 88914 f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023	Complied
a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 88914 f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023				

Criterion / Indicator		Assessment Findings	Compliance
		<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> a) Supplier: Flemington Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 9,640 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 280970 f) D.O. no.; 72628 g) MSP0 certificate no.: MSP0690017 h) MSP0 certificate validity: 09/02/2018 – 08/02/2023 </div>	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	SIME Semua 2.0 (CRS system) for traceability. Electronic tag/chip is used for each and every load/consignment. Chip is linked to Semua apps and scanned and before weigh and despatch. All information were recorded in the system which traceable to identify [field, crop type, harvesting date, number of bunches, weight etc]. Person in charge for the each load/consignment is harvesting mandore and bunch counter.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The estates has appointed the Assistant Manager as person responsible for traceability as per appointment letter dated 01/01/2020 signed by the Estates Manager.	Complied
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	There were no sale of product (FFB) done by SOU4 estates as all its FFB was sent SDPB own mill. Records of FFB delivery to the mill were maintained and records verified were: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 </div>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>e) Weighbridge ticket no.: 88914 f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023</p> <p>a) Supplier: Flemington Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 9,640 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 280970 f) D.O. no.; 72628 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023</p>	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>SOU 4 had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team.</p> <p>SOU 4 had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. MPOB License no. 525193002000, valid till 30/11/2021. 2. Air compressor Certificate of Fitness no. PMT-PK/20 54020, valid till 18/01/2022 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Scheduled Control Goods Permit for Diesel and Petrol no. A000270, valid till 29/10/2021 4. Salary Deduction Permit no. (12) dlm PMT 10000/2011/0184 dated 07/06/2012 <u>Bagan Datoh Estate</u> 1. MPOB License no. 525521002000, valid till 31/12/2021. 2. Air compressor Certificate of Fitness no. PMT-PK/21 63684, valid till 09/08/2022 3. Scheduled Control Goods Permit for Diesel and Petrol no. A000286, valid till 04/11/2021	
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. <u>Flemington Estate</u> Reviewed the latest Legal & Other Requirements Register (LORR) and Summary of Compliance dated 31/05/2021.	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	SOU 4 has established list of all relevant laws and requirement and documented in Legal and Requirement Register (LORR). The list were updated on annually basis or if there is new updates on the register or additional applicable legal. Reviewed the latest register reviewed in May 2021. Among the latest updated on the register are: 1. Anti-money laundering, anti-terrorism financing and Unlawful activities Act 2001 2. Malaysian Anti-Corruption Commission Act (Amended) 2018 3. Whistle-blower protection Act 2010	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	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 10/12/2008. 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 Group Sustainability 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. The person responsible appointed at the operating units will update the changes in the Legal Register.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Land titles were made available to the audit team. it was found that the land use right stated in the title is match with the operation conducted by the management.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Quit rents were paid by the estate management shows their legal ownership or lease of the said land.	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundaries for all estates visited were clearly demarcated with security trenches and concrete pole with red and white colour.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	To date, no records of disputes land happened in the estate compound.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	Not applicable. No records show that the estate encumbered by customary right.	Not applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	Not applicable. No records show that the estate encumbered by customary right.	Not applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	Not applicable. No records show that the estate encumbered by customary right.	Not applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social Impact Assessment was conducted to Sime Darby Flemington Complex on 27/06 – 01/07/2016, by the PSQM Department, led by Ms. Sabarinah Marzuky and assisted by her 2 colleagues. The assessment	Complied

Criterion / Indicator		Assessment Findings	Compliance								
		involved 1 palm oil mill and 4 estates. Findings and recommendation action plan were recorded in the report at page 10 – 27. Meeting regarding on the social issues was yet to be conducted due to the restriction on the COVID-19 pandemic issues. Alternatively, the management has distributed feedback form to related stakeholder should there be any issues arise.									
Criterion 4.4.2: Complaints and grievances											
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The group has established Procedure for External Communication and Procedures for Handling Social Issues, dated on 01/04/2008, version 01. The purpose of the procedure is to put in place a system to effectively communicate with external parties on matters pertaining to QSHE performance of the estate. Time frame for external communication is 2 weeks after the date of receipt for communication. The manager is to receive all external communication from external interested parties. He is to review it and found to be authentic, he is to respond to it. Communication with the media will be responsibility of the Head Communication Department or his designated representative.	Complied								
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	Workers can lodge their complaint or grievances to a logbook located at the office. Previously the management used complaint form, however they that the form is less effective compare to the logbook. Sighted the complaint records and the time resolve the complaint is timely and appropriate manner.	Complied								
		<table border="1"> <thead> <tr> <th>No</th> <th>Issues</th> <th>Date Complaint</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pipe broken</td> <td>25/07/2021</td> <td>29/07/2021</td> </tr> </tbody> </table>	No	Issues	Date Complaint	Date Completed	1	Pipe broken	25/07/2021	29/07/2021	
No	Issues	Date Complaint	Date Completed								
1	Pipe broken	25/07/2021	29/07/2021								

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Criterion / Indicator		Assessment Findings				Compliance
		2	Leaking kitchen sink	08/06/2021	10/06/2021	
		3	Leaking rooftop	05/06/2021	07/06/2021	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The management using logbook as the channel for workers to complaint. Before this the management using complaint form, however they found it was not as effective as using the logbook.				Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview with the stakeholder shows that they are aware with the complaint procedure. Briefing regarding on the complaint procedure was conducted during the morning muster call.				Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Complaints were resolved and records were made available since 2019.				Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development						
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Respective estate management has made contribution to the local development. Sighted some of the contribution records as below: a. Provide grass cutting services to the school nearby the estate. b. Provide machine services to Masjid Al Quro Bagan Datoh for festive season. c. Distribute foods and essential items to affected employees in the estate.				Complied
Criterion 4.4.4: Employees safety and health						

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy Statement stated as follows: "Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>Estate visited has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Sighted the implementation of the management plan FY 2021 as follows: <u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. Latest CHRA was conducted on on 18/06/2020 by registered assessor with reg. no. HQ/09/ASS/00/124. The CHRA report no. HQ/09/ASS/00/124 – 2020/0022 and action plan were available for review. 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>2. The estate conducted medical screening for sprayers on monthly basis by the Medical Assistant. Reviewed the records dated 15/07/2021 and 20/08/2021</p> <p>3. The estate conducted workplace inspection on quarterly basis prior to environmental, safety and health committee meeting. Sighted the inspection reports dated 05/03/2021 and 19/08/2021. The result of the inspection was discussed in the meeting. Reviewed the minutes meetings of the committee meeting dated 19/03/2021.</p> <p><u>Bagan Datoh Estate</u></p> <p>1. The estate conducted medical screening for sprayers on monthly basis by the Medical Assistant. Reviewed the records dated 05/07/2021 and 04/06/2021</p> <p>2. The estate conducted first aid kit monitoring on monthly basis. Reviewed the monitoring records dated 02/06/2021 and 02/07/2021.</p>	
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <p>i. all employees involved shall be adequately trained on safe working practices</p>	<p>a) Sime Darby Plantation Berhad has established Safety and health policy as per Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>The policy is written in Bahasa and English language that can be easily understood by all levels of its employees.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, i-CARE Safety and Health Townhall meeting, and displayed at various notice board within the estates. Latest Company Policy training was</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. 	<p>conducted on 21 and 22/04/2021 for Flemington Estate and 16/02/2021 for Bagan Datoh Estate.</p> <p>b) The operating units sampled has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) and Chemical Hazard Risk Assessment. The assessment cover all main operations and support operations such as harvesting, weeding, manuring, office operation, security, pest and disease and other support operation. The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation while the CHRA was valid for 5 years.</p> <p>Reviewed the HIRARC reports as follows:</p> <p><u>Flemington Estate</u></p> <p>HIRARC review was conducted twice in FY 2021. The review was conducted on 10/01/2021 due to accident occur at manuring activities on 07/01/2021 and on 10/04/2021 due to accident occur at FFB Evacuation activities on 07/04/2021</p> <p><u>Bagan Datoh Estate</u></p> <p>Latest HIRARC review was conducted on 16/03/2021 due to accident occur at transporting workers and chemicals to the field activities.</p> <p>c) The operating units has established training program for employees exposed to chemicals including sprayers and storekeeper to ensure the continuous awareness to the employee. The training was conducted by the Executives, Medical Assistant and representative form the chemical suppliers to the supervisors and operators. Reviewed the sampled training records as follows:</p>	

Criterion / Indicator	Assessment Findings	Compliance																
<p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. Chemical handling management training dated 09/02/2021 2. Maintenance and usage of Inter pump by My-crop training dated 21/07/2021 <p><u>Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> 1. Chemical handling management training dated 25/05/2021 2. Scheduled waste management training dated 25/03/2021 <p>d) The operating units sampled provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008. Reviewed the PPE issuance records as follows:</p> <p><u>Flemington Estate</u></p> <table border="1" data-bbox="1072 922 1637 1059"> <tr> <td>Sprayers</td> <td>Harvesters</td> </tr> <tr> <td>108093</td> <td>121794</td> </tr> <tr> <td>145507</td> <td>142160</td> </tr> <tr> <td>152187</td> <td></td> </tr> </table> <p><u>Bagan Datoh Estate</u></p> <table border="1" data-bbox="1072 1150 1637 1287"> <tr> <td>Sprayers</td> <td>Workshop</td> </tr> <tr> <td>129064</td> <td>161207</td> </tr> <tr> <td>129065</td> <td>21441</td> </tr> <tr> <td>21507</td> <td></td> </tr> </table> <p>e) Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime</p>	Sprayers	Harvesters	108093	121794	145507	142160	152187		Sprayers	Workshop	129064	161207	129065	21441	21507		
Sprayers	Harvesters																	
108093	121794																	
145507	142160																	
152187																		
Sprayers	Workshop																	
129064	161207																	
129065	21441																	
21507																		

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Criterion / Indicator	Assessment Findings	Compliance						
	<p>Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>f) The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 01/01/2021 signed by the Regional CEO.</p> <p>g) The estate management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Reviewed the minutes meeting records for Q1 and Q2 FY 2021 as follows:</p> <table border="1" data-bbox="1072 906 1783 1010"> <tr> <td>Flemington Estate</td> <td>Bagan Datoh Estate</td> </tr> <tr> <td>19/03/2021</td> <td>28/01/2021</td> </tr> <tr> <td>25/06/2021</td> <td>23/04/2021</td> </tr> </table> <p>The OHS Chairman and Secretary are in coordination with RSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>h) Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The operating units continuously provided training to enhance the workers awareness on emergency procedure. Reviewed the training records as follows:</p>	Flemington Estate	Bagan Datoh Estate	19/03/2021	28/01/2021	25/06/2021	23/04/2021	
Flemington Estate	Bagan Datoh Estate							
19/03/2021	28/01/2021							
25/06/2021	23/04/2021							

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Flemington Estate</u></p> <ul style="list-style-type: none"> Evacuation/emergency drill conducted on 18/06/2021 at 6.45 am with 10 minutes evacuation time <p><u>Bagan Datoh Estate</u></p> <ul style="list-style-type: none"> Evacuation/emergency drill conducted on 14/04/2021 at 3.30 p.m with 5 minutes evacuation time <p>i) First aider present at various workstation at the operating units sampled. The mandore was appointed as responsible for first aid box at each workstation. The estate continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training records as follows:</p> <ol style="list-style-type: none"> Flemington Estate: First Aid Kit training dated 10/06/2021 Bagan Datoh Estate: First Aid Kit training dated 14/01/2021 <p>j) The estates maintain the records of accident cases and reported to HQ using the Rapid 4 System and reported to DOSH through JKKP 6 form. Reviewed the JKKP 6 report as follows:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> JKKP 6 for accident occur at manuring activities on 07/01/2021 JKKP 6 for accident occur at FFB Evacuation activities on 07/04/2021 <p><u>Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> JKKP 6 for accident occur at AP patrolling activities on 28/07/2021 <p>The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		Both estates visited submit the JKPP 8 form on annually basis to DOSH through MyKKP website. Reviewed the JKPP 8 report FY 2020 submitted to DOSH on 19/01/2021 for Flemington Estate and 22/01/2021 for Bagan Datoh Estate.	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>The group has established Group Sustainability & Quality Policy Statement, where they emphasize on contributing to a better society by respecting, upholding & no exploitation of fundamental human rights, providing safe & healthy workplace, protective worker’s welfare, engaging and empowering communities.</p> <p>The statement was endorsed by Mr. Mohamad Helmy Othman Basha, Group Managing Director, dated on 02/12/2019.</p> <p>Communication of the group’s policy and related procedures were conducted on 21 & 22/04/2021, delivered by the estate management representative to the employees.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>As stated in their Human Rights Charter (Revised 2020), the company respect the rights of workers, and provide fair and favourable working conditions by promoting diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>The company also will facilitate opportunities for advancement for our employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Interview with the female employees confirmed that there was no discrimination has occurred in the mill.	
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	The mill management offered a job with minimum wages of RM1200 for 6 days or working per week. Working hours is set 8 hours per day and 48 hours per week. Worker's payslips were made available to the audit team and verified. It was confirmed that the pay is above the minimum wages as per stipulated in the Minimum Wages Order 2020.	Complied
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	Sample of employment contract between the contractors and their workers were made available to the audit team. It was sighted the contractors has stated in the contract working hours, wages & allowances, overtime rate, EPF & SOCSO deduction, annual & festive leave, sick leave, accommodation & facilities, medical, safety equipment, standard operating procedures and working permit for foreign workers.	Complied
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The estates management kept the detail records of their employees. Sighted the master list of the employees having the information of full names, gender, date of birth, job description and other relevant information.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -	Employment contracts were made available to the audit team and explained to the workers in their native language. Interview with the workers confirmed that they have received the offer letter and understood the letter content before signed. Sighted the sampled employment contracts as below:	Complied

Criterion / Indicator		Assessment Findings	Compliance								
		<p><u>Bagan Datoh Estate:</u></p> <p>a. Employment ID: 0000101971 b. Employment ID: 0000134433 c. Employment ID: 0000116712 d. Employment ID: 0000156887 e. Employment ID: 0000092454</p> <p><u>Flemington Estate:</u></p> <p>a. Employment ID: 0000108087 b. Employment ID: 0000116590 c. Employment ID: 0000021236 d. Employment ID: 0000111771 e. Employment ID: 0000153394</p> <p>Interview with the workers representative confirmed that they have signed and kept a copy of the employment letter for themselves.</p>									
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The group has established the working hours and overtime as per stipulated in the employment contract. Other than a piece rate employee, the working hours are 8 hours per day and 48 hours per week. Work on rest day will be paid double from the normal rate.</p> <p>Overtime is rated as below:</p> <table border="1"> <tr> <td>Overtime on rest day</td> <td>2 x Hourly rate of pay</td> </tr> <tr> <td>Work on Public Holiday</td> <td>2 x Hourly Rate of Pay</td> </tr> <tr> <td>Overtime on Public Holiday</td> <td>3 x hourly rate of pay</td> </tr> <tr> <td>Overtime on normal working holiday</td> <td>1.5 x hourly rate of pay</td> </tr> </table>	Overtime on rest day	2 x Hourly rate of pay	Work on Public Holiday	2 x Hourly Rate of Pay	Overtime on Public Holiday	3 x hourly rate of pay	Overtime on normal working holiday	1.5 x hourly rate of pay	Complied
Overtime on rest day	2 x Hourly rate of pay										
Work on Public Holiday	2 x Hourly Rate of Pay										
Overtime on Public Holiday	3 x hourly rate of pay										
Overtime on normal working holiday	1.5 x hourly rate of pay										
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be</p>	<p>The working hours and breaks of the individual worker indicated in the time records were comply with legal regulations and collective agreements. Based on check roll records, overtime and breaks were recorded and consistent with the pay slip.</p>	Complied								

Criterion / Indicator		Assessment Findings	Compliance
	mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -		
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Payslips of all employees are available as evidence of salary payment. The information contained in the payslips are as below: a) Earnings: Monthly earnings, overtime work, reimbursement, total earnings. b) Deductions: electricity, EPF, SOCSO, Union, employee insurance scheme. Employment contract and payslips reviewed confirmed that the wages and overtime payment are in line with legal requirement.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	The respective estate managements have provided the free accommodation with basic amenities (water & electricity), medical care, transportation for worker’s children to school.	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	The estates management provides free houses for their employees with basic amenities such as water and electricity. The house facilities are accordance with the Worker’s Minimum Standards Housing & Amenities Act 1990. Inspection on the housing area were conducted on weekly basis and the records were made available to the audit team and verified. The management will attend for any defect or damages complaint and will fix it in a timely manner.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.12 The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Human Rights Charter, Revised 2020. Under Section 3.2: Respect & Uphold Labour Rights, point 3.2.6, the company is committed to create a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict.</p>	<p>Complied</p>
<p>4.4.5.13 The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Human Rights Charter, Revised 2020. Under Section 3.2: Respect & Uphold Labour Rights, point 3.2.4, the company respect Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, we will provide alternative means of employee engagement and grievance redressal.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance -</p>	<p>Under Section 3.3: Respect & Uphold Children’s rights (Human Rights Charter, Revised 2020), the company recognize that protecting the wellbeing of children by eradicating child labour in their supply chain and provide process for remedy if children are found working in their premises.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The estates visited has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors.</p> <p>Reviewed the sample training records as follows:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. First Aid training dated 14/01/2021 2. Whistle blowing and COBC training dated 20/01/2021 3. SDP Policy training dated 16/02/2021 4. Fire extinguisher training dated 14/03/2021 5. Principle of waste management training dated 25/03/2021 6. IPM training dated 15/04/2021 7. Competency tractor driver training dated 25/05/2021 8. Chemical handling training dated 03/06/2021 9. Fertiliser application training dated 04/06/2021 10. Fire extinguisher training dated 12/06/2021 11. On-site SOP, Legal Requirement and Chemical Exposure training dated 13/07/2021 12. Handling and maintenance of STHIL training dated 05/08/2021 <p><u>Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> 1. Chemical handling management training dated 25/05/2021 2. Hearing conservation training dated 12/03/2021 3. Emergency response team refresher training dated 09/12/2020 4. Basic first aid refresher training dated 20/05/2021 5. Scheduled waste management training dated 25/03/2021 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		6. Environmental risk assessment (EIE, EAI) training dated 18/08/2021 7. RSPO, MSPO and SCCS training dated 17/08/2021 8. COBC, whistle blowing and Policy training dated 29/03/2021 9. SCCS training dated 28/06/2021 10. HCV training dated 03/06/2021	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The estates visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted based on the job designation and training required by the job type.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	The estates have established training schedule FY 2021 based on training need analysis conducted. The training program covers Policy, operation and OSH/others. The program involve the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 02/12/2019 and Upstream Malaysia	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy stated as follows:</p> <p>Group Sustainability and Quality Statement:</p> <p>Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and no new development on peat land iii. Enhancing resilience against climate change impact iv. Adopting responsible consumption and production <p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement</p> <p>Environment</p> <ul style="list-style-type: none"> i. Comply to emission and effluent standard ii. efficient use of water and energy iii. Minimize waste iv. Protect the ecosystem and biodiversity <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, i-CARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Latest Company Policy training was conducted as per criteria 4.4.6.1.</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; 	<p>The estates sampled conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>Environmental Impacts Evaluation form. The assessment covers all activities in the estates and mill. The assessment was conducted base on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure.</p> <p>The assessment was reviewed at minimum once a year or if there are any changes in operation. Latest review was conducted as follows:</p> <ol style="list-style-type: none"> 1. Flemington Estate on 15/03/2021 with no changes on made to the EAI and EIE since last review was conducted. 2. Bagan Datoh Estate on 01/01/2021 with no changes on made to the EAI and EIE since last review was conducted. <p>The review was conducted by Assistant Manager and approved by the Manager.</p> <p>The estate visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The estates have established Environmental Management Plan FY 2021. The plan was reviewed on annually basis. Reviewed the implementation of the management plan as follows:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. To control over usage of chemical spraying, the estate has change spraying equipment from CDA to Inter pump spray. Reviewed the invoice no. 00090420 for purchasing 2 units of inter pump. 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		2. Reviewed picture the buffer zone at for Sungai Bernam at field 2008C in Flemington Estate dated 23/08/2021. The vegetation was well established and maintain. No evidence of chemical application in the area. <u>Bagan Datoh Estate</u> 1. The estate has placed all chemical containers in metal trays to control leakage from chemical mixing as reviewed from picture dated 25/08/2021. 2. Reviewed picture dated 25/08/2021 for chemical premixing area, the wastewater from chemical mixing was collected in collection sump, pump and reused back in chemical mixing process.	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote positive impact was documented in Pollution Prevention Plan. Among the promote positive impact as follows: 1. To recollect wastewater from chemical mixing process and recycled during premixing. 2. To continue remind workers no spraying alongside river buffer zone. 3. To continue remind workers and all resident no open burning.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	The estate visited continue provided training to ensure the awareness regarding the environmental policy among the employee. The management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estates visited discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis.	Complied																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																											
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. - Major compliance -	<p>The estates visited has established energy management plan to optimize the consumption of non-renewable energy. sighted the management plan as follows:</p> <ol style="list-style-type: none"> 1. The estate monitors the service maintenance for each vehicle and conducted accordingly as per scheduled. Sighted the vehicle service schedule and vehicle daily monitoring at the workshop board. 2. The estates monitor the diesel consumption for non-renewable energy FY 2021 as follows: <table border="1"> <thead> <tr> <th>Month</th> <th>Flemington Estate</th> <th>Bagan Datoh Estate</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>2.14</td> <td>2.78</td> </tr> <tr> <td>Feb</td> <td>1.27</td> <td>2.27</td> </tr> <tr> <td>Mar</td> <td>1.01</td> <td>1.87</td> </tr> <tr> <td>Apr</td> <td>1.07</td> <td>1.65</td> </tr> <tr> <td>May</td> <td>1.39</td> <td>1.77</td> </tr> <tr> <td>Jun</td> <td>1.64</td> <td>2.07</td> </tr> <tr> <td>Jul</td> <td>2.06</td> <td>2.70</td> </tr> </tbody> </table>	Month	Flemington Estate	Bagan Datoh Estate	Jan	2.14	2.78	Feb	1.27	2.27	Mar	1.01	1.87	Apr	1.07	1.65	May	1.39	1.77	Jun	1.64	2.07	Jul	2.06	2.70	Complied
Month	Flemington Estate	Bagan Datoh Estate																									
Jan	2.14	2.78																									
Feb	1.27	2.27																									
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Jun	1.64	2.07																									
Jul	2.06	2.70																									
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was determined based on previous year fuel consumption.	Complied																								

Criterion / Indicator		Assessment Findings	Compliance										
	- Major compliance -												
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	No possible usage of renewable energy at the estate	Complied										
Criterion 4.5.3: Waste management and disposal													
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>The estates have identified the waste products and source pollution generated in the estates and mill. The waste is categorized as follows:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>SW 305 Spent Lubricant Oil SW 306 Spent hydraulic oil SW 410 Rags, plastics, papers or filters contaminated with scheduled waste SW 409 Disposed containers, bags or equipment contaminated with scheduled waste SW 404 Clinical waste</td> </tr> <tr> <td>Domestic waste</td> <td>Rubbish (used paper, plastic bottle. glass bottle, food waste)</td> </tr> <tr> <td>Industrial waste</td> <td>Empty pesticides containers (recycle plastic – triple rinse and punctured) Scrap Metal</td> </tr> <tr> <td>Sewage Waste</td> <td>Sewage</td> </tr> </tbody> </table>	Type	Item Description	Scheduled Waste	SW 305 Spent Lubricant Oil SW 306 Spent hydraulic oil SW 410 Rags, plastics, papers or filters contaminated with scheduled waste SW 409 Disposed containers, bags or equipment contaminated with scheduled waste SW 404 Clinical waste	Domestic waste	Rubbish (used paper, plastic bottle. glass bottle, food waste)	Industrial waste	Empty pesticides containers (recycle plastic – triple rinse and punctured) Scrap Metal	Sewage Waste	Sewage	Complied
Type	Item Description												
Scheduled Waste	SW 305 Spent Lubricant Oil SW 306 Spent hydraulic oil SW 410 Rags, plastics, papers or filters contaminated with scheduled waste SW 409 Disposed containers, bags or equipment contaminated with scheduled waste SW 404 Clinical waste												
Domestic waste	Rubbish (used paper, plastic bottle. glass bottle, food waste)												
Industrial waste	Empty pesticides containers (recycle plastic – triple rinse and punctured) Scrap Metal												
Sewage Waste	Sewage												
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and	Estate sampled has established management Plan based on the identification and source of pollutions and the documented in Waste management Plan FY 2021 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.	Complied										

Criterion / Indicator		Assessment Findings	Compliance
	<p>recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p>Sighted the implementation as follows:</p> <ol style="list-style-type: none"> 1. The estates maintain the inventory records for all scheduled waste generated and notify to DOE on monthly basis through ESWISS. Reviewed the ESWISS inventory record dated 11/06/2021, and 21/06/2021. 2. Scheduled waste was managed as per SOP established and as per Scheduled Wastes Environmental Quality (Scheduled Wastes) Regulations 2005. Reviewed the disposal records as per criteria 4.5.3.3. 3. EFB were disposed to sister estate as nutrient recycle program. Reviewed the application records for Bagan Datoh Estate for filed 2012A, 2020C and 2020D. 	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures.</p> <p>Both estates visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>Reviewed the sample disposal records as follows:</p> <ol style="list-style-type: none"> 1. 16/08/2021, SW 410, C/N no. 2021081612EQIHXS 2. 16/08/2021, SW 305, C/N no. 2021081612F8X7JL 3. 16/08/2021, SW 409, C/N no. 20210816127G65NU 	Complied
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the</p>	<p>Empty pesticides containers were identified and disposed as scheduled waste.</p> <p>However, the empty pesticides containers were triple rinse stored in designated storage areas. Some of them were reused as containers for</p>	Complied

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	national programme on recycling of used HDPE pesticide containers. - Major compliance -	premix chemicals. Others were disposed as scheduled waste. Reviewed the disposal records as per consignment note no. 20210816127G65NU dated 16/08/2021.	
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	Domestic waste was collected 2 – 3 time a week and stored in designated dumpsite (BIN) before disposed at Municipal Landfill.	Complied
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.	a. The estates sampled has established Water Management Plan 2021. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water pollution, contamination of surface and ground water, reduce water usage in chemical activity, excess water in field and management of wastewater.	Complied

Criterion / Indicator	Assessment Findings	Compliance																																				
<p>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>The workers access to clean water is adequately provided to workers for household consumption. Water supply is by government (SYABAS and LAP).</p> <p>The Operating units monitor the water usage on monthly basis. Reviewed the consumption records FY 2021 as follows:</p> <table border="1" data-bbox="1037 608 1809 879"> <thead> <tr> <th></th> <th>Flemington Estate</th> <th>Bagan Datoh Estate</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>10.54</td> <td>5.31</td> </tr> <tr> <td>Feb</td> <td>7.10</td> <td>2.59</td> </tr> <tr> <td>Mar</td> <td>4.888</td> <td>2.11</td> </tr> <tr> <td>Apr</td> <td>5.51</td> <td>2.25</td> </tr> <tr> <td>May</td> <td>5.23</td> <td>2.15</td> </tr> <tr> <td>Jun</td> <td>5.84</td> <td>2.68</td> </tr> <tr> <td>July</td> <td>7.10</td> <td>2.99</td> </tr> </tbody> </table> <p>e. Management of riparian zone is guided by River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014).</p> <p>The widths of the buffer zones are guided by the following measurements:</p> <table border="1" data-bbox="1037 1106 1621 1310"> <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>		Flemington Estate	Bagan Datoh Estate	Jan	10.54	5.31	Feb	7.10	2.59	Mar	4.888	2.11	Apr	5.51	2.25	May	5.23	2.15	Jun	5.84	2.68	July	7.10	2.99	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	
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Criterion / Indicator		Assessment Findings	Compliance
		Reviewed picture the buffer zone at for Sungai Bernam at field 2008C in Flemington Estate dated 23/08/2021. The vegetation was well established and maintain. No evidence of chemical application in the area.	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	No construction of bund, weirs and dams across waterways passing through the estates.	Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The practice water harvesting of water from road-side drains being directed and stored in conservation roadside pits.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	The reassessment on the HCV area in SOU 4 has been conducted on 22 – 23/6/2020 and documented in Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020. Only HCV 4 identified during the reassessment conducted in the group estate in SOU 4 with total area of 17.94 ha.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.6.2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>No RTE species identified in the estate visited as per Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020.</p> <p>The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Reviewed pictures dated 23 and 25/08/2021 of signboard were erected at several strategic places in the estates visited such as office compound, muster ground, housing area and HCV area, signage on prohibition of capture, harm, collect or kill RTE species are erected.</p>	<p>Complied</p>
<p>4.5.6.3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>Estates visited established HCV management plan based on the HCV assessment conducted.</p> <p>Estate visited continue to monitor the HCV area. The issue monitored include of encroachment/Sign of trespassing, wildlife issues/conflicts/sightings, pollution/erosion issue and others. Reviewed the sampled monitoring conducted as follows:</p> <ol style="list-style-type: none"> 1. Monitoring of HCV and Conservation Areas dated 16/01/2021, 09/02/2021, 10/06/2021, 09/07/2021, 26/07/2021 and 06/08/2021. 2. Reviewed pictures dated 23 and 25/08/2021 of signboard were erected at several strategic places in the estates visited such as office compound, muster ground, housing area and HCV area, signage on prohibition of capture, harm, collect or kill RTE species are erected. 3. The estates continuously provide training to the workers to ensure the awareness. Reviewed the training records dated 03/06 2021 for Bagan Datoh estate and 04/05/2021 for Flemington Estate. 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law – EQA and Regulations 1974.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Not applicable
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction	Not applicable
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	SOP was established for the Estates. Sime Darby SOP issued 2/1/2008 and Agricultural Reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System)	Complied

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Criterion / Indicator	Assessment Findings	Compliance
- Major compliance -	<p>were distributed to all operating units under SOU 24 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>Sime Darby Plantation Berhad has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p>	
<p>4.6.1.2 Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015.</p> <p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p> <p>Landscapes of both estates visited are mostly flat. Sime Darby Plantation Berhad has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p> <p>The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.</p>	Complied
<p>4.6.1.3 A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>Both sampled had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on concrete slaps.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
Criterion 4.6.2: Economic and financial viability plan																					
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	SOU 4 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2021 - 2025.	Complied																		
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	<p>SOU 4 have long range replanting program until FY 2025. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Flemington Estate</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>70.81</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>152.39</td> <td>151.57</td> </tr> </tbody> </table>		2021	2022	2023	2024	2025	Flemington Estate	0.00	0.00	0.00	0.00	70.81	Bagan Datoh Estate	0.00	0.00	0.00	152.39	151.57	Complied
	2021	2022	2023	2024	2025																
Flemington Estate	0.00	0.00	0.00	0.00	70.81																
Bagan Datoh Estate	0.00	0.00	0.00	152.39	151.57																
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -	<p>All relevant information contained in the annual budget plan for as sighted in annual budget FY2020 such as:</p> <ul style="list-style-type: none"> i. Total crop projection and yield potential ii. Activity direct cost <ul style="list-style-type: none"> a. Mature upkeep b. Manuring c. Harvesting and collection d. Transportation e. Nursery iii. Estate administration 	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> a. Admin Cost iv. Labour overhead v. Road and bridges vi. Cost of production. 	
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2025) and well documented upon request.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	Pricing mechanism for services provided by the contractors or suppliers are based on the tender system, in which the estate management will choose the lowest price quoted by the contractor or supplier.	Complied
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	Payment was made on timely manner. Sighted an invoice submitted by Mr. Kumar Enterprise dated on 16/07/2021, payment terms 30 days. The payment was made by the HQ on 0/.0/.2021.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>Contractors were made to understand the MSPO requirements thru the training and briefing conducted by the estate management. Sighted an addendum between the estate management and the contractors on the requirements below:</p> <ul style="list-style-type: none"> a. To comply with local legal requirements. b. Attend sustainability briefing or training organized by the company. c. Having signed and enforceable agreement with the company. 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		d. Provide access to the external auditor whenever deemed necessary. e. Ensure PPE utilization by contractor's employee while being in the company's premise.	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Agreed contract agreement between the contractors and the estate management was sighted and verified. Both parties agreed on the terms and conditions in the contract agreement.	Complied
4.6.4.3	The management shall accept MSP0 approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Records were made available to the audit team. The suppliers and contractors agreed for auditors to conduct inspection to them regarding their operation. As explained in the indicator 4.6.4.1.	Complied
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estates were inspected and verified by the estate's personnel before proceed for the payment purpose. Related documents were made available to the audit team for verification.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the	NA as no development of new planting.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
	<p>Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.</p> <p>- Major compliance -</p>		
Criterion 4.7.2: Peat Land			
4.7.2.1	<p>New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.</p> <p>- Major compliance -</p>	NA as no development of new planting.	Not applicable
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	<p>A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.</p> <p>- Major compliance -</p>	NA as no development of new planting.	Not applicable
4.7.3.2	<p>SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.</p> <p>- Major compliance -</p>	NA as no development of new planting.	Not applicable
4.7.3.3	<p>The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.</p> <p>- Major compliance -</p>	MFM NA as no development of new planting.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	NA as no development of new planting.	Not applicable
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	NA as no development of new planting.	Not applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	NA as no development of new planting.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	NA as no development of new planting.	Not applicable
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	NA as no development of new planting.	Not applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	NA as no development of new planting.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	NA as no development of new planting.	Not applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	NA as no development of new planting.	Not applicable

MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mills

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The company developed Group Sustainability & Quality Policy Statement, endorsed by Mr. Mohamad Helmy Othman Basha, Group Managing Director on 02/12/2019. stated in the policy the company is committed to: a. Promoting good governance and transparency b. Contributing to a better society c. Minimising environmental harm d. Delivering sustainable quality Training on the company’s policy or procedures was conducted on 29/03/2021.	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	A statement from the policy, “Continuously delivering value through innovation and operational excellence”, shows the company is emphasize on the continual improvement in their operation.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	According to the Intern Audit Procedure, reference no: SD/SDP/PSQM/IAP, version 02, dated on 01/11/2017, under 6.1 Audit Planning, it was mentioned that the internal audit for each certification shall be carried out at least once a year.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Internal audit for the mill was conducted on 18/06/2021. The internal audit team has raised 1 major non-conformities during the audit program.	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	The internal audit findings were made available to the mill management and was discussed during the management review meeting on 05/07/2021. Root cause of the findings were identified by the management and appropriate action plan was taken and documented.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit findings were discussed during the management review meeting on 05/07/2021.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSP0 and decide on any changes, improvement and modification. - Major compliance -	The internal audit findings were made available to the mill management and was discussed during the management review meeting on 05/07/2021. Among the action plan taken to close the findings are as follow: a. To review the employee working hours and improve contingency plan. b. Daily monitoring the input sheet. c. Awareness briefing on Over Time Limitation.	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.	Continual improvement plan is integrated in their environmental and social management plan. Attention was given to improve and resolve the issues pertaining to environment and social. Action plan for both items were made available to the audit team.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>The mill management has established an annual training program for each employee which is very flexible. This training program aim to provide competency and knowledge regarding to their workstation. For any new techniques or information coming into line, the management will evaluate the priority and make adjustment in their current annual training program.</p>	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Sited in the Procedure for External Communication, point no 6.0 (External Communication) subpoint 6.7 (Pro-active Communications), only estate open policies are allowed to be publicly available to the external stakeholder.</p> <p>As of today, no record shows that external stakeholder request information regarding on the mill or company itself.</p> <p>If the stakeholder requires further information regarding on the estate management, the external stakeholders shall liaise with Communication Department upon approval from the Head Office. General information also can be obtained from the group’s website https://www.simedarbyplantation.com/</p>	Complied
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>General information also can be obtained from the group’s website https://www.simedarbyplantation.com/</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Procedure for External Communication, prepared by Plantation Quality management System, version 01, issue 01 was established on 01/04/2008. this procedure aims to put in place a system to effectively communicate with external interested parties on matters pertaining to QSHE performance of the mill.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	Mill manager was appointed as the person in charge for social dated on 01/01/2021 for the period of 1 year. The appointment was made by the regional CEO.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	List of stakeholders was made available to the audit team and categorized as below: a. Own group estates b. Outside crop producers. c. CPO & Kernel Transportation. d. Contractors e. Vendors/Suppliers f. Local community heads g. Government agencies h. Foreign embassy.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation, Sustainable Plantation Management System, ver. 2, issue no. 5 dated April 2019 under Appendix 5: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Sighted sampled records for FFB received and CPO/PK dispatched out as follows: FFB received from MSPO Certified Estate</p> <div data-bbox="1088 544 1771 836" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> a) Supplier: Sabak Bernam Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 10,440 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 32439 f) D.O. no.; 068201 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </div> <div data-bbox="1088 871 1789 1163" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> a) Supplier: Sungai Samak Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 11,090 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 42619 f) D.O. no.; 069350 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </div> <div data-bbox="1088 1198 1789 1366" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 88914 </div>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023</p> <p>CPO/PK delivery</p> <p>a) Buyer: Nuri Edible Oil b) Product ID: 0007-Crude Palm Oil (CPO) RSPO MB c) Nett weight: 40,460 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 019885 f) P.O. no.; 07720</p> <p>a) Buyer: SDP Nuri KCP b) Product ID: 0007-Crude Palm Oil (CPO) RSPO MB c) Nett weight: 30,140 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 007018 f) D.O. no.; 44065</p>	
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Flemington POM implemented its MSPO SCCS based on Sime Darby Plantation Berhad established Standard Operating Procedure to demonstrate compliancy to MSPO SCCS. The SOP was documented in Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019.</p>	Complied

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	<p>Under section 6.0: Delivery of FFB from Estate, 7.0: Receiving FFB at mill and 10.0: Products dispatch stated that Estate/Mill to ensure sufficient information of certified products.</p> <p>As of the date of assessment, no sales of MSPO certified products were sold by Flemington POM except for purchase of MSPO certified FFB only.</p> <p>In the MSPO certified product, the information such as MSPO certificate no. and validity period were included in the delivery information. Reviewed sample ticket as follows:</p> <p>FFB received from MSPO Certified Estate</p> <div data-bbox="1088 786 1789 1062" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> a) Supplier: Sabak Bernam Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 10,440 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 32439 f) D.O. no.; 068201 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </div> <div data-bbox="1088 1098 1789 1367" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> a) Supplier: Sungai Samak Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 11,090 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 42619 f) D.O. no.; 069350 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </div>	

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Criterion / Indicator		Assessment Findings	Compliance
		<div style="border: 1px solid black; padding: 5px;"> a) Supplier: Bagan Datoh Estate b) Product ID: 0001-FFB A Crop* c) Nett weight: 7,960 kg d) Delivery date: 16/08/2021 e) Weighbridge ticket no.: 88914 f) D.O. no.; 100395 g) MSPO certificate no.: MSPO690017 h) MSPO certificate validity: 09/02/2018 – 08/02/2023 </div>	
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	The mill has appointed the Mill Assistant Manager person responsible to implement the traceability system as per appointment letter dated 20/05/2020 signed by the Mill Manager	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Stock of CSPO & CSPK was recorded in Mass Balancing Records for Oil Mill. Production records were maintained in "Daily production summary". The information about stock balance, sales and delivery is recorded in the format on daily basis. Production of MSPO certified CPO have been started since MSPO certificate is granted.	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	SOU 4 had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. SOU 4 had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Flemington POM</u></p> <ol style="list-style-type: none"> 1. MPOB License no. 529874004000, valid till 31/05/2022. 2. DOE License no. 004234, valid till 30/06/2022 3. Scheduled Control Goods Permit for Diesel and Petrol no. A000270, valid till 29/10/2021 4. Salary Deduction Permit no. (12) dlm PMT 10000/2011/0194 dated 07/06/2012 5. Private Installation License no. 45217, valid till 29/10/2021 	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Reviewed the latest Legal & Other Requirements Register (LORR) and Summary of Compliance dated 31/05/2021.	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	SOU 4 has established list of all relevant laws and requirement and documented in Legal and Requirement Register (LORR). The list was updated on annually basis or if there is new updates on the register or additional applicable legal. Reviewed the latest register reviewed in May 2021. Among the latest updated on the register are: <ol style="list-style-type: none"> 1. Anti-money laundering, anti-terrorism financing and Unlawful activities act 2001 2. Malaysian Anti-Corruption Commission Act (Amended) 2018 3. Whistle-blower protection act 2010 	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.	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 10/12/2008. A mechanism to ensure	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual Group Sustainability 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. The person responsible appointed at the operating units will update the changes in the Legal Register.	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	The mill is located inside the Flemington Estate compound under a land title no: 141481, file no: PTG.PK.5/4-2335(A). There is no issue on land use claims evidence during the audit.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The land belongs to the Sime Darby Plantation Berhad. Sighted a copy of quit rent paid by the estate management.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The mill located in Flemington Estate land title. The mill boundary was clearly demarcated with fences.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	No records of negotiations were made upon the customary right in the mill compound.	Complied

Criterion / Indicator		Assessment Findings	Compliance				
Criterion 4.3.3 – Customary rights							
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	No records of negotiations were made upon the customary right in the mill compound.	Not applicable				
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	No records of negotiations were made upon the customary right in the mill compound.	Not applicable				
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	No records of negotiations were made upon the customary right in the mill compound.	Not applicable				
4.4 Principle 4: Social responsibility, health, safety and employment condition							
Criterion 4.4.1: Social Impact Assessment (SIA)							
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	<p>Social Impact Assessment Report was conducted on 27/6–1/7/2016 by the Sustainability Strategy Unit, PSQM Department. The assessment was led by Ms. Sabarinah Marzuky and assisted by 2 assessors.</p> <p>The objective of this assessment was to identify the existing issues in the study area and to develop social management plan for respective study area.</p> <table border="1"> <thead> <tr> <th>Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Furniture – ceiling fan & bed set</td> <td>In the delivery process.</td> </tr> </tbody> </table>	Issues	Action Plan	Furniture – ceiling fan & bed set	In the delivery process.	Complied
Issues	Action Plan						
Furniture – ceiling fan & bed set	In the delivery process.						

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Criterion / Indicator		Assessment Findings		Compliance
		Request for awning at the back door of the house	Awning was included in the Capex 2022 financial year.	
		Insufficient supply of medicine at estate clinic	In process.	
		Cracked roads during heavy vehicles	In process.	
Criterion 4.4.2: Complaints and grievances				
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	<p>The group has established Procedure for External Communication and Procedures for Handling Social Issues, dated on 01/04/2008, version 01.</p> <p>The purpose of the procedure is to put in place a system to effectively communicate with external parties on matters pertaining to QSHE performance of the estate. Time frame for external communication is 2 weeks after the date of receipt for communication.</p> <p>The manager is to receive all external communication from external interested parties. He is to review, and found to be authentic, he is to respond to it. Communication with the media will be responsibility of the Head Communication Department or his designated representative.</p>		Complied
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	<p>Complaint can be made by the employees thru the Complaint Book which can be obtain from the mill office. Sighted a complaint was made for leaking pipe and it was solved in timely manner. The complainant acknowledged the report after action been taken.</p>		Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The mill management maintained the Complaint Book to receive any complaints from the stakeholders. Time frame of two weeks allocated to resolves the complaint.	Complied
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview was conducted with the employees thru the phone call and it was confirmed that the stakeholders were made aware that they can make a complaint at any time.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Complaint records for the last 24 months were made available to the audit team.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Contribution records were made available to the audit team. latest CSR was conducted for the workers who were affected by the COVID-19 Pandemic. The mill management has initiated a distribution of food aid to their workers.	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 01/06/2020. In the Policy Statement stated as follows:	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>"Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the management plan FY 2021 as follows:</p> <ol style="list-style-type: none"> 1. Latest CHRA was conducted on on 02/07/2020 by registered assessor with reg. no. HQ/09/ASS/00/124. The CHRA report no. HQ/09/ASS/00/124 – 2020/0026 and action plan were available for review. 2. As per recommendation in the CHRA reports, the estate conducted chemical exposure monitoring for n-Hexane and manganese. The CEM has been conducted on 211/10/2021 with results does not exceed permissible exposure limit. 3. Latest annual LEV Examination and Testing was conducted on 09/09/2020. 4. Audiometric test was conducted on annual basis. Latest audiometric test was conducted On 06/07/2020. Refer report 	

Criterion / Indicator		Assessment Findings	Compliance
		no. ESC/0720/0057-A. 7 workers were found with abnormal results and retest was conducted on 22/01/2021. 5 was found with normal results while 2 were scheduled to be retest on 30/08/2021. FY 2021, the audiometric test was scheduled on 30/08/2021.	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. 	<ul style="list-style-type: none"> a) Sime Darby Plantation Berhad has established Safety and health policy as per Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020. The policy is written in Bahasa and English language that can be easily understood by all levels of its employees. The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Latest Company Policy training was conducted on 29/03/2021. b) The operating units sampled has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) and Chemical Hazard Risk Assessment. The assessment cover all main operations and support operations such as harvesting, weeding, manuring, office operation, security, pest and disease and other support operation. The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation while the CHRA was valid for 5 years. Latest HIRARC review was conducted on 28/07/2021 due to accident occur at manuring activities on 24/06/2021. 	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>c) The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. The training was conducted by the Manager, Asst. Manager and representative form the chemical suppliers to the supervisors and operators. Sighted the sampled training records on Chemical Handling and Labelling training dated 20/05/2021.</p> <p>d) The mill provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008.</p> <p>Reviewed the PPE issuance records for Water Treatment Plan and Laboratory personnel as follows:</p> <ol style="list-style-type: none"> 1. 110707 2. 24789 3. 47786 <p>e) Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>f) The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 01/01/2021 signed by the Regional CEO.</p> <p>g) The mill management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Reviewed the minutes meeting records dated 30/06/2021, 26/03/2021, 28/12/2020 and 14/09/2020.</p> <p>h) Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The operating units continuously provided training to enhance the workers awareness on emergency procedure. Reviewed the latest ERP training conducted on 09/12/2020 at 9.30 am with 4.45 minutes evacuation time.</p> <p>i) First aid kit and first aider present at various workstation at the mill. The mill continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training dated 20/05/2021 and first aider certificate no. BOFA/19/00527, BOFA/19/00528, BOFA/19/00529, BOFA/19/00530 and BOFA/19/00531.</p> <p>j) The estates maintain the records of accident cases and reported to HQ using the Rapid 4 System and reported to DOSH through JKKP 6 form. Reviewed the investigation report and JKKP 6 report as follows:</p> <ol style="list-style-type: none"> 1. JKKP 6 and Incident Detail Report for accident occur on 07/05/2020 t sterilizer station 2. JKKP 6 and Incident Detail Report for accident occur 24/06/2021 at dispatch station. 	

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		<p>The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>Both estates visited submit the JKKP 8 form on annually basis to DOSH through MyKKP website. Reviewed the JKKP 8 report FY 2020 submitted to DOSH on 08/01/2021.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The company has established Human Rights Charter revised in 2020 and Policy on the Protection of Human Rights Defenders endorsed on 25/03/2020, approved by Mr. Rasyid Redza Anwaruddin, Head of Group Sustainability. The employees were aware of their rights.</p> <p>Briefing on the company’s policy and charter was delivered to the employees on 29/03/2021.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>As stated in their Human Rights Charter (Revised 2020), the company respect the rights of workers, and provide fair and favourable working conditions by promoting diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>The company also will facilitate opportunities for advancement for our employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights.</p> <p>Interview with the female employees confirmed that there was no discrimination has occurred in the mill.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>The mill management offered a job with minimum wages of RM1200 for 6 days or working per week. Working hours is set 8 hours per day and 48 hours per week.</p> <p>Worker's payslips were made available to the audit team and verified. It was confirmed that the pay is above the minimum wages as per stipulated in the Minimum Wages Order 2020.</p>	Complied																
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Employment contract between the contractors and their workers have been made available to the audit team. It was confirmed that the pay for the contractor's worker was has meet the minimum wages of RM1200. Sighted one of the payslips for Maintenance Fitter - Passport No: EH0211195 as follow:</p> <table border="1"> <tr> <td colspan="2">Earnings</td> </tr> <tr> <td>Pay day</td> <td>RM1,288</td> </tr> <tr> <td>Normal Day Overtime</td> <td>RM72</td> </tr> <tr> <td>Rest/PH Pay</td> <td>RM560</td> </tr> <tr> <td>Rest/PH Overtime</td> <td>RM0</td> </tr> <tr> <td>Total Earnings</td> <td>RM2,520</td> </tr> <tr> <td>Total Deductions</td> <td>RM300</td> </tr> <tr> <td>Net Pay</td> <td>RM2,220</td> </tr> </table>	Earnings		Pay day	RM1,288	Normal Day Overtime	RM72	Rest/PH Pay	RM560	Rest/PH Overtime	RM0	Total Earnings	RM2,520	Total Deductions	RM300	Net Pay	RM2,220	Complied
Earnings																			
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4.4.5.5	<p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The management established a personal file to record details information for each of the workers. The file contains the following information:</p> <ol style="list-style-type: none"> i. Name ii. Address / place of origin iii. IC no or passport no iv. Gender v. Age 	Complied																

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		vi. Job scope vii. Salary and benefits									
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	Employment contracts were made available to the audit team and explained to the workers in their native language. Interview with the workers confirmed that they have received the offer letter and understood the letter content before signed. Sighted the sampled employment contracts as below: a. Employment ID: 0000024811 b. Employment ID: 0000024820 c. Employment ID: 0000024851 d. Employment ID: 0000024864 e. Employment ID: 0000064989 f. Employment ID: 0000084369 g. Employment ID: 0000123501	Complied								
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	The group has established the working hours and overtime as per stipulated in the employment contract. Other than a piece rate employee, the working hours are 8 hours per day and 48 hours per week. Work on rest day will be paid double from the normal rate. Overtime is rated as below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Overtime on rest day</td> <td>2 x Hourly rate of pay</td> </tr> <tr> <td>Work on Public Holiday</td> <td>2 x Hourly Rate of Pay</td> </tr> <tr> <td>Overtime on Public Holiday</td> <td>3 x hourly rate of pay</td> </tr> <tr> <td>Overtime on normal working holiday</td> <td>1.5 x hourly rate of pay</td> </tr> </table>	Overtime on rest day	2 x Hourly rate of pay	Work on Public Holiday	2 x Hourly Rate of Pay	Overtime on Public Holiday	3 x hourly rate of pay	Overtime on normal working holiday	1.5 x hourly rate of pay	Complied
Overtime on rest day	2 x Hourly rate of pay										
Work on Public Holiday	2 x Hourly Rate of Pay										
Overtime on Public Holiday	3 x hourly rate of pay										
Overtime on normal working holiday	1.5 x hourly rate of pay										
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective	The overtime given to the workers are within the legal standards. Besides the attendance, the working hours and breaks are recorded thru the punch card individually. Sighted and verified the sampled	Complied								

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	<p>agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>of attendance records and punch cards for the employees with the ID below:</p> <ul style="list-style-type: none"> a. Employment ID: 0000024811 b. Employment ID: 0000024820 c. Employment ID: 0000024851 d. Employment ID: 0000024864 e. Employment ID: 0000064989 f. Employment ID: 0000084369 g. Employment ID: 0000123501 	
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Payslips of all employees are available as evidence of salary payment. The information contained in the payslips are as below:</p> <ul style="list-style-type: none"> a. Earnings: Monthly earnings, overtime work, reimbursement, total earnings. b. Deductions: electricity, EPF, SOCSO, Union, employee insurance scheme. <p>Employment contract and payslips reviewed confirmed that the wages and overtime payment are in line with legal requirement.</p>	Complied
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>The mill management has provided the free accommodation with basic amenities (water & electricity), medical care, transportation for worker's children to school. Besides the management provide 10kg of rice for every 2 months.</p>	Complied
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The mill management provides free houses for their employees with basic amenities such as water and electricity. The house facilities are accordance with the Worker's Minimum Standards Housing & Amenities Act 1990. Inspection on the housing area were</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		conducted on weekly basis and the records were made available to the audit team and verified. The management will attend for any defect or damages complaint and will fix it in a timely manner.	
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has established Human Rights Charter, Revised 2020. Under Section 3.2: Respect & Uphold Labour Rights, point 3.2.6, the company is committed to create a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict.	Complied
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	Sime Darby Plantation Berhad has established Human Rights Charter, Revised 2020. Under Section 3.2: Respect & Uphold Labour Rights, point 3.2.4, the company respect Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, we will provide alternative means of employee engagement and grievance redressal.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Under Section 3.3: Respect & Uphold Children's rights (Human Rights Charter, Revised 2020), the company recognize that protecting the wellbeing of children by eradicating child labour in their supply chain and provide process for remedy if children are found working in their premises.	Complied
Criterion 4.4.6: Training and competency			

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	The mill maintained the training records conducted. Reviewed the training records as follows: 1. First aid training dated 20/05/2021 2. Chemical Handling and Labelling training dated 20/05/2021. 3. RSPO, MSPO, SCCS training dated 19/04/2021 4. Hearing conservation training dated 12/03/2021 5. Emergency Response team training dated 09/12/2020 6. Scheduled waste management training dated 25/03/2021 7. Environmental risk assessment training dated 18/08/2021 8. HCV training dated 03/06/2021	Complied
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The mill conducted training need analysis to identify training required for the employee and documented in Training Matrix FY 2021. The mill has also conducted assessment to the training attendees to assess the training efficiency.	Complied
4.4.6.3	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance -	The mill has established training schedule FY 2021 base on training need analysis conducted. The training program covers Policy, operation and OSH/others. The program involves the executive, staff/field supervisor, workers and contractors. The identified training was programmed throughout the year.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.1.1 An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 2/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy stated as follows:</p> <p>Group Sustainability and Quality Statement:</p> <p>Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and No new development on peat land iii. Enhancing resilience against climate change impact iv. Adopting responsible consumption and production <p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement</p> <p>Environment</p> <ul style="list-style-type: none"> i. Comply to emission and effluent standard ii. efficient use of water and energy iii. Minimize waste iv. Protect the ecosystem and biodiversity <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, i-CARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Latest Company Policy training was conducted on 29/03/2021.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations <p>- Major compliance -</p>	<p>The estates and mill conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form. The assessment covers all activities in the estates and mill. The assessment was conducted base on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure.</p> <p>The assessment was reviewed at minimum once a year or if there are any changes in operation. Latest review was conducted on 17/7/2020 by the Assistant Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>The estate visited has established environmental management plan based on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p>	Complied
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The management plan established base on operation with significant impact to the environment and documented in the Pollution Prevention Plan. The management plan was reviewed annually. The management plan stated the environmental issue, mitigation actions, monitoring plan and person responsible for monitoring implementation.</p> <p>Reviewed the implementation as follows:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> To contain the bund parameter at the effluent treatment plan, the mill place mangrove woods and gunny contain ash around the eroded area as sighted at cooling pond no. 1. The mill monitors the POME system and pond level on daily basis and recorded in daily performance monitoring form. Reviewed the records dated 17/08/2021, 18/08/2021, 19/08/2021, 21/08/2021, 23/08/2021. 	
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Program to promote positive impact was documented in Energy management Plan and Waste management Plan. Among the plan to promote positive impact as follows:</p> <ol style="list-style-type: none"> Educate workers on fuel saving practices Using fibre and shell as boiler fuel at ratio 9:1 Create awareness on hygiene and waste segregation. 	Complied
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p>- Major compliance -</p>	<p>The mill continues provided training to ensure the awareness regarding the environmental policy among the employee. The estates management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.</p>	Complied
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>The mill has established Environmental Performance Monitoring committee and conducted the meeting twice a year. Reviewed the minutes meeting dated 26/03/2021 and 30/06/2021.</p>	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be</p>	<p>The mill visited maintains records of energy usage, which is reported monthly to head office through SAP system. The</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																																															
	<p>observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the records as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Months</th> <th colspan="2">Diesel/FFB</th> </tr> <tr> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Target</td> <td>0.70</td> <td>0.70</td> </tr> <tr> <td>Jan</td> <td>0.37</td> <td>0.45</td> </tr> <tr> <td>Feb</td> <td>0.24</td> <td>0.29</td> </tr> <tr> <td>Mar</td> <td>0.27</td> <td>0.37</td> </tr> <tr> <td>Apr</td> <td>0.37</td> <td>0.37</td> </tr> <tr> <td>May</td> <td>0.32</td> <td>0.36</td> </tr> <tr> <td>Jun</td> <td>0.33</td> <td>0.48</td> </tr> <tr> <td>Jul</td> <td>0.34</td> <td>0.38</td> </tr> <tr> <td>Aug</td> <td>0.28</td> <td>NA</td> </tr> <tr> <td>Sep</td> <td>0.33</td> <td>NA</td> </tr> <tr> <td>Oct</td> <td>0.37</td> <td>NA</td> </tr> <tr> <td>Nov</td> <td>0.47</td> <td>NA</td> </tr> <tr> <td>Dec</td> <td>0.44</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>0.33</td> <td>NA</td> </tr> </tbody> </table> <p>The mill has established Energy Management Plan to optimize the usage of non-renewable energy. Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> 1. The mill monitors the machine and vehicle preventive maintenance through SAP system. The system will be triggered and notify the personnel. 2. The mill conducted housing inspection on weekly basis. Among the items inspected were to ensure no illegal wiring at the 	Months	Diesel/FFB		2020	2021	Target	0.70	0.70	Jan	0.37	0.45	Feb	0.24	0.29	Mar	0.27	0.37	Apr	0.37	0.37	May	0.32	0.36	Jun	0.33	0.48	Jul	0.34	0.38	Aug	0.28	NA	Sep	0.33	NA	Oct	0.37	NA	Nov	0.47	NA	Dec	0.44	NA	Average	0.33	NA	
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Criterion / Indicator		Assessment Findings	Compliance																																															
		housing area. Reviewed the monitoring records for the month of August 2021.																																																
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was determined based on previous year fuel consumption.	Complied																																															
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy as follows: <table border="1" data-bbox="1086 837 1444 1372"> <thead> <tr> <th rowspan="2">Months</th> <th colspan="2">Fibre and Shell</th> </tr> <tr> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Target</td> <td>0.17</td> <td>0.17</td> </tr> <tr> <td>Jan</td> <td>0.85</td> <td>0.87</td> </tr> <tr> <td>Feb</td> <td>0.83</td> <td>0.83</td> </tr> <tr> <td>Mar</td> <td>0.83</td> <td>0.83</td> </tr> <tr> <td>Apr</td> <td>0.85</td> <td>0.81</td> </tr> <tr> <td>May</td> <td>0.85</td> <td>0.81</td> </tr> <tr> <td>Jun</td> <td>0.86</td> <td>0.81</td> </tr> <tr> <td>Jul</td> <td>0.85</td> <td>0.83</td> </tr> <tr> <td>Aug</td> <td>0.82</td> <td>NA</td> </tr> <tr> <td>Sep</td> <td>0.82</td> <td>NA</td> </tr> <tr> <td>Oct</td> <td>0.82</td> <td>NA</td> </tr> <tr> <td>Nov</td> <td>0.86</td> <td>NA</td> </tr> <tr> <td>Dec</td> <td>0.87</td> <td>NA</td> </tr> <tr> <td>Ave</td> <td>0.84</td> <td>NA</td> </tr> </tbody> </table>	Months	Fibre and Shell		2020	2021	Target	0.17	0.17	Jan	0.85	0.87	Feb	0.83	0.83	Mar	0.83	0.83	Apr	0.85	0.81	May	0.85	0.81	Jun	0.86	0.81	Jul	0.85	0.83	Aug	0.82	NA	Sep	0.82	NA	Oct	0.82	NA	Nov	0.86	NA	Dec	0.87	NA	Ave	0.84	NA	Complied
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Criterion / Indicator	Assessment Findings	Compliance									
Criterion 4.5.3: Waste management and disposal											
<p>4.5.3.1</p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The mill has identified the waste products and source pollution generated in the estates and mill. The waste is categorized as follows:</p> <table border="1" data-bbox="1088 596 1865 1086"> <thead> <tr> <th>Type</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>Used lubricants Empty container Used rags Used batteries Used IPA & Hexane Fluorescent lamp COD HR Reagent waste</td> </tr> <tr> <td>Domestic waste</td> <td>Rubbish (used paper, plastic bottle, glass bottle, food waste)</td> </tr> <tr> <td>Industrial waste</td> <td>Boiler ash EFB POME Fiber/shell Decanter solid</td> </tr> </tbody> </table>	Type	Item Description	Scheduled Waste	Used lubricants Empty container Used rags Used batteries Used IPA & Hexane Fluorescent lamp COD HR Reagent waste	Domestic waste	Rubbish (used paper, plastic bottle, glass bottle, food waste)	Industrial waste	Boiler ash EFB POME Fiber/shell Decanter solid	<p>Complied</p>
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Industrial waste	Boiler ash EFB POME Fiber/shell Decanter solid										
<p>4.5.3.2</p>	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>The mill has established waste management plan as per waste identification. The plan was reviewed on annually basis.</p> <ol style="list-style-type: none"> 1. The mill monitors the inventory of scheduled waste and reported to DOE through E-SWISS. Sighted the inventory records for the month of July date 28/07/2021. 2. The scheduled waste was stored in designated storage area. Reviewed picture of storage area with stamp date dated 24/08/2021. 	<p>Complied</p>								

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Criterion / Indicator		Assessment Findings	Compliance
		3. EFB were disposed to sister estate as nutrient recycle program. As to-date July 2021, total of 20641.33 tons of EFB was disposed. 4. Scheduled waste was managed as per SOP established and as per Scheduled Wastes Environmental Quality (Scheduled Wastes) Regulations 2005. Reviewed the disposal records as per criteria 4.5.3.3.	
4.5.3.3	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005 - Major compliance -	Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. Inventory for all scheduled waste generated were recorded and reported to DOE through E-SWISS. Reviewed the Scheduled waste inventory for the month of July 2021 Reviewed the sampled scheduled waste disposal records: 1. 26/07/2021, SW 409, C/N no. 2021072616486GM3 2. 26/07/2021, SW 109, C/N no. 202107261602PG1C 3. 26/07/2021, SW 418, C/N no. 2021072616SCLZQE 4. 26/07/2021, SW 322, C/N no. 2021072615H4UCV0 5. 26/07/2021, SW 306, C/N no. 2021072615RQAKZE	Complied
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Domestic waste was collected 2 – 3 time a week and stored in designated dumpsite (BIN) before disposed at Municipal Landfill.	Complied
Criterion 4.5.4: Reduction of pollution and emission			

Criterion / Indicator		Assessment Findings	Compliance																								
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The estates have conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied																								
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	Complied																								
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	<p>Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 004234. Limit of Biochemical Oxygen Demand (BOD) discharge is 100 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows:</p> <p>1st quarter 2021</p> <table border="1"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>8.60</td> <td>8.30</td> <td>8.80</td> </tr> <tr> <td>BOD</td> <td>98.00</td> <td>23.00</td> <td>46.00</td> </tr> </tbody> </table> <p>2nd quarter</p> <table border="1"> <thead> <tr> <th></th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>BOD</td> <td>67.00</td> <td>74.00</td> <td>97.00</td> </tr> </tbody> </table> <p>The effluent analysis confirms with condition prescribed under Compliance Schedule.</p>		Jan	Feb	Mar	pH	8.60	8.30	8.80	BOD	98.00	23.00	46.00		Apr	May	Jun	pH	N/A	N/A	N/A	BOD	67.00	74.00	97.00	Complied
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Criterion 4.5.5: Natural water resources																											

Criterion / Indicator	Assessment Findings	Compliance																
<p>4.5.5.1 The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>The mill has established water management Plan and documented in Identification and Management of wastewaters and Action Plan to reduce freshwater usage. In the plan stated the water source, areas of concern, monitoring, contingency plan, mitigation plan, person responsible and time frame. Sighted the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> The mill continues to monitor the water consumption. Sighted the records of water consumption as follows: <table border="1" data-bbox="1128 715 1621 986"> <thead> <tr> <th>Month</th> <th>Liter</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>0.91</td> </tr> <tr> <td>Feb</td> <td>0.95</td> </tr> <tr> <td>Mar</td> <td>0.97</td> </tr> <tr> <td>Apr</td> <td>0.87</td> </tr> <tr> <td>May</td> <td>0.97</td> </tr> <tr> <td>Jun</td> <td>1.05</td> </tr> <tr> <td>Jul</td> <td>1.01</td> </tr> </tbody> </table> The mill conducted water sampling analysis at monsoon drain to ensure no pollution release into the field from mill operation. Reviewed the water analysis report no. IE320/2021 dated 23/03/2021 and IE631/2021 dated 30/06/2021. 	Month	Liter	Jan	0.91	Feb	0.95	Mar	0.97	Apr	0.87	May	0.97	Jun	1.05	Jul	1.01	<p>Complied</p>
Month	Liter																	
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<p>4.5.5.2 Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 004234. Limit of Biochemical Oxygen Demand (BOD) discharge is 100 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows:</p> <p>1st quarter 2021</p>	<p>Complied</p>																

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Criterion / Indicator		Assessment Findings				Compliance
			Jan	Feb	Mar	
		pH	8.60	8.30	8.80	
		BOD	98.00	23.00	46.00	
		2 nd quarter				
			Apr	May	Jun	
		pH	N/A	N/A	N/A	
		BOD	67.00	74.00	97.00	
		The effluent analysis confirms with condition prescribed under Compliance Schedule.				
4.6 Principle 6: Best Practices						
Criterion 4.6.1: Mill Management						
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - 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. Sime Darby Plantation Berhad has established a system to monitor the mill operation. The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports cover on all aspect of operation.				Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by an Engineer. All process parameters are documented and summarized in a daily report.				Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports cover on all aspect of operation.	
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2021 and business plan FY 2021 – FY 2025 In the 5 years business plan include items as follows: i. Mill intake – FFB input ii. Production of CPO iii. Production of PK iv. Total Palm Oil Extraction v. Total Palm Kernel Extraction vi. Mill cost The business plan for FY2021 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization and etc. It also includes environment, social (workers and staff’s welfare), and health and safety component and associated capital expenditure.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	This price mechanism for services supplied by the contractors or suppliers are based on the lowest quotation price received by the mill management. The management will choose the lowest price among the quotations.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		This is confirmed by the interview with the mill management representative via the phone call.	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Deen Mulia Enterprise has submitted invoice to the mill on 29/06/2021, invoice no: DM0009/06/2021. The finance department has made payment to Deen Mulia Enterprise on 08/07/2021. The payment is made on timely manner.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Contract agreement between the group management and Mayang Bayumas Sdn Bhd is referred. Sighted a clause in the agreement stating that, "The transporter shall comply with the General Chain of Custody requirements of the RSPO and MSPO, permit the Certification Bodies appointed by the Company to conduct audit on its or subcontractor's operations and provide access to all relevant systems, documents and records when requested by the CB". The agreement was signed on 12/12/2020. Related training and briefing were conducted to transporter. Sighted the training record was held on 02/03/2020, whilst for year 2021, due to the COVID-19 pandemic, it was postponed to a new date, expected on 03/09/2021.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contract agreement was made available to the audit team and verified.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	The clause was included in their contract agreement and verified as per indicated under indicator 4.6.4.1.	Complied

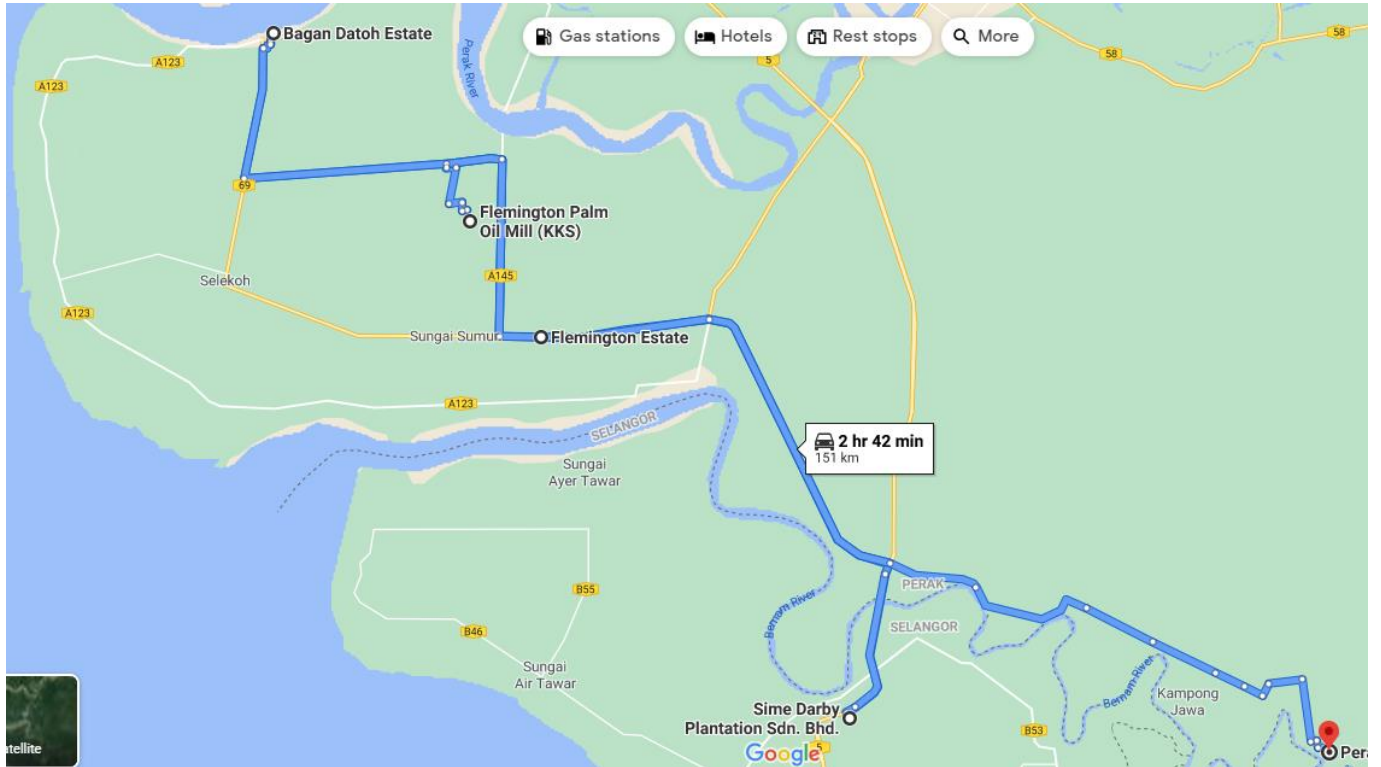
Appendix B: List of Stakeholders Contacted

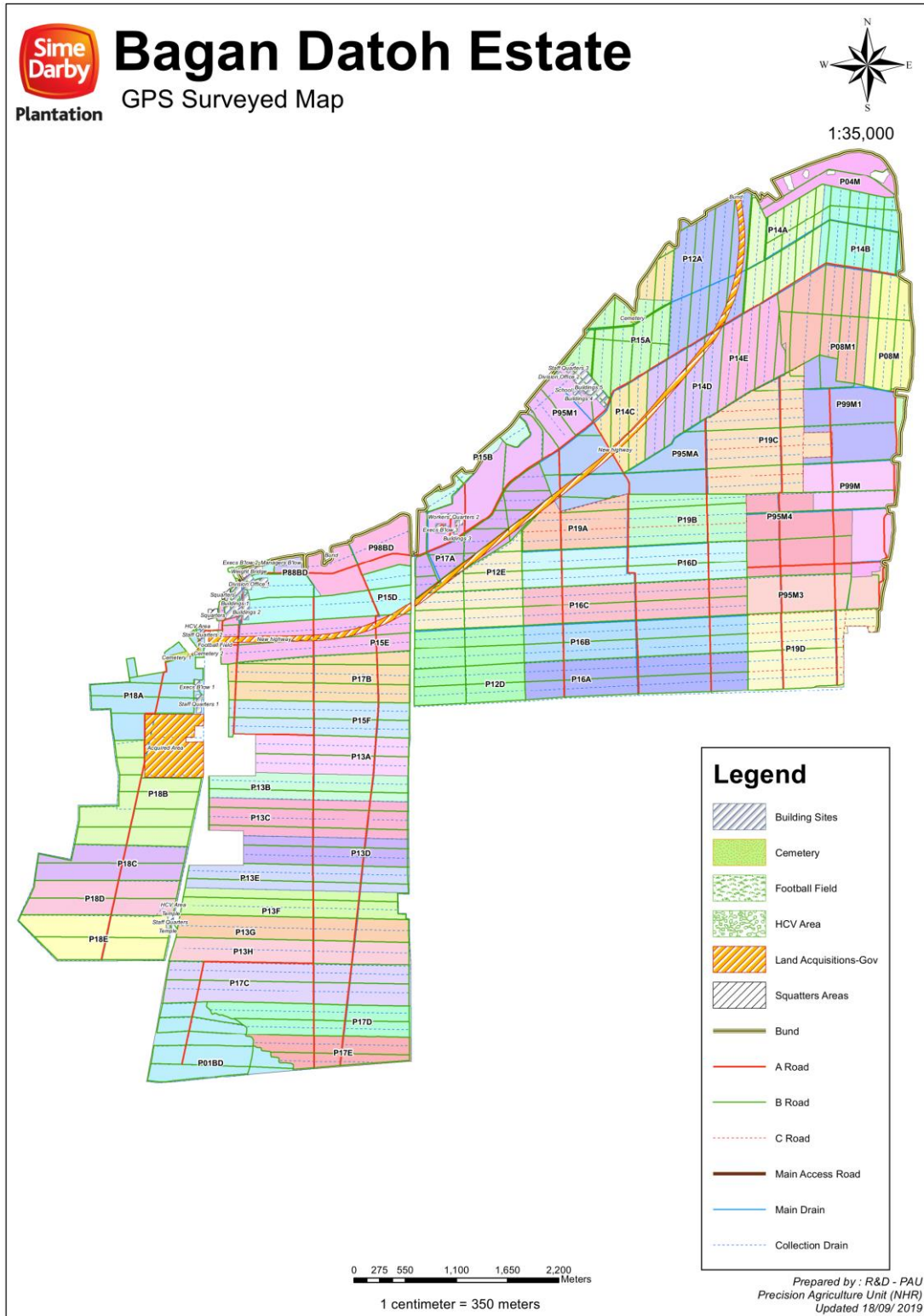
Government Officer: N/A	Community/neighbouring village: N/A
Suppliers/Contractors/Vendors: N/A	Worker's Representative/Gender Committee: NUPW Representatives Foreign workers by nationalities Gender Committee Representatives

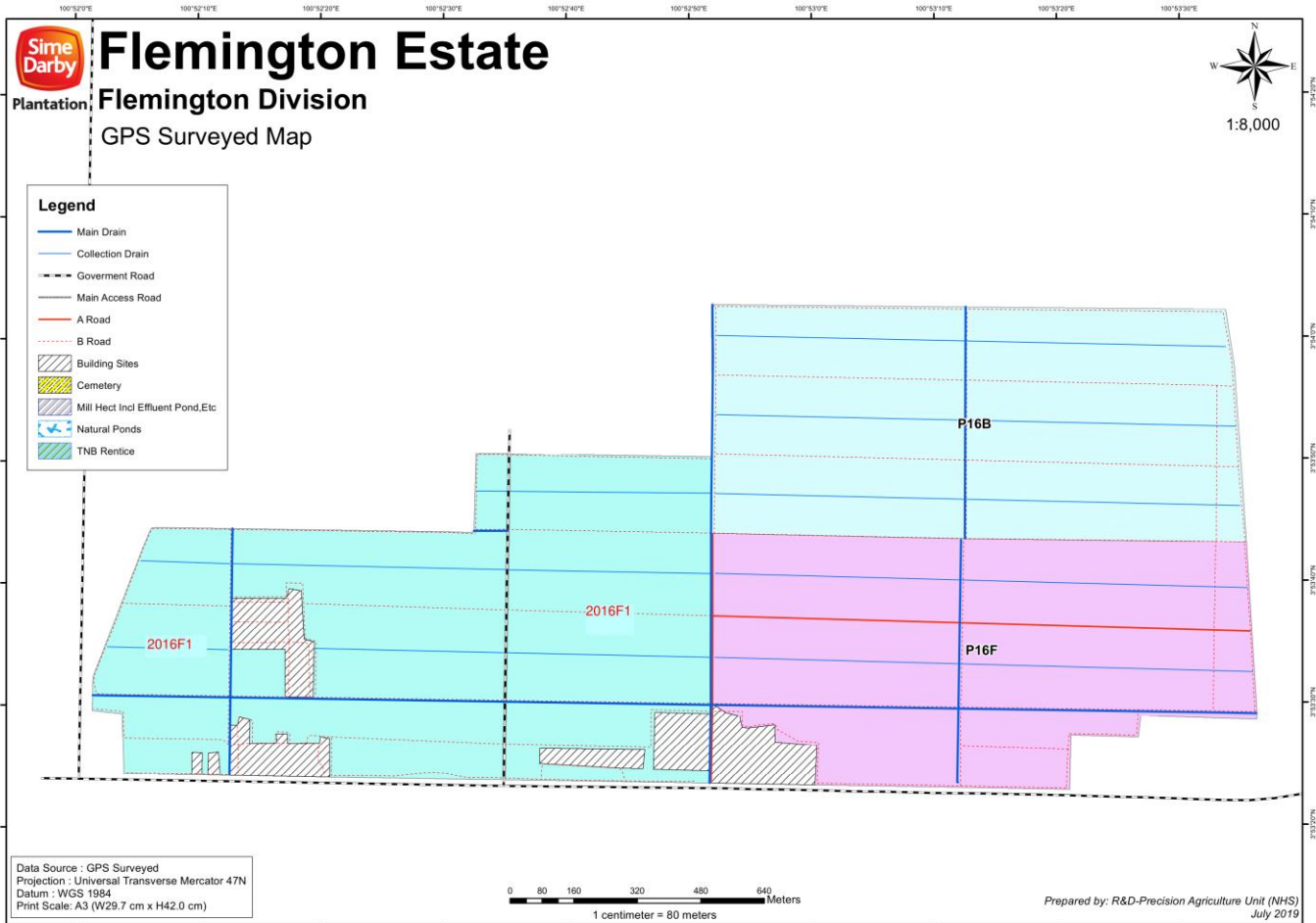
Appendix C: Smallholder Member Details

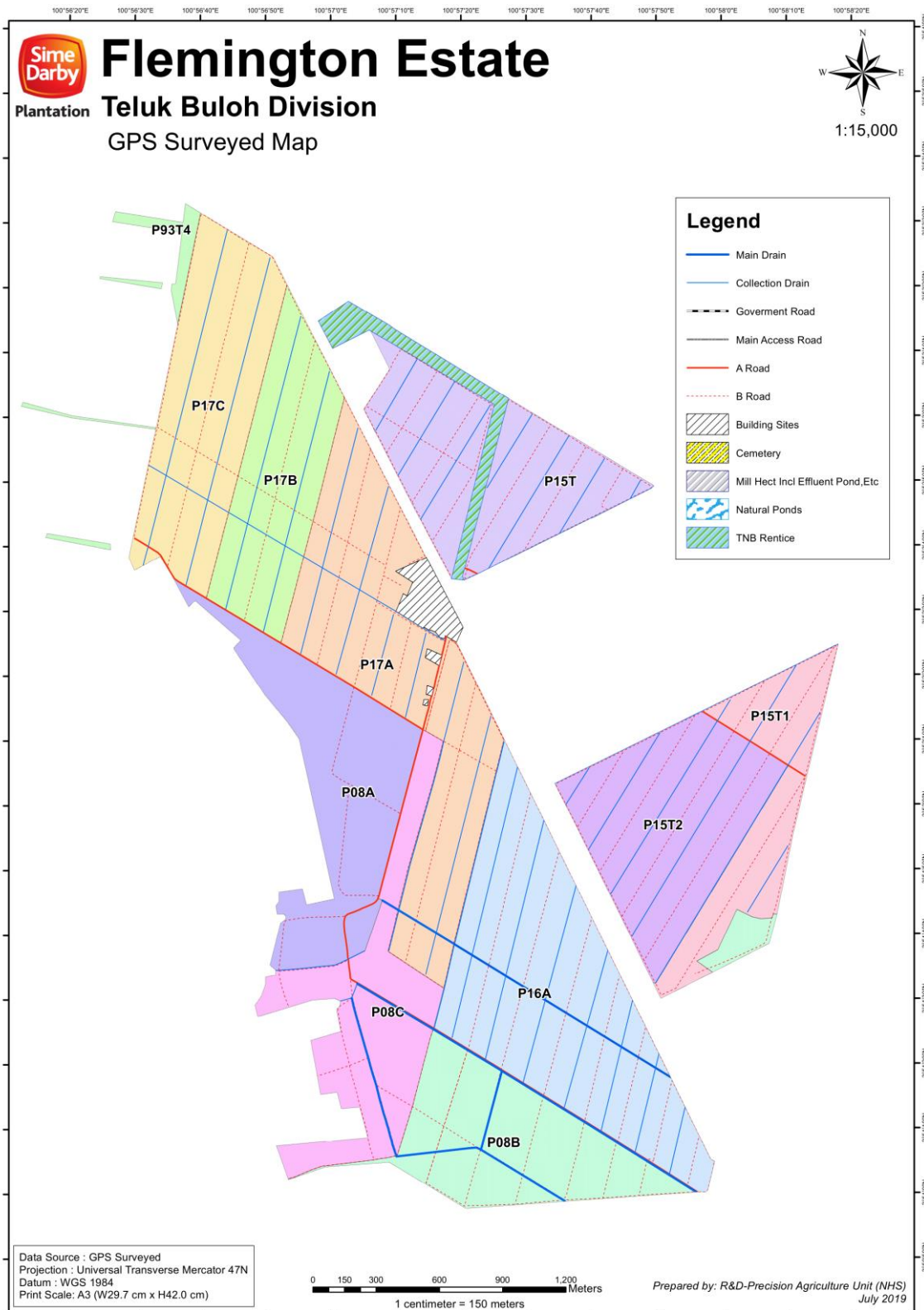
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
	Not applicable					

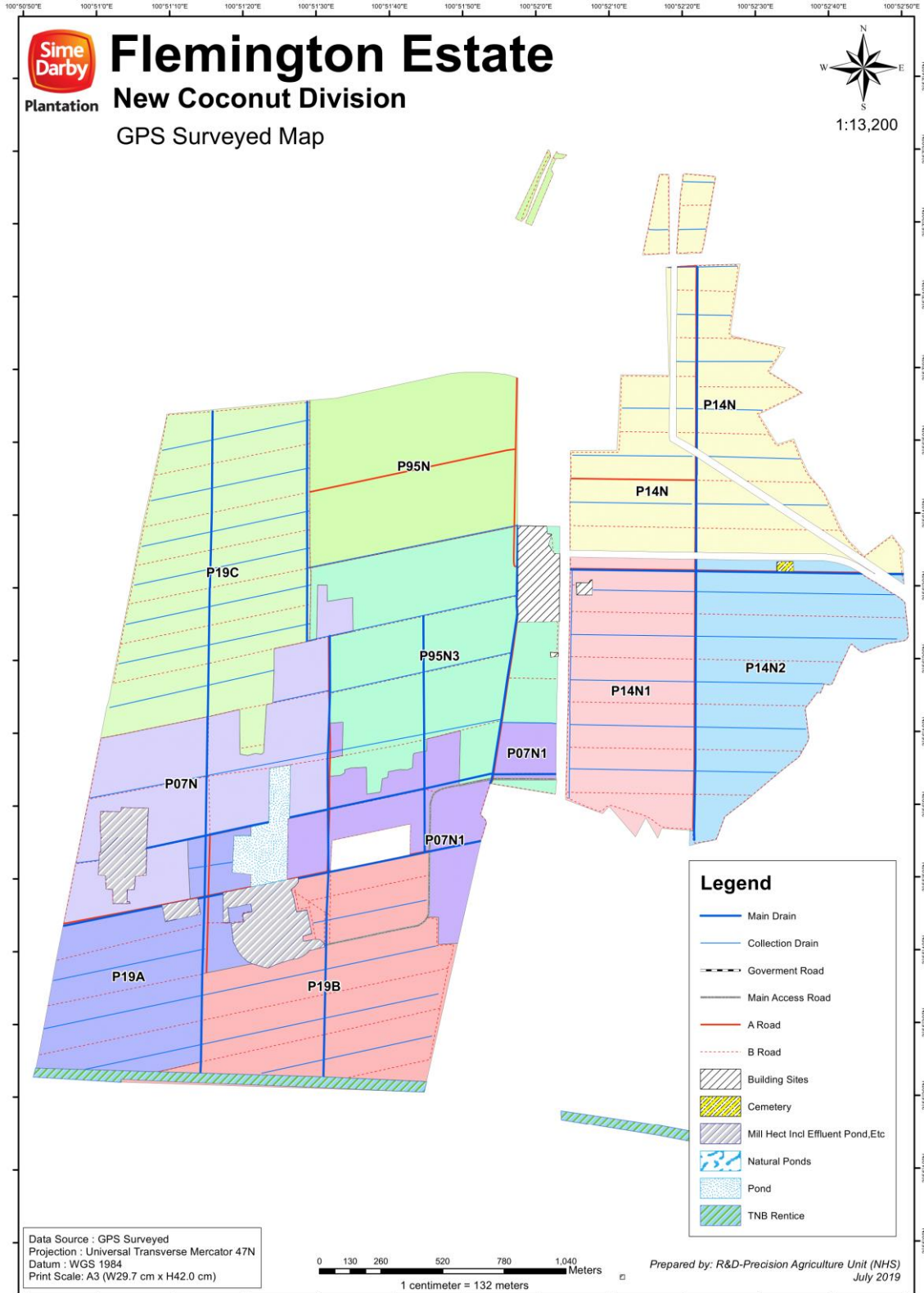
Appendix D: Location and Field Map

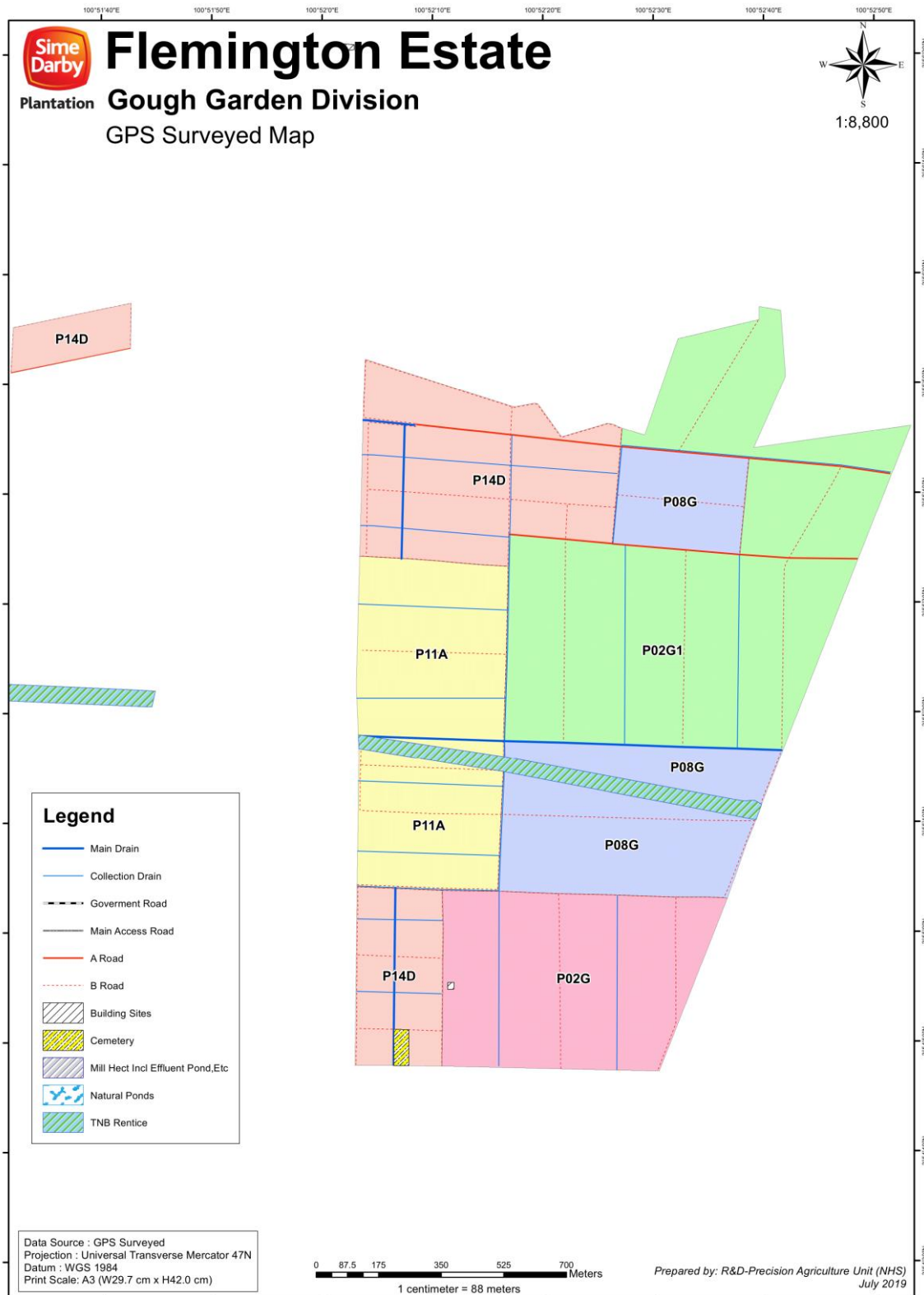


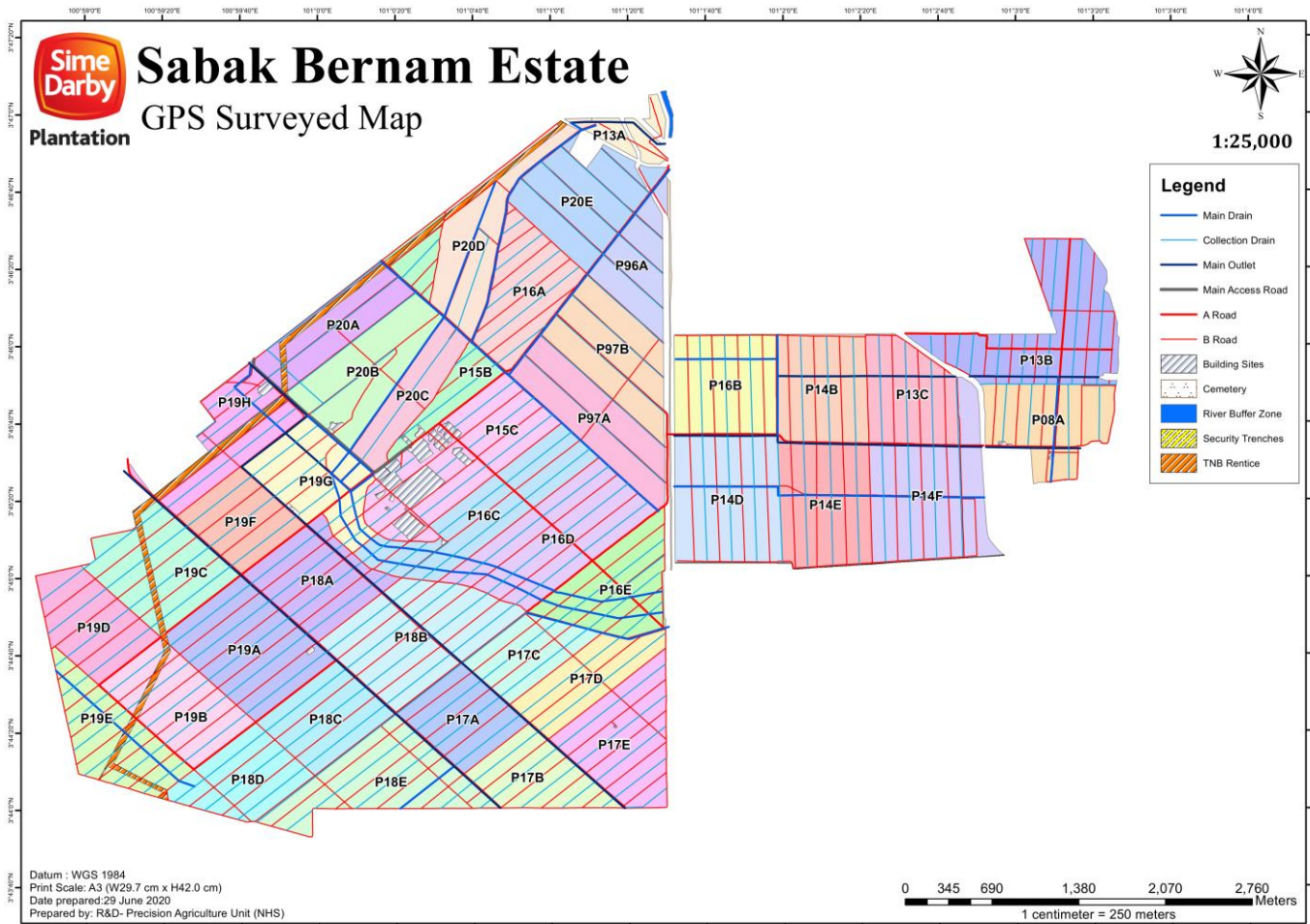




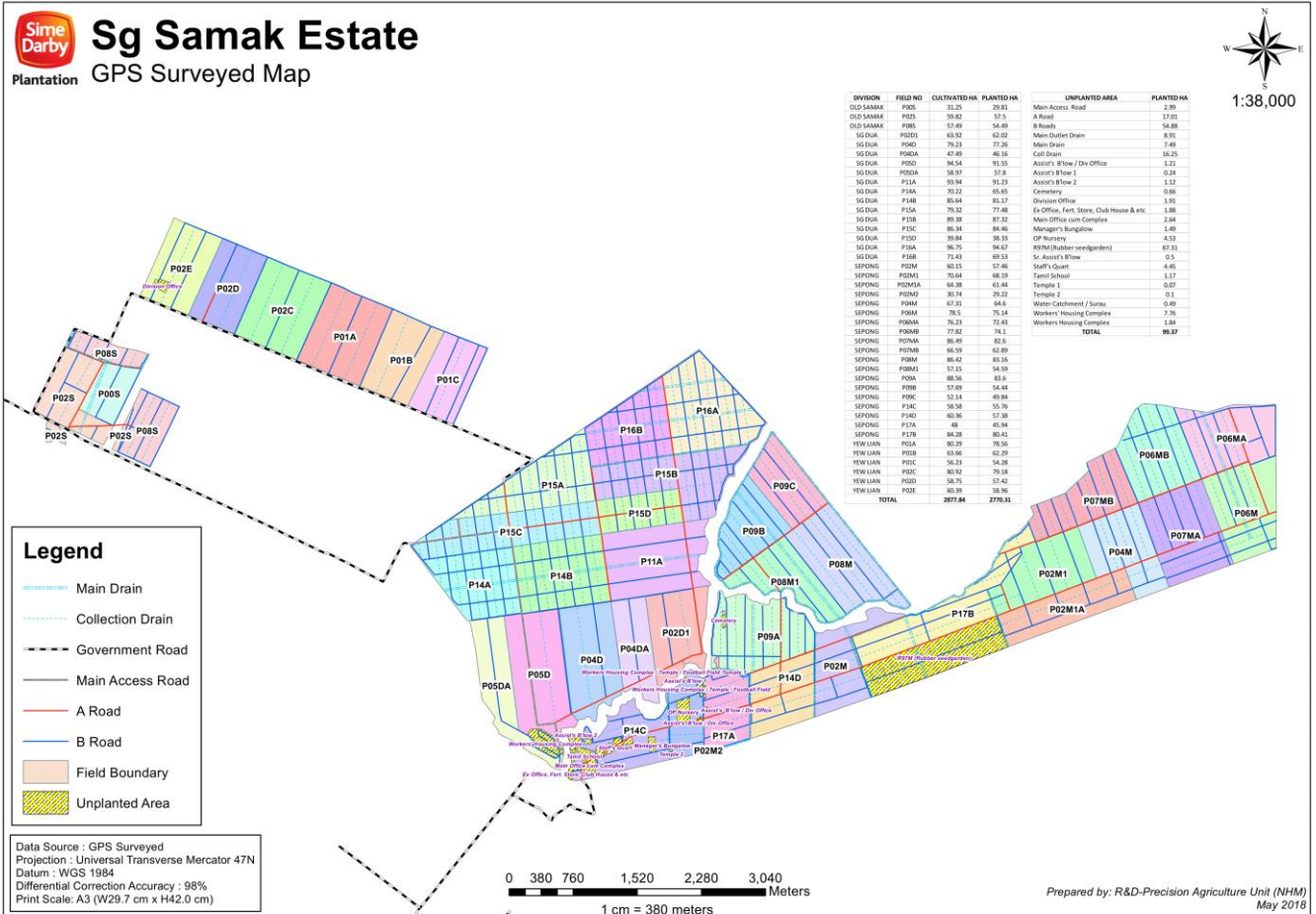








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Appendix E: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure