

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (2_3) & 2_4**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

<p>Client Company Name / Parent Company: Sime Darby Plantation Berhad</p>
<p>Client Company / Parent Company Address:</p> <p>Level 3A, Main Block, Plantation Tower No 2, Jalan PJU 1A/7 47301 Ara Damansara Selangor, Malaysia</p>
<p>Certification Unit: Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill</p> <p>Location of Certification Unit: KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia</p>
<p>Date of Final Report: 6/10/2022</p>

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Sime Darby Plantation Berhad		
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	07/09/2004
Address	Level 3A, Main Block, Plantation Tower No 2, Jalan PJU 1A/7 47301, Ara Damansara, Selangor, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill		
Location / Address	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District, 90009 Sandakan, Sabah, Malaysia		
Website	www.simedarbyplantation.com		
Management Representative	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Compliance Unit, Group Sustainability Department) Ms Nor Azian Anuar (Sandakan Bay Palm Oil Mill Manager)	E-mail	shylaja.vasudevan@simedarbyplantation.com nor.azian.anuar@simedarbyplantation.com
Telephone	603-78484379 (Head Office) 60193807255 (Mill)	Facsimile	603 78484363 (Head Office)

2. Certification Information			
Certificate Number	RSPO 537872	Certificate Start Date	01/10/2018
Date of First Certification	01/10/2008	Certificate Expiry Date	30/09/2023
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	To conduct a combined surveillance assessment (ASA 2_3 and ASA 2_4) and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2_3) & ASA 2_4		

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	<input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	Mill Capacity	60 mt/hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 682050	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services (M) Sdn Bhd	8/02/2023
MSPO 689878	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services (M) Sdn Bhd	8/02/2023
MSPO 714122	MSPO Supply Chain Certification Standard 1 st October 2018	BSI Services (M) Sdn Bhd	5/11/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Sandakan Bay POM	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia	5° 38' 26" N	118° 10' 03" E
Segaliud Estate	Jalan Sandakan-Lahad Datu Batu 36, 90009, Sandakan, Sabah, Malaysia	5° 43' 33" N	117° 45' 20" E
Sentosa Estate	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia	5° 36' 19" N	118° 10' 19" E
Tigowis Estate	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia	5° 44' 57" N	118° 13' 03" E
Tun Tan Estate	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia	5° 38' 29" N	118° 10' 45" E

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Tunku Estate	KM 34, Off Jalan Sukau Kinabatangan, Suanlamba District 90009 Sandakan, Sabah, Malaysia	5° 42' 31" N	118° 10' 48" E
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5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Segaliud Estate	4,252.75	261.19	306.19	4,820.13	89.71
Sentosa Estate	3,208.73	74.64	262.17	3,545.54	68.75
Tigowis Estate	1,879.99	9.93	184.10	2,074.02	86.61
Tun Tan Estate	2,775.05	4.74	345.81	3,125.6	88.01
Tunku Estate	2,887.48	30	281.57	3,199.05	90.27
Total	15,004.00	380.5	1,379.84	16,764.34	89.50

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Segaliud Estate	1,020.23	2,844.58	387.94	0	3,232.52	1,020.23
Sentosa Estate	1,167.18	1,579.31	462.24	0	2,041.55	1,167.18
Tigowis Estate	454.8	1,283.10	142.09	0	1,425.19	454.8
Tun Tan Estate	572.18	2,100.48	102.39	0	2,202.87	572.18
Tunku Estate	870.87	1,749.60	127.76	139.25	2,016.61	870.87
Total (ha)	4,085.26	9,557.07	1,222.42	139.25	10,918.74	4,085.26

Note:

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2020 – Sept 2022)	Actual (August 2020 – July 2022)		Forecast (Oct 2022 – Sept 2023)
		Previous license period (Aug 2020 – June 2021)	Current license period (July 2021 – July 2022)	
Segaliud Estate	79,128.37	53,707.31	45,785.66	97,845.70

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Sentosa Estate	39,653.35	30,194.35	27,886.25	49,033.10
Tigowis Estate	24,626.37	21,873.56	22,243.71	30,451.58
Tun Tan Estate	41,731.87	35,512.39	28,277.03	51,603.29
Tunku Estate	35,458.50	32,086.92	29,729.45	43,845.99
Total	220,598.46	327,296.61		272,779.66

Note: * Volume extension for FFB: 108,020 mt

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2020 – Sept 2022)	Actual (August 2020 – July 2022)		Forecast (Oct 2022 – Sept 2023)
		Previous license period (Aug 2020 – June 2021)	Current license period (July 2021 – July 2022)	
Not applicable				
Total				

Note:

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2020 – Sept 2022)	Actual (August 2020 – July 2022)		Forecast (Oct 2022 – Sept 2023)
		Previous license period (Aug 2020 – June 2021)	Current license period (July 2021 – July 2022)	
3 rd party crop	Not applicable	37,523.42	36,217.67	Not applicable
Total		73,741.093		

Note:

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Aug 2020	17,716.58	3,316.78	21,033.36
2	Sept 2020	20,409.62	4,043.53	24,453.15

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3	Oct 2020	18,039.59	4,103.62	22,143.21
4	Nov 2020	15,635.10	3,418.81	19,053.91
5	Dec 2020	11,577.36	2,660.68	14,238.04
6	Jan 2021	9,692.10	2,391.84	12,083.94
7	Feb 2021	7,369.89	1,828.02	9,197.91
8	Mar 2021	10,715.76	2,795.55	13,511.31
9	April 2021	13,653.01	3,794.65	17,447.66
10	May 2021	14,957.14	4,271.04	19,228.18
11	June 2021	16,872.58	4,750.85	21,623.43
12	July 2021	16,735.78	3,796.13	20,531.91
13	Aug 2021	19,803.81	3,599.43	23,403.24
14	Sept 2021	21,570.04	4,194.55	25,764.59
15	Oct 2021	13,759.31	1,359.60	15,118.91
16	Nov 2021	17,330.07	3,436.62	20,766.69
17	Dec 2021	13,312.19	2,741.05	16,053.24
18	Jan 2022	11,657.46	3,414.20	15,071.66
19	Feb 2022	9,226.17	3,200.58	12,426.75
20	Mar 2022	9,875.63	2,557.35	12,432.98
21	Apr 2022	8,962.30	2,504.16	11,466.46
22	May 2022	8,839.98	1,456.80	10,296.78
23	June 2022	9,797.30	1,759.66	11,556.96
24	July 2022	9,787.84	2,197.54	11,985.38
TOTAL		327,296.61	73,593.04	400,889.65

Note:

10. Summary of Certified Tonnage (MT) (not applicable for ISS)

Estimated last year (Oct 2020 – Sept 2022)	Actual (August 2020 – July 2022)		Forecast (Oct 2022 – Sept 2023)
	Previous license period (Aug 2020 – June 2021)	Current license period (July 2021 – July 2022)	
FFB	FFB		FFB
328,618.46 mt	173,374.51 mt	153,922.10 mt	272,779.66 mt
	TOTAL	327,296.61 mt	
CPO (OER: 21.96%)	CPO (OER: 22.21%)		CPO (OER: 22.35%)
72,165.25 mt	37,603.39 mt	34,472.58 mt	60,966.25 mt
	TOTAL	72,075.97 mt	

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PK (KER: 4.86%)	PK (KER: 4.84%)		PK (KER: 4.75%)
15,990.22 mt	8,444.13 mt	7,406.66 mt	12,957.03 mt
	TOTAL	15,850.79 mt	

Note: *Inclusive of volume extension for FFB: 108,020 mt, CPO: 22,310 mt, PK: 4,850 mt

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	Aug 2020	3,346.15	834.67
2	Sept 2020	4,083.90	1117.7
3	Oct 2020	3,704.63	1,067.58
4	Nov 2020	3,086.29	775.52
5	Dec 2020	2,296.84	570.56
6	Jan 2021	2,224.15	453.8
7	Feb 2021	1,702.78	352.23
8	Mar 2021	2,548.81	516.33
9	April 2021	3,316.55	631.4
10	May 2021	3,498.65	672.03
11	June 2021	3,948.54	730.81
12	July 2021	3,846.10	721.5
13	Aug 2021	4,548.88	901.52
14	Sept 2021	4,602.54	933.46
15	Oct 2021	3,365.74	689.77
16	Nov 2021	3,805.83	764.8
17	Dec 2021	2,897.49	544.55
18	Jan 2022	2,409.13	605.56
19	Feb 2022	2,082.39	754.98
20	Mar 2022	2,035.25	483.66
21	Apr 2022	2,205.30	527.65
22	May 2022	2,032.64	398.01
23	June 2022	2,226.68	381.51
24	July 2022	2,260.71	421.19
	TOTAL	72,075.97	15,850.79

Note:

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11. Summary of Actual Volume sold					
Current License period (July 2021 – July 2022)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	33,041.27	33,041.27
PK (MT)	7,554.31	-	-	959.15	8,513.46
Credits	6,000.00	-	-	-	6,000.00
Previous License period (Aug 2020 – June 2021)					
CPO (MT)	-	-	-	32,101.19	32,101.19
PK (MT)	6,555.50	-	-	480.33	7,035.83
Credits	-	-	-	-	-
Note: Conventional is RSPO certified material but sold as non-RSPO.					

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	Non-disclosure	Non-disclosure	-	14,109.81
TOTAL				
Note:				

11B. Records of certified CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
	Not applicable			
TOTAL				
Note:				

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1	Non-disclosure	65,142.46	1,439.48
TOTAL		65,142.46	1,439.48
Note:			

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11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
1	Non-disclosure	Non-disclosure	6,000
TOTAL			6,000
Note:			

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (key in period)			Actual (key in period)			Forecast (key in period)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									
CSPK									

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
TOTAL						
Note: 1 mt = 1 credit						
Notes for Auditor: Please refer to table 9A for reporting period						

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (key in period)							
Credits							
Physical							
Previous License period (key in period)							
Credits							

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Physical							
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13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit

No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
TOTAL							

Note:

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Chaiyaporn Seekao (Chaiyaporn.Seekao@bsigroup.com)
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BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **1-5/8/2022** The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety. Due to the COVID-19 pandemic, this assessment involved a partial remote audit as allowed by RSPO Secretariat – RSPO P&C On-site & Remote Audits dated 24th March 2020. The remote audit was conducted on **26-27/07/2021**.

The Critical NC close out on-site assessment was conducted on **20/9/2022**. The audit programs are included in Section 2.3.

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. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

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This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re- Certification)	Year 2 (ASA 2_1)	Year 3 (ASA 2_2)	Year 4 (ASA 2_3)	Year 5 (ASA 2_4) + (ASA 2_3) @ 150%
Sandakan Bay POM	√	√	√	√	√
Segaliud Estate	√			√	√
Sentosa Estate		√		√	√
Tigowis Estate		√			√
Tun Tan Estate			√		√
Tunku Estate	√		√		√

Tentative Date of Next Visit: August 1, 2023 - August 3, 2023

Total Number of Mandays: 9 MD

2.2 BSI Assessment Team

Name	Role	Competency
Mohd Hidir Zainal Abidin (MHZ)	Team Leader	<p>Education: Bachelor Degree in Chemical Engineering, National University of Malaysia</p> <p>Work Experience: 1) 7 years working experience in palm oil industry specifically on palm oil milling for 5 years 2) Auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO since 2012</p> <p>Training attended: 1) ISO 9001 Lead Auditor Course 2) ISO 14001 Lead Auditor Course 3) OHSAS 18001 Lead Auditor Course in 2012 4) Endorsed RSPO P&C Lead Auditor Course in 2013 5) MSPO Awareness Training in 2014 6) Endorsed RSPO SCCS Lead Auditor Course</p>

		<p>7) SMETA Auditor training</p> <p>Aspect covered in this audit: Legal requirements, mill best practice, environmental, safety and health, policies and commitment, social aspects, contract agreement, human rights, land use rights, and workers' welfare</p> <p>Language proficiency: English and Bahasa Malaysia</p>
<p>Hafriazhar Mohd. Mokhtar (HMM)</p>	<p>Team Member</p>	<p>Education: Bachelor of Engineering (Hons.) Chemical Engineering, University Technology Malaysia</p> <p>Work Experience: He has 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before auditing. In summary, his started his career as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in palm oil mill, Project Control Engineer (2008-2011) in mining and Auditor (2011-present) with accredited certification bodies.</p> <p>Training attended: He has completed Social Auditing & SMETA Training, HCV & HCS Introductory Training, ISO 45001 LA Training, MSPO LA Training, Endorsed RSPO SCCS LA Training, Endorsed RSPO P&C LA Training, ISO 9001 LA Training, ISO 50001 LA Training, and ISO 14001 LA Training</p> <p>Aspect covered in this audit: During this audit, he covered Policy and commitment, Social requirements, contract agreement, human rights, workers' welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue and RSPO Supply Chain, HCV, General Custody of Chain, Rules on Market Communications & Claims.</p> <p>Language proficiency: Fluent in English and Bahasa Malaysia</p>
<p>Amir Bahari (AB)</p>	<p>Team Member</p>	<p>Education: Bachelor of Science (Hons) in Chemistry, University Science Malaysia & Diploma in Palm Oil Milling Tech/Management, Malaysian Palm Oil Board.</p> <p>Work Experience:</p> <ol style="list-style-type: none"> 1) 30 years of plantation experience including managing rubber factories, palm oil mills and estates. 2) Since 2014 he has started auditing professionally for varies scheme including RSPO and MSPO for varies accredited certification body. <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 9001 Lead Auditor Course, 2) ISO 14001 Lead Auditor Course

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		<p>3) OHSAS 18001 Lead Auditor Course 4) Endorsed RSPO P&C Lead Auditor Course.</p> <p>Aspect covered in this audit: Occupation Health Safety requirement, HIRARC, Environment responsibility, training, environment impact assessment and management plan.</p> <p>Language proficiency: Bahasa Malaysia and English.</p>
<p>Muhammad Fadzli Masran (MFM)</p>	<p>Team Member</p>	<p>Education: Bachelor Degree in Forestry Science, University Putra Malaysia</p> <p>Work Experience: 10 years working experience in palm oil estate as Assistant Manager managing operations and sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He involved in internal auditing on ISO9001 and ISO14001 standards.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course, Endorsed RSPO Lead Auditor Course, MSPO Lead Auditor Course, Endorsed RSPO Supply Chain Certification training course, MSPO Supply Chain Certification System (SCCS) Auditor training Course, CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course, HCV and GIS Training and SMETA Requirements Training.</p> <p>Aspect covered in this audit: Economic management plan, mill best practices, estate best practices, natural and biodiversity conservation, Waste management, GHG, HCV.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>

Accompanying Persons: Nil

Name	Role

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1.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment

Date	Time	Subjects	MH	HM	MF	AB
Sunday 31/5/2022	PM	Audit team travel to Sandakan via AK5194 (ETA 1920). Check in at Elopura Hotel, Sandakan	√	√	√	√
Monday 1/8/2022	0730	Audit team travel to Sandakan Bay	√	√	√	√
	0830 0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation). • Verification on previous audit findings 				
	0900 1300	Sentosa Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	-	√	√	√
	1000 1230	- Meeting with stakeholders (internal stakeholders, Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1230 1330	Lunch	-	√	√	√
	1330 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	-	√	√	√
	1600 1630	Interim Closing Briefing	-	√	√	√
	1630	Audit team travel back to Sandakan	-	√	√	√
Tuesday 2/8/2022	0730	Audit team travel to Sandakan Bay	-	√	√	√
	0830 1300	Tigowis Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.				
	1000 1230	- Meeting with stakeholders (internal stakeholders, Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1230 1330	Lunch	-	√	√	√

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	1330 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	-	√	√	√
	1600 1630	Interim Closing Briefing	-	√	√	√
	1630	Audit team travel back to Sandakan	-	√	√	√
Wednesday 3/8/2022	0730	Audit team travel to Sandakan Bay	-	√	√	√
Segaliud Estate	0830 1300	Segaliud Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.				
	1000 1230	Meeting with stakeholders (internal stakeholders, Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1230 1330	Lunch	-	√	√	√
	1330 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	-	√	√	√
	1600 1630	Interim Closing Briefing	-	√	√	√
	1630	Audit team travel back to Sandakan	-	√	√	√
Thursday 4/8/2022	0730	Audit team travel to Sandakan Bay	-	√	√	√
Tun Tan Estate	0830 1300	Tun Tan Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.				
	1000 1230	Meeting with stakeholders (internal stakeholders, Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1230 1330	Lunch	-	√	√	√
	1330 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of	-	√	√	√

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		communication with stakeholder/workers representatives, new planting, CIP and implementation etc).				
	1600 1630	Interim Closing Briefing	-	√	√	√
	1630	Audit team travel back to Sandakan	-	√	√	√
Friday 5/8/2022	0730	Audit team travel to Sandakan Bay	-	√	√	√
Tunku Estate	0830 1300	Tunku Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.				
	1000 1230	Meeting with stakeholders (internal stakeholders, Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1230 1400	Lunch & Friday prayer	-	√	√	√
	1400 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	-	√	√	√
	1600 1630	Audit team discussion and closing meeting	√	√	√	√
	1700	Audit team travel back to Sandakan	√	√	√	√
Monday & Tuesday 1-2/8/2022	0730	Audit team travel to Sandakan Bay	√	-	-	-
Sandakan Bay POM	0830 1230	Sandakan Bay POM Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.				
	1230 1330	Lunch break	√	-	-	-
	1330 1630	Continue with unfinished elements	√	-	-	-
	1600 1630	Interim Closing Briefing	√	-	-	-
	1700	Audit team travel back to Sandakan	√	-	-	-
Wednesday & Thursday 3-4/8/2022	0730	Audit team travel to Sandakan Bay	√	-	-	-
	0830	Sandakan Bay POM				

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Sandakan Bay	1230	Document Review P1 – P7: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc				
	1230 1330	Lunch break	√	-	-	-
	1330 1600	Continue with unfinished elements	√	-	-	-
	1600 1630	Interim Closing Briefing	√	-	-	-
	1700	Audit team travel back to Sandakan	√	-	-	-
Wednesday 3/8/2022	1000 1230	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-	-
Sandakan Bay POM						
Friday 5/8/2022	0730	Audit team travel to Sandakan Bay	√	-	-	-
Sandakan Bay POM	0830 1230	RSPO Supply chain requirements for mill - Mass Balance Module - Internal Audit - Outsourcing activities - Purchasing and Goods In - Sales and Goods Out - Outsourcing Activities - Record keeping - Extraction Rate - Processing - Registration of transaction - Claims				
	1230 1330	Lunch break and Friday prayer	√	-	-	-
	1400 1530	Continue with unfinished elements	√	-	-	-
	1530 1600	Audit team discussion and closing meeting	√	-	-	-
	1600 1700	Closing meeting: conclusion and recommendation	√	-	-	-
	1700	End of audit. Audit team travel back to Sandakan	√	-	-	-

Major NC close out

PRELIMINARY AGENDA		
Time	Subjects	Mohd Hidhir
Monday 19/9/2022 PM	Travel to Sandakan via AK5194 ETA 1920. Check in at Elopura Hotel, Sandakan	√

PRELIMINARY AGENDA		
Time	Subjects	Mohd Hidhir
Tuesday 20/9/2022		
0800	Auditor travel to Sandakan Bay POM	√
0900 – 0915	Opening Meeting <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Briefing on the verification plan 	
0915 – 1130	Verification on previous Major NC. i) 2233089-202207-M1 – site visit, interview with contractor (Kian Da), document review iii)2233089-202207-M2 – Site visit, workers/management interview (and document review	√
1130 – 1200	Closing meeting - conclusion and recommendation	√

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Yes. SDP TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Island. Refer to the Time Bound Plan table. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI): https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations .	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	Yes. Generally all estates and mills excepted stated below or in the TBP are certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. In Malaysia, Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate,	Complied

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	<p>Dulang Estate, Paroh Estate & Chartquest Estate) has been transferred to SOU Lavang while for Bintang Oil Mill, Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold and on 01/10/2018, the mill has completed the selling off transaction.</p> <p>In Indonesia, PT Mitral Austral Sejahtera (MAS) was sold and currently Sime Darby Plantation Berhad have no control in the management.</p>	
<p>Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.</p>	<p>There is no new acquisition.</p>	<p>Complied</p>
<p>Any deviations from the maximum periods requires approval by the RSPO Secretariat.</p>	<p>Although there are deviation has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Yes. Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification. PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019. Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.</p> <p>Malaysia - Pekaka Mill is being mothballed (at the time of SDP Annual Report 2018) and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang. Bintang Oil Mill: SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1st Oct 2018, the mill has completed the selling off transaction.</p> <p>Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the</p>	<p>Complied</p>

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	<p>submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter: https://www.rspo.org/certification/public-announcement.</p> <p>For Liberia operations: As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI): https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation</p> <p>ACOP 2021 has been cross-referenced as below: https://www.rspo.org/members/29/Sime-Darby-Plantation-Berhad</p>	
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>Although there lapses has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as these 2 assets were disposed.</p>	<p>Complied</p>
<p>Un-Certified Units or Holdings</p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.</p>	<p>Based on the time-bound plan, it was not identified that those uncertified units are due to RaCP. Mainly are due to awaiting to receive land titles at the Indonesia management units.</p>	<p>Complied</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>New plantings within Sime Darby Plantation Berhad that have completed NPP notification</p> <ol style="list-style-type: none"> 1. NBPOL (Poliamba Limited) 23/05/2020 – no comments https://rspo.org/certification/new-planting-procedure/public-consultations/sime-darby-plantation-berhad-nbpol-poliamba-limited 2. NBPOL (Guadalcanal Plain Palm Oil Ltd) 06/04/2018 – no comments https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-a-subsiary-of-sime-darby-plantation-bhd-guadalcanal-plain-palm-oil-ltd 3. NBPOL (Ragu Agri Industries Limited) 29/01/2018 – no comments 	<p>Complied</p>

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	<p>https://rspo.org/certification/new-planting-procedure/public-consultations/nbpol-ramu-agri-industries-ltd</p> <p>4. NBPOL (Ragu Agri Industries Limited) 02/09/2016 – no comments</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-ltd-ramu-agri-industries-limited</p> <p>5. NBPOL (Higaturu Oil Palms) 21/06/2016 – no comments</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-ltd-higaturu-oil-palms</p> <p>6. NBPOL (Poliamba Limited – Lamawan) 07/04/2014 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/nbpol-poliamba-limited-lamawan-png</p> <p>7. NBPOL (Poliamba Limited – Lamendauen) 07/04/2014 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/nbpol-poliamba-limited-lamendauen-png</p> <p>8. NBPOL (Roka Mini estate) 04/11/2013 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-ltd.-roka-mini-estate</p> <p>9. NBPOL (J estate) 01/11/2013 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-ltd.-j-estate</p> <p>10. NBPOL (Higaturu Oil Palm) 14/12/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/new-britain-palm-oil-limited-higaturu-oil-palm</p> <p>11. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/sime-darby-liberia-plantation-inc-new-planting-assessment</p> <p>12. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/sime-darby-liberia-plantation-inc.-new-planting-assessment-1</p> <p>13. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p>	
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	https://rspo.org/certification/new-planting-procedure/public-consultations/sime-darby-liberia-plantation-inc.-new-planting-assessment Management units for 11 – 13 above were disposed.	
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	<p>No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as both sites was disposed.</p> <p>The RaCP tracker was checked. There are 21 Management units that have potential liabilities. There are some discrepancy between RaCP tracker and actual scenario due possibility of assets disposal. As per the data audited, there are 19 management units for the Indonesia Operations that requires LUCA. All LUCAs were submitted but the review was delayed due to change of RSPO reviewer. As of 14/07/2021, 10 LUCAs were approved with 0 conservation liability and remaining 9 are still pending from RSPO.</p>	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Sime Darby Plantation Berhad have published Grievance mechanism that is applied to all management units. Disputes related to labor, stakeholders and communities are to be dealt using this mechanism.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Sime Darby Plantation maintain corporate governance to monitor and address any legal non-compliances. Through the published Code of Business Conduct and charters, the company is committed to delivery their business complying to the laws and regulations of the country.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	<p>Yes. The sustainability unit has conducted internal audits the uncertified units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV area and no new planting after January 1st 2010. The issue are mainly awaiting for Land Titles. The last audit was conducted in August 2021.</p> <p>The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes and legal compliance is monitored during the internal audit as the positive assurance.</p>	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Respective sites maintained stakeholder engagements as part of the estates/mills operations. Especially in Indonesia, socialization of company.	Complied

	There is no scheme smallholders and/ or out-growers include in the scope of certification.	
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3.2 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>There is no scheme smallholders and/ or outgrowers include in the scope of certification.</p>	<p>Not Applicable</p>

Approved Time Bound Plan

SDP - RSPO Certification for Time Bound Plan - Malaysia Operations

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	Sungai Dingin	Sungai Dingin Oil Mill	-	Karangan, Kedah	Certified	12/08/2011	-
		Anak Kulim Estate					
		Sungai Dingin Estate					
		Somme Estate					
		Bukit Selarong Estate					
		Padang Buluh Estate					
		Bukit Hijau Estate					
		Jentayu Estate					
2	Chersonese	Chersonese Oil Mill	-	Kuala Kurau, Perak	Certified	05/10/2011	-
		Chersonese Estate					
		Kalumpong Estate					
		Tali Ayer Estate					
		Holyrood Estate					
3	Elphil	Elphil Oil Mill	-	Sungai Siput, Perak	Certified	16/08/2011	-
		Kamuning Estate					
		Elphil Estate					
		Kinta Kellas Estate					
4	Flemington	Flemington Oil Mill	-	Teluk Intan, Perak	Certified	05/10/2011	-
		Flemington Estate					
		Bagan Datoh Estate					

		Sabak Bernam Estate					
		Sg. Samak Estate					
5	Seri Intan/Selaba	Seri Intan Oil Mill	-	Teluk Intan, Perak	Certified	03/03/2011	-
		Selaba Oil Mill					
		Seri Intan (+ Selaba) Estate					
		Sabrang Estate					
		Sogomana Estate					
		Sg. Wangi Estate					
		Bikam Estate					
		Cluny (+ Bedford) Estate					
6	Tennamaram	Tennamaram Estate					
		Sungai Buluh Estate					
		Bukit Talang Estate					
				Bukit Kerayong Oil Mill	-	Kapar Selangor	Certified
7	Bukit Kerayong	Bukit Kerayong Estate					
		Bukit Cheraka Estate					
		Elmina Estate					
				East Oil Mill	-	Carey Island, Selangor	Certified
8	East	East Estate					
		Sepang Estate					
		Dusun Durian Estate					
				West Oil Mill	-	Carey Island, Selangor	Certified
9	West	West Estate					

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10	Bukit Puteri	Bukit Puteri Oil Mill	-	Raub, Pahang	Certified	07/07/2011	-
		Bukit Puteri Estate					
11	Kerdau	Kerdau Oil Mill	-	Temerloh, Pahang	Certified	07/07/2011	Jentar Estate has merged with Kerdau Estate and reported to the CB in March/April 2021.
		Kerdau Estate					
		Jentar Estate					
		Mentakab Estate					
		Chenor Estate					
		Sg Mai Estate					
12	Jabor	Jabor Oil Mill	-	Kuantan, Pahang	Certified	07/07/2011	-
		Jabor Estate					
13	Labu	Labu Oil Mill	-	Nilai, Negeri Sembilan	Certified	30/12/2011	New Labu Estate has become a division of Labu Estate.
		Labu Estate					
14	Tanah Merah	Tanah Merah Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	19/05/2010	-
		Tanah Merah Estate					
		Bukit Pelandok Estate					
15	Sua Betong	Sua Betong Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	18/02/2014	Siliao Estate has now been merged into Salak Estate and Bradwall Estate.
		Sua Betong Estate					
		Sengkang Estate					
		Bradwall Estate					
		PD Lukut Estate					
		Tampin Linggi Estate					
		Sg. Bahru Estate					
		Salak Estate					
16	Kok Foh	Kok Foh Oil Mill	-		Certified	07/07/2011	

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		Muar River Estate		Bahau, Negeri Sembilan			Sg. Gemas Estate has now been merged into Sg. Senarut Estate.
		Sg. Senarut Estate					
		Sg. Gemas Estate					
		Kok Foh Estate					
		Bukit Pilah Estate					
		St. Helier Estate					
		Sungai Sabaling Estate					
		Pertang Estate					
17	Kempas	Kempas Oil Mill	-	Jasin, Melaka	Certified	19/05/2010	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas)
		Kempas Estate					
		Tangkah Estate					
		Kemuning Estate					
18	Diamond Jubilee	Diamond Jubilee Palm Oil Mill	-	Jasin, Melaka	Certified	05/10/2011	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas) Welch Estate, previously from SOU 19 (Pagoh) is now part of SOU 18 (Diamond Jubilee)
		Serkam Estate					
		Diamond Jubilee Estate					
		Bukit Asahan Estate					
19	Pagoh	Pagoh Oil Mill	-	Muar, Johor	Certified	28/1/2014	-
		Pagoh Estate					
		Welch Estate					
		Lanadron Estate					
		Pengkalan Bukit Estate					
20	Chaah	Chaah Oil Mill	-	Chaah, Johor	Certified	18/11/2010	-
		Chaah Estate					
		Sg. Simpang Kiri Estate					

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		North Labis Estate					
21	Gunung Mas	Gunung Mas Oil Mill	-	Kluang, Johor	Certified	19/05/2010	* SDP acquired Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bkt Paloh Estate of SOU 21 Gunung Mas, Lian Seng has been incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018.
		Gunung Mas Estate					
		Kempas Klebang Estate					
		Bukit Paloh Estate					
		Yong Peng Estate					
22	Bukut Benut	Bukit Benut Oil Mill	-	Kluang, Johor	Certified	05/11/2011	* SDP acquired Talisman Estate in Johor in April 2017. Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut and has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2018.
		Bukit Benut Estate					
		Lambak Elaeis Estate					
		CEP Nyior Estate					
23	Ulu Remis	Ulu Remis Oil Mill	-	Layang-Layang, Johor	Certified	11/04/2011	-
		Ulu Remis Estate					
		Cenas Estate					
		Bukit Badak Estate					
		Tun Dr. Ismail Estate					
		Pekan Estate					
		Sembrong Estate					
24	Hadapan	Hadapan Oil Mill	-	Layang-Layang, Johor	Certified	29/3/2011	-
		Sri Pulai Estate					
		Kulai Estate					
		Layang Estate					
		CEP Renggam Estate					
26	Sandakan Bay	Sandakan Bay	-	Sandakan, Sabah	Certified	01/10/2008	-
		Tun Tan Siew Sin					

		Tunku Estate					
		Tigowis Estate					
		Sentosa Estate					
		Segaliud Estate					
27	Melalap	Melalap Oil Mill	-	Tenom, Sabah	Certified	21/1/2011	-
		Melalap Estate					
		Sapong Estate					
28	Binuang	Binuang Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Binuang Estate					
		Sungang Estate					
		Tingkayu Estate					
		Jeleta Bumi Estate					
29	Giram	Giram Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Giram Estate					
		Mostyn Estate					
30	Merotai	Merotai Oil Mill	-	Tawau, Sabah	Certified	16/1/2009	-
		Merotai Estate					
		Imam Estate					
		Tiger Estate					
		Table Estate					
31	Layang	Layang Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Layang Estate					
		Rasan Estate					
		Belian Estate					

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		Kelida Estate					
		Lavang (Special) Estate					
		Pekaka Estate					
		Ruai Estate					
		Dulang Estate					
		Charquest Estate					
		Paroh Estate					
32	Rajawali	Rajawali Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Rajawali Estate					
		Samudera Estate					
		Semarak Estate					
		Bayu Estate					
33	Derawan	Derawan Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Derawan Estate					
		Sahua Estate					
		Takau Estate					
		Damai Estate					
34	Pekaka	Pekaka Mill	-	Bintulu, Sarawak	Withdrawn	NA	Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang.
35	Bintang	Bintang Oil Mill	-	Johor	NA	NA	* SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on

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							hold. As at 1st Oct 2018, the mill has completed the selling off transaction.
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SDP - RSPO Certification for Time Bound Plan - Indonesia Operations

No	Management Unit	Mill and Supply Base	Time Bound Plan	Latest Internal / External	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name			Audit Date				
1	PT Lahan Tani Sakti	Alur Dumai Mill	-	-	Rokan Hilir District – Riau	Certified	16/01/2012	-
		Alur Dumai Estate						
2	PT Sajang Heulang	Mustika Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	03/07/2013	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Mustika Estate						
		KKPA-2 PT.SHE Estate						
		KKPA-3 PT.SHE Estate						
		KKPA-5 PT.SHE Estate						
Pantai Bonati Estate	06/07/2011							
3	PT Ladangrumpun Suburabadi	Angsana Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	06/07/2021	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Angsana Estate						
		Pantai Bonati Estate						
		Gunung Sari Estate						
		KKPA-1 PT.SHE Estate						
		KKPA-4 PT.SHE Estate						
Subur Abadi Plasma 1 Estate	TBC	TBC	TBC	TBC				
4	PT Langgeng Muaramakmur	Bebunga Mill	-	-		Certified	16/03/2012	KKPA & Plasma is not under the management control of Sime Darby
		Bebunga Estate						

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		Sungai Cengal Estate			Kotabaru District – South Kalimantan			Plantation. The decision of certification is from KKPA / Plasma themselves.
		Bakau Estate						
		KKPA LMR	TBC	TBC		TBC	TBC	
5	PT Kridatama Lancar	Sukamandang Mill	-	-	Seruyan and East– Kotawaringin District Central Kalimantan	Certified	05/07/2011	-
		Sukamandang Estate						
		Sapiri Estate						
		Barasdanum Estate						
		Kuala Kuayan Estate						
6	PT Bahari Gembira Ria	Ladang Panjang Mill	-		Muaro Jambi District - Jambi	Certified	09/07/2012	Only Division 3 is certified (1,202 Ha). Total Areas of Division 1 and 2 (1,796.19 ha) HGU still in process KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Ladang Panjang Estate						
		Plasma BGR Estate	TBC	TBC		TBC	TBC	
7	PT Tunggal Mitra Plantations	Manggala Mill	-	-	Rokan Hilir District – Riau	Certified	25/11/2010	-
		Manggala 1 Estate						
		Manggala 2 Estate						
		Manggala 3 Estate						
8	PT Paripurna Swakarsa	Pondok Labu Mill	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	-
		Pondok Labu Estate	-	-				
		Binturung Estate						
		Rampa Estate						
		Sesulung Estate						
9	PT Bersama Sejahtera Sakti	Gunung Aru Mill	-			Certified	05/07/2011	-
		Gunung Aru Estate						

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		Gunung Kemas Estate			Kotabaru District – South Kalimantan				
		Laut Timur Estate							
		Pantai Timur Estate							
		KKPA MBP	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.	
10	PT Guthrie Pecconina	Rantau Panjang Mill	-	-	Musu Banyuasin District – South Sumatera	Certified	16/03/2012	Remarks: Land legalisation process for 4152.70 ha is still in process.	
		Rantau Panjang Estate							
		Bumi Ayu Estate							
		Karang Ringin Estate							
		Napal Estate							
		Mangun Jaya Estate							
		Sungai Jernih Estate and GPI KKPA Estate	2023	-					-
11	PT Laguna Mandiri	Rantau Mill	-	-	Kotabaru District – South Kalimantan	Certified	30/12/2011		
		Rantau Estate							
		Matalok Estate							
		Betung Mill							01/04/2014
		Betung Estate							
		Sekayu Estate							
12		Sekunyir Mill	-	-		Certified	23/11/2010	-	

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	PT Indotruba Tengah	Sekunyr Seruyan Estate			Seruyan and West Kotawaringin District – Central Kalimantan			
13	PT Swadaya Andika	Selabak Mill Selabak Estate Randi Estate Sangkoh Estate Lanting Estate	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	Mill closed down and all the supply bases was transferred to Rantau Mill – PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri – Rantau Factory certification.
14	PT Bina Sains Cemerlang	Sungai Pinang Mill Sungai Pinang Estate Bukit Pinang Estate	-	-	Musi Rawas District – South Sumatera	Certified	11/09/2012	Remarks: Land legalisation process for 308.35 ha is still in process.
15	PT Teguh Sempurna	Pemantang Mill Pemantang Estate Kawan Batu Estate Hatan Tiring Estate Batang Garing Estate	-	-	Seruyan and East Kotawaringin District – Central Kalimantan	Certified	05/07/2011	-
16	PT Bhumireksa Nusa Sejati	Teluk Bakau Mill Teluk Bakau Estate Nusa Lestari Estate Nusa Perkasa Estate Mandah Mill Mandah Estate Rotan Semelur Estate	-	-	Indra Giri Hilir District – Riau	Certified	11/10/2011 01/04/2014	-
17		Teluk Siak Mill	-	-		Certified	11/10/2011	-

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	PT Aneka Intipersada	Teluk Siak Estate Pinang Sebatang Estate Aneka Persada Estate			Pekanbaru, Siak District – Riau			
18	PT Tamaco Graha Krida	Ungkaya Mill Ungkaya Estate Plasma TGK Estate	- TBC	- TBC	Morowali District – Sulawesi Tengah	Certified TBC	10/7/2012 TBC	- KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
19	PT SIME Indo Agro	Bukit Ajong Mill West Estate East Estate East* Estate /Sei Mawang Estate East Plasma Estate West Plasma Estate	- 2023 -	- -	Sanggau District –West Kalimantan	Certified - Certified	18/10/2010 - 18/7/2016	Land legalisation process for East Est for 5815.64 ha is still in process. Land legalisation for Sei Mawang is still in process -
20	PT Padang Palma Permai /PT Perkasa Subur Sakti	Blang Simpo Mill Tamiang (PT PPP) Estate Batang Ara (PT PSK) Estate Blang Simpo-01 Estate Blang Simpo-02 Estate	- -	-	Aceh Tamiang and East Aceh District – Nangroe Aceh Darussalam	Certified	03/05/2013	-
21	PT Sandika Natapalma	Lembiru Mill Lembiru Estate Awatan Estate	-	-	Ketapang District – West Kalimantan	Certified	03/07/2014	PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill i.e. Lembiru Mill.

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		Karya Palma Estate	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		KKPA SNP Estate	TBC	TBC		TBC	TBC	
22	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Estate	-	-	Ketapang District – West Kalimantan	Certified	03/07/2019	-
		Sungai Putih (PT BAL) Estate	2023	-		-		Land Approval is obtained in 2015 while the other approvals are still in processing HGU obtained as per May 2018 KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Beturus (PT BAL) Estate	2023	-		-		
		KKPA BAL Estate	TBC	TBC		TBC	TBC	
23	PT Mitral Austral Sejahtera	MAS Mill	NA	NA	Sanggau District – West Kalimantan	NA	NA	The properties was sold and currently SDP have no control in the management. Please find latest information on 'Updates on PT MAS' worksheet and updates to RSPO Secretariat.
		MAS 1 Estate						
		MAS 2 Estate						
		MAS 4 Estate						
		Plasma MAS Estate						

SDP - RSPO Certification for Time Bound Plan – New Britain Palm Oil (NBPOL) Operations (as at March 2021)

No	Management Unit	Mill and Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name						
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	-	Guadalcanal Province, Solomon Islands	Certified	18/03/2011	-
		Tetere Estate					
		Ngalimbiu Estate					
		Mbalisuna Estate					
		Smallholders – West Zone (83)					
		Smallholders – Central Zone (53)					

		Smallholders – MBA East Zone (59)					
		Smallholders – MBE East Zone (37)					
2	Milne Bay Estate (MEB)	Hagita Oil Mill	-	Milne Bay Province, PNG	Certified	15/02/2018	-
		Giligili Estate					
		Hagita Estate					
		Waigani Estate					
		Sagarai Estate					
		Padipadi Estate					
		Mariawatte Estate					
		Smallholders – East Gurney Estate (264)					
		Smallholders – West Gurney Estate (229)					
		Smallholders – East Sagarai Estate (157)					
		Smallholders – West Sagarai Estate (221)					
3	Poliamba (POL)	Poliamba Oil Mill	-	New Ireland Province, PNG	Certified	19/03/2012	-
		Kara Estate					
		Nalik Estate					
		West Coast Estate					
		Noatsi Estate					
		Madak Estate					
		Smallholders -North Division (615)					
		Smallholders- South Division (868)					
		Smallholders -West Division (309)					
4	Ramu Agricultural Industrial Ltd (RAIL)	Gusap Mill	-	Morobe Province, PNG	Certified	05/08/2010	-
		Gusap East (Gusap) Estate					

		Gusap West (Paddox) Estate					
		Surinam Estate					
		Dumpu Estate					
		Ngaru Estate					
		J Estate (Jephcott) Estate					
		Smallholders - Madang VOPs (71)					
		Smallholders - Morobe VOPs (253)					
5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	-	Oro Bay Province, PNG	Certified	01/02/2013	-
		Mamba Oil Mill					
		Embi Estate					
		Ambogo Estate					
		Sangara Estate					
		Sumbiripa Estate					
		Mamba Estate					
		Sambogo Estate					
		Scheme Smallholder Sorovi Division(2019)					
		Scheme Smallholder Saiho Division(842)					
		Scheme Smallholder Aeka Division (911)					
		Scheme Smallholder Igora Division (1367)					
		Scheme Smallholder Ilimo Division (671)					
6	West New Britain (WNB)	Mosa Oil Mill	-	Kimbe, West New Britain, PNG	Certified	10/09/2008	-
		Kumbango Oil Mill					
		Kapiura Mill					

		Numundo Mill				
		Waraston Mill				
		Bebere Estate				
		Kumbango Estate				
		Togulo Estate				
		Dami Estate				
		Waisisi Estate				
		Kautu Estate				
		Karausu Estate				
		Moroa Estate				
		Bilomi Estate				
		Loata Estate				
		Haella Estate				
		Garu Estate				
		Daliavu Estate				
		Sapuri Estate				
		Malilimi Estate				
		Rigula Estate				
		Numundo Estate				
		Navarai / Karato ME /KDC EU Estate				
		Volupai / Lotomgam / Natupi / Goruru Estate				
		Lolokoru Estate				
		Ove Estate				
		Tamare Estate				

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		Smallholders LSS Mosa (1822)					
		Smallholders VOP East (1817)					
		Smallholders VOP Central (1964)					
		Smallholders VOP West (1279)					
		Smallholders LSS Kapiura (551)					
		Smallholders VOP Kapiura (850)					
		Smallholder Kaulong / Akami / Pushiki / Repamira / Sakapei					
7	Markham Farms Company Limited (MFCL) / Markham Agro Pte Ltd	Erap Mill	-	Markham Farms	Certified	27/3/2020	There is total area NPP: 710.30ha which is currently excluded from the certification scope until the NPP is approved
		Munum Estate					
		Maralumi Estate					
		Erap Estate					

3.3 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were *two* (2) Critical; *zero* (0) Minor nonconformities and *zero*(0) OFI Opportunity For Improvement raised. The Sandakan Bay POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2233089-202207-M1	Issued Date	5/8/2022
Due Date	4/11/2022	Closure Date	4/10/2022
Indicator & Category (Critical / Minor)	2.2.2 (critical)		
Statement of Nonconformity:	Evidence of legal due diligence of contracted third parties was not effectively demonstrated.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Objective Evidence:	Sighted at Kian Da Enterprise Sdn Bhd (construction project site), contract no. ED/009/009/2021/EMS-SABAH: i) Construction waste was dumped and and mix with other domestic and food waste. ii) Lubricant and diesel was stored in 200-liter drum at temporary area without proper environmental mitigation. iii) Contaminated soil due to oil leakage from excavator was sighted. No proper containment tray available at site. iv) HSE monthly report no.13 for July 2022 prepared by Kian Da Enterprise Sdn Bhd's SSS (site safety supervisor) was verified. In the walkabout checklist under housekeeping, cleaning and disposal programme was rated differently compared to the actual site condition observed. The said programme was rated as comply.		
Corrections:	i. To clear the dumped wastes immediately. ii. To construct a temporary designated storing area with 1 feet height bund wall and temporary sump pit to contain the oil if spillage or leaking of the 200-litres drum diesel/lubricant happened. iii. To repair all leakages at all of their machineries. iv. To educate machine drivers regarding their awareness especially leakages at their machineries. v. To advice the Site Safety Supervisor to write a transparent and honest report. Reminder letter to be given to the contractor pertaining this matter		
Root Cause Analysis:	i) Negligence and inadequate awareness by the Contractor' s supervisors and workers in regard to environmental and pollution issues.		

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	<p>ii) Contractor’s Kian Da Site Safety Supervisor did not commit full integrity in writing the monthly Environmental, Health and Safety site report.</p>
<p>Corrective Actions:</p>	<p>i. To Segregate Domestic waste e.g : food waste with the project waste. ii. To label the item on the storage area to avoid any confusion of the items. iii. To initiate monthly inspection checklist for all of their construction vehicles. iv. Executive to verify the Report that have been written by the Site Safety Supervisor. v. Contractors Site Safety Supervisor will attend quarterly Health, Safety and Environment Meeting and report any issue related to HSE. vi. Mill executive will remind Kianda Contractor Supervisor about their waste management and the necessity to take care of environmental issue during the Permit To Work application process whenever they request it. Every morning, Kianda Contractor Supervisor will come to the office to request their Permit to Work before they start working at the site. The mill has also ordered the contractor to record their waste disposal together with pictures as evidence.</p>
<p>Assessment Conclusion:</p>	<p>Major NC Close Out Verification: i) Waste has been cleared and based on site verification on 20/9/2022, there was no more evidence of waste dumping at Kian Da project site. ii) Temporary waste storage area was constructed and equipped with ERP kit sighted at site. iii) Weekly machinery inspection was made available for August 2022 and September 2022. From the checklist, conditions of engine and hydraulic system was checked to ensure no leakages of oil from machinery. iv) Awareness training to machinery drivers was carried out on 25/8/2022. Evidence of training was made available for verification. v) Reminder letter to contractor, Kian Da on 14/8/2022 was sighted. This letter meant to remind site safety supervisor (SSS) to transparently declare and report the actual site condition to management team of Sandakan Bay POM. vi) Meeting between project director and Sandakan Bay POM management was carried out on 12/9/2022 to discuss on the issue. Minutes of meeting was verified and available for review. Involvement of Kian Da during latest OSH meeting on 30/9/2022 was sighted and recorded in the meeting minutes. Issues at site and other related matters from contractor was has been discussed and minuted. vii) To ensure effective implementation of contractor's due diligence process, permit to work (PTW) was verified. Contractor's workers records, PPE and safety requirements were checked prior to issuance of PTW and cancellation by the end of the day. PTW from 12/09/2022 to 19/09/2022 were checked and verified.</p> <p>Evidence submitted was verified and found to be sufficient to close the NC on 4/10/2022. Continuous implementation will be further verified in the next assessment.</p>

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Non-conformity			
NCR Ref #	2233089-202207-M2	Issued Date	5/8/2022
Due Date	4/11/2022	Closure Date	4/10/2022
Indicator & Category (Critical / Minor)	7.10.3 (Critical)		
Statement of Nonconformity:	Plan to reduce or minimize significant pollutants was not effectively implemented and monitored		
Requirement Reference:	Other significant pollutants are identified and plans to reduce or minimize them implemented and monitored.		
Objective Evidence:	<p>Based on observation during site visit at Sandakan Bay POM EFB dumping area;</p> <p>i) Spillover of EFB from concrete bund was sighted to the uncovered/exposed area. Leachate was seen generated from this compacted EFB and leads to nearby parameter drain.</p> <p>ii) Containment sump for leachate collection equipped with pump to evacuate leachate to system drain. During site visit, leachate overflowed to nearby parameter drain due to prolonged heavy rain.</p> <p>iii) Sedimentation sump connected to the parameter drain equipped with T-under flow system. The system was not effective to trap/separate pollutants that dissolved in water and only for oil trapping.</p>		
Corrections:	<p>i. To clarify the main root cause of accumulation Empty Fruit Bunch and repair it immediately.</p> <p>ii. To clear the accumulated EFB as soon as possible.</p> <p>iii. Daily monitoring by Water Treatment Plant (WTP) operator to operate the pump every morning before turning on the Sludge Pit Pump since WTP operator is the one who is responsible to monitor Sludge Pit.</p> <p>iv. To do cleaning of the sump area since sighted solidified oil in the sump area.</p>		
Root Cause Analysis:	<p>i. Punctured Empty Bunch Conveyor causing accumulation of Empty Fruit Bunch below the conveyor area.</p> <p>ii. Insufficient bund wall and few steel wall that act as retaining wall have been broken as well.</p> <p>iii. Prolonged heavy rain causing the sump to overflow and overflow of leachate from empty bunch yard.</p> <p>iv. The sump cannot be operated during processing time/during the operation of the sludge pit pump due to sharing of piping to Effluent Treatment Plant.</p>		
Corrective Actions:	<p>i. To increase the frequency of supervision by Mill Assistant.</p> <p>ii. Engineering Mill Service(EMS) have planned to upgrade the EFB area by installing roofing to prevent the EFB from the rain</p> <p>iii. Modification of piping system for EFB leachate pump system and channel to sludge pit.</p>		
Assessment Conclusion:	<p>Major NC close out verification:</p> <p>i) EFB dumping area was cleared and verified during onsite verification on 20/09/2022. All spill-over EFB and over dumping EFB has been evacuated and cleaned. No evidence of leachate generation at EFB dumping area.</p> <p>ii) EMS project scope of work and detail of project was verified. The project has included roofing and reconstruction of EFB dumping area. Minute of meeting with engineering team dated 24/9/2022 was verified and made available for review.</p>		

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	<p>iii) Piping system modification for EFB leachate pump was sighted during on site verification on 29/09/2022. No evidence of leachate overflow to the nearby monsoon drain observed.</p> <p>iv) Monitoring of water level at leachate pump system was done on daily basis. Monitoring checklist for September 2022 was verified.</p> <p>Evidence submitted was verified and found to be sufficient to close the NC on 4/10/2022. Continuous implementation will be further verified in the next assessment</p>
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Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Good cooperation given by management team of SOU26

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2079587-202107-N1	Issued Date	27/07/2021
Due Date	26/07/2022	Closure Date	Upgraded to major NC
Indicator & Category (Critical / Minor)	2.2.2 (Minor)		
Statement of Nonconformity:	Evidence of legal due diligence of contracted third parties was not effectively demonstrated.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.		
Objective Evidence:	Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Corrections:	Estate management will issue a memo to the contractor to submit improvised contract agreement for their workers which contains specific terms and conditions as per Sabah Labor Ordinance. A sample of contract agreement will be provided to the contractor for reference.		
Root Cause Analysis:	Estate management have informed all contractors to abide due diligence related to employment condition such as provision of employment agreement to workers and statutory deductions. The contractor has prepared employment agreement for their workers however, the contract agreement does not contain specific terms		

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	and conditions as the contractor still lack of knowledge on Sabah Labor Ordinance employment conditions.
Corrective Actions:	SQM team will assist estate management to conduct a briefing to the contractors on preparation of employment contract as per Sabah Labor Ordinance requirement. Additionally, estate management will prepare a monitoring checklist for contractor workers which include requirement to submit employment agreement as per Sabah Labor Ordinance as part of due diligence. The checklist will be kept in contractor worker's file.
Assessment Conclusion:	The previous minor was not effectively closed and escalated to major NC as per RSPO Certification System Nov 2020.
Effectiveness Closure (for previous audit closed Critical NC):	The previous minor was not effectively closed and escalated to major NC as per RSPO Certification System Nov 2020.

Non-conformity			
NCR Ref #	2079587-202107-N2	Issued Date	27/07/2021
Due Date	26/07/2022	Closure Date	5/8/2022
Indicator & Category (Critical / Minor)	7.3.1 (minor)		
Statement of Nonconformity:	The implementation of wastes management plan was not satisfactorily demonstrated.		
Requirement Reference:	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.		
Objective Evidence:	Based on verification through Google Earth, the wastes landfill at Segaliud Estate (GPS: 5.73988 117.75837) and Sentosa Estate (GPS: 5.574023 118.158167) have residential area of other premises within their 3 km radius. This is not in-line with the Landfill Management in Estate procedure [SD/SDP/PSQM(ESH)/203- EN7, rev. 0, dated 13/03/2017], Clause 6.3.3 a) which reads, "The landfill shall be located no less than 3 km away from nearest household area, offices or other premises."		
Corrections:	The estate management misinterpreted SOP requirement that landfill shall not be within 3 km radius from their own housing compound and therefore overlook other residential premises within 3 km radius prior to establishing the landfill.		
Root Cause Analysis:	Estate will close the existing landfill and establish a new landfill after verifying the location is not within 3km radius of any residential areas.		
Corrective Actions:	The estate management will conduct briefing to field staff in charge on procedure for establishment of landfill and conditions. In future, estate management will also monitor the identified location of landfill through GPS coordinate and Google Earth prior to establishment of landfill. Alternatively, estate management through SQM department will engage with Group HSE Department to review the current SOP on landfill since there are difficulty to identify location of landfill which is 3km away from any residential areas.		

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Assessment Conclusion:	<p>Sime Darby Plantation has established procedure for waste management as per Waste management procedure for Upstream Malaysia, ver. 01, dated May 2022.</p> <p>As per procedure under section 5.0 Internal Landfill – Selection and Operation Criteria under subsection 5.2 stated that the landfill distance shall be minimum of 500 m from residential, office or other premises and nearest water ways, river.</p> <p>The estates has designated places for landfill area. The area located more than 500m from the nearest housing area and water bodies. Verified by measurement with google maps.</p>
Effectiveness Closure (for previous audit closed Critical NC):	The previous minor NC was effectively closed on 5/8/2022

Opportunity for Improvement	
OFI#	Description
OFI 1	<p>OFI Statement: Not applicable</p> <p>Verification / Follow-up actions:</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1649805-201805-M1	Major	4.7.2	28/06/2018	Closed on 20/08/2018
1649805-201805-M2	Major	6.3.2	28/06/2018	Closed on 20/08/2018
1649805-201805-M3	Major	2.1.1	28/06/2018	Closed on 20/08/2018
1649805-201805-N1	Minor	4.7.3	28/06/2018	Closed on 28/06/2019
1649805-201805-N2	Minor	6.10.3	28/06/2018	Closed on 28/06/2019
1795017-201904-N1	Minor	4.7.5	28/06/2019	Closed on 06/08/2020
1795017-201904-N2	Minor	4.6.10	28/06/2019	Closed on 06/08/2020
1795017-201904-N3	Minor	5.1.2	28/06/2019	Closed on 06/08/2020
1795017-201904-N4	Minor	4.1.2	28/06/2019	Closed on 06/08/2020
1942048-202008-M1	Critical	2.1.1	06/08/2020	Closed on 05/11/2020
1942048-202008-M2	Critical	6.2.3	06/08/2020	Closed on 30/10/2020
1942048-202008-N1	Minor	2.1.3	06/08/2020	Closed on 27/07/2021
2079587-202107-N1	Minor	2.2.2	27/07/2021	Upgraded to major NC
2079587-202107-N2	Minor	7.3.1	27/07/2021	Closed on 5/8/2022
2233089-202207-M1	Major	2.2.2	05/08/2022	Closed on 4/10/2022

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2233089-202207-M2	Major	7.10.3	05/08/2022	Closed on 4/10/2022
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3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss *Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill* Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Internal Stakeholder	WEC representative, foreign workers representative, gender committee representative	Face to Face
Contractor	Kian Da Enterprise	Face to Face
Supplier	FFB supplier (Novel Borneo, Mai Jaya, Sg Harvest)	Face to Face
Government Department	Department of Environment (DOE), Sandakan	Phone interview

Stakeholders comment	
1	<p>Feedbacks: Gender Committee Representatives & female workers – Based on interview, 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.</p> <p>Audit Team verification and response: The management will respect the rights of female employees and keep monitoring if there is any case of sexual harassment and violence happen. No further issue.</p>
2	<p>Feedbacks: Foreign workers representative – Their wages are paid according to Minimum Wage Order 2020 and overtime was offered to them on voluntary basis. Other terms of employment were clearly understood by them. The new house repair request using OPP @ OilPalmPal is very effective by using QR code. They can always highlight any issues during Social Dialogue sessions.</p>

	Audit Team verification and response: Positive comments highlighted by worker’s representative. No further comment.
3	<p>Feedbacks: Contractor – Any project/task/job offered by Sime Darby Plantation is based on long term or short-term contract. For one off job, either local work order or purchase order will be issued to the supplier or vendor. No pending @ outstanding payment so far and payment was promptly done in timely manner. As for hiring of foreign workers, Sime Darby Plantation has not allowed any foreign workers without a valid VISA/permit @ PLKS entering their premise.</p> <p>Audit Team verification and response: No negative comments raised by contractors and continue to follow rules and regulations set by Sime Darby Plantation.</p>
4	<p>Feedbacks: Department of Environment – New Mill’s Compliance Schedule has included the requirement on the EFB management under "<i>Garis Panduan Pelan Pengurusan Tandan Kosong Kelapa Sawit</i>" clause no. 24. Based on the new guideline, storage for EFB shall be covered and concreted with 14 day storage capacity and to be completed by end of license period.</p> <p>Audit Team verification and response: Based on site verification, it was found that EFB dumping area was not effectively managed and yet to construct EFB storage area as per the said guideline. Refer to indicator 7.10.3 for related issue on non-conformance raised.</p>
5	<p>Feedbacks: FFB supplier – Mill has carried out yearly briefing on pricing mechanism of FFB. Details formulation has been explained and in accordance with MPOB price. No issue with payment from so far from Sandakan Bay POM and was promptly made.</p> <p>Audit Team verification and response: No further issue.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Not applicable					
Not applicable as all estates has undergone the 2 nd cycle of planting.					



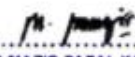
Previous land owner / user comment	
	Feedbacks: Not applicable
	Audit Team verification and response:

3.5 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

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Formal Signing-off of Assessment Conclusion and Recommendation

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that <i>Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill</i> has complied with the Malaysia National Interpretation 2019 of the RSPO P&C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that <i>Strategic Operating Unit (SOU 26) Sandakan Bay Palm Oil Mill</i> remain certified.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohamed Hidhir Bin Zainal Abidin	Name: Mohd Nazir Pazal Karim
Company Name: BSI Services (M) Sdn Bhd	Company Name: Sime Darby Plantation (Sabah) Sdn Bhd KKS Sandakan Bay
Title: Lead Auditor	Title: Mill Manager
<p>Signature:</p> 	<p>Signature:</p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> <p style="text-align: center;">  SIME DARBY PLANTATION (SABAH) SDN. BHD. <small>COMPANY NO. 195701000218 (29959-V)</small> SANDAKAN BAY PALM OIL MILL </p> <p style="text-align: center;">  MOHD NAZIR PAZAL KARIM MILL MANAGER </p>
Date: 6th October 2022	Date: 6 October 2022

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Behave ethically and transparently			
Criterion 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>SDPB continued to use the internet to disseminate public information management documents such as land titles, OHS plans, EIA and SIA reports, HCV documentation, pollution prevention and reduction plans, records of complaints and grievances, negotiation procedures, RSPO Public Summary Report, company policies and continual improvement plans. All operating units have individual documents and records to demonstrate compliance to this indicator.</p> <p>a) The website address is http://www.simedarbyplantation.com/.</p> <p>b) Information relating to social program on education, environment, community and health, etc, Yayasan Sime Darby as the Foundation has expanded its wings from offering scholarships to outstanding and deserving individuals to funding impactful conservation, outreach and development programmes.</p> <p>c) The SDPB website address http://www.yayasansimedarby.com/.</p> <p>d) Figures of gender distribution within all workers categorized by management, administrative staff and workers (both permanent casual workers, piece rate workers) were made available at estate and mill office with record titled 'SEMUA – EMPLOYEE MASTER LISTING'.</p>	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>SDPB continued to use the internet to disseminate public information relating to land titles, safety and health plans, pollution prevention plans and the procedure for complaints and grievances.</p>	Complied

		The SDPSB website address is available in English at http://www.simedarbyplantation.com/ .	
1.1.3	<p>(C) Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>Request by stakeholders conducted through stakeholders meeting, visitor books, letter and forms. The operating units maintain records of all request and response. Annual face to face session with stakeholder was carried out on 5/6/22 for SOU26.</p> <p>Request for information and responses maintained including following:</p> <ul style="list-style-type: none"> - Sentosa Estate: DOSH Regular Inspection Visit SB PMT 997 (Air Receiver); Date: 11/11/2021 - Sentosa Estate: Social Dialogue Online Tracker System; Minutes of Meeting for Social Dialogue; Date: 16/7/2022 – Checklist of Social Dialogue - Tigowis Estate: Oil Palm Pal (OPP) Housing Repair Request for House # A6 Taman AP; Date: 27/6/2022 - Tigowis Estate: Social Dialogue; Minutes of Meeting for Social Dialogue; Date: 15/7/2022 - Segaliud Estate: Social Dialogue latest 23/7/2022 – Checklist of Social Dialogue; Date: 13/5/2022 <p>Segaliud Estate: Neighbours requested to use estate main road for access to their customary land; Date: 28/7/2022</p>	Complied
1.1.4	<p>(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Complied

1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>Both the estate and the mill continued to maintain the stakeholders information (address, contact number, nominated representatives) which included the contractors, vendors/suppliers, foreign recruitment agencies, embassy, government agencies, schools, local communities, CPO/PK customers, etc. The list of stakeholders has been established by the mill. The list was updated on for 2022 comprises of various parties, neighbouring communities and Government Agencies...</p> <p>The subjects discussed during the meeting held on 5/6/2022 with the presence including stakeholders among others discussed on the following subjects;</p> <ul style="list-style-type: none"> a) Company Policies and SOP b) Issues relating to neighborhood and concerns c) Appointment of social liaison officer for each OU d) Explanation of 11 ILO indicators <p>There is no major course of concern of issues highlighted during the meeting</p>	Complied
Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Code of Business Conduct where the company implemented the attitude of fair, integrity and ethic during any business process. The company is strictly prohibited to have any bribery related in the business processes. The policy was developed in Bahasa Malaysia and English.</p> <p>- The latest Group Sustainability & Quality Policy Statement also includes the clause 'promoting good governance and transparency: abiding by the Group Policies & Authorities (GPA) and the Code of Business Conduct (COBC) signed by Group Managing Director on 02/12/2019. The policy has been briefed to the workers during morning briefing. Besides, policies were</p>	Complied

		briefed to stakeholders during the stakeholder meeting. The latest stakeholder meeting was carried out on 5/6/22.																
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	Sime Darby Plantation has established the Vendor Integrity Pledge and Vendor COBC as a due diligence for external parties engaged by Operating Units. Sighted sampled as below: i. Aqil Enterprise (KBTG/2022/814) ii. Kian Da Enterprise Sdn Bhd (907487-A) iii. Borneo Engineering (MPT 29217/07)	Complied															
Principle 2: Operate legally and respect rights																		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.																		
2.1.1	(C) The Unit of Certification complies with legal requirements - Critical (Major) compliance -	Sandakan Bay CU continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and GSQM sustainability team. The Mill and the 5 estates had obtained and renewed license and permits as required by the law. The licenses/permit viewed among others were: <u>Sandakan Bay POM</u> 1) MPOB license no. 508777804000, valid until 30/11/2022 2) DOE license, JAS.SHQ.600-300/1/57, license no. 003534 valid until 30/6/2023 with disposal method on waterway. BOD ₃ limit is < 20 mg/l. <table border="1" data-bbox="1182 1157 1899 1353"> <thead> <tr> <th></th> <th>License / Permit / Regulatory Requirement</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sentosa Estate</td> <td></td> </tr> <tr> <td>1</td> <td>Permit <i>Barang Kawalan</i> KPDNKK S003223</td> <td>17/12/2023</td> </tr> <tr> <td>2</td> <td>Lesen Berniaga Ref A436512 MP Sandakan</td> <td>Eff 12/01/2022</td> </tr> <tr> <td>3</td> <td>Lesen Perpasangan Persendirian ref 55415</td> <td>26/05/2023</td> </tr> </tbody> </table>		License / Permit / Regulatory Requirement	Validity Period		Sentosa Estate		1	Permit <i>Barang Kawalan</i> KPDNKK S003223	17/12/2023	2	Lesen Berniaga Ref A436512 MP Sandakan	Eff 12/01/2022	3	Lesen Perpasangan Persendirian ref 55415	26/05/2023	Complied
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		4	Lesen Perpasangan Persendirian ref 53969	28/02/2023	
		5	Lesen Perpasangan Persendirian ref 55877	27/06/2023	
		6	Lesen Perpasangan Persendirian ref 55872	28/02/2023	
		7	Lesen Perpasangan Persendirian ref 55878	27/06/2023	
		8	Air Compressor PMT 997	09/02/2023	
		9	MPOB – Keluaran BTB– 53035-300-2000	31/05/2023	
		10	JTK – FW recruitment ref no 01261/0097	19/08/2023	
			<i>Tigowis Estate</i>		
		1	Permit <i>Barang Kawalan</i> KPDNKK S019023	01/08/2024	
		2	Lesen Berniaga Ref A436512 MP Sandakan	31/12/2022	
		3	Lesen Perpasangan Persendirian ref 00484	18/02/2023	
		4	Metrology Corporation ref D082557	29/11/2022	
		5	OP Permit Jetty ref JP(SDK)OP.02/2013	31/12/2022	
		6	Air Compressor PMT 46821	11/02/2023	
		7	MPOB – Keluaran BTB– 5283-4200-2000	31/03/2023	
		8	JTK – FW recruitment ref no 01261/0421	25/07/2022	
			<i>Segaluid Estate</i>		
		1	Permit <i>Barang Kawalan</i> KPDNKK S02/2007	18/12/2023	
		2	Lesen Berniaga Ref R28639 MP Sandakan	31/12/2022	
		3	S/jaya Tenaga Relay Calibration ref 89176A	07/07/2024	
		4	Metrology Corporation ref 099012	02/02/2023	

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		5	Lesen Perpasangan Persendirian ref 01150	17/06/2023	
		6	Lesen Perpasangan Persendirian ref 00852	27/05/2023	
		7	Air Compressor PMT 143761	20/06/2023	
		8	MPOB – Keluaran BTB– 5949580-1100	28/02/2023	
		9	MPOB – Keluaran BTB– 52833-900-2000	31/03/2023	
		10	JTK – FW recruitment ref no 01261/0440	29/09/2022	
		11	JTK – Salary Deduction ref no 2021/0080	11/03/2023	
			Tun Tan Estate		
		1	Permit <i>Barang Kawalan</i> KPDNKK S03228	30/11/2023	
		2	Lesen Berniaga Ref A436512 MP Sandakan	31/12/2022	
		3	Sabah Small Ship Licence SN-2022/P04275	21/11/2022	
		4	MPOB – Nursery – 5839-6301-1000	30/04/2023	
		5	Air Compressor PMT 999	11/02/2023	
		6	MPOB – Keluaran BTB– 53125000-2000	31/07/2023	
		7	JTK – FW recruitment ref no 01261/0612	04/07/2023	
		8	JTK – Salary Deduction ref no 2021/0008	05/01/2024	
			Tunku Estate		
		1	Permit <i>Barang Kawalan</i> KPDNKK 2012 SK	14/11/2024	
		2	Lesen Berniaga Ref A436512 MP Sandakan	Eff 12/01/22	
		3	Lesen Perpasangan Persendirian ref 01412	16/10/2022	
		4	Lesen Perpasangan Persendirian ref 01417	10/03/2023	
		5	Metrology Corporation ref D099013	08/02/2023	
		6	OP Permit Jetty ref JP(SDK)OP-42-2045	17/06/2023	
		7	Air Compressor PMT 20922	11/02/2023	

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			<table border="1"> <tr> <td>8</td> <td>MPOB – Keluaran BTB– 5283-400-2000</td> <td>31/03/2023</td> </tr> <tr> <td>9</td> <td>JTK – FW recruitment ref no 01261/0422</td> <td>23/08/2022</td> </tr> <tr> <td>10</td> <td>JTK – Salary Deduction ref no 2018/0345</td> <td>11/03/2023</td> </tr> <tr> <td>11</td> <td>MPOB – Nursery – 618146-011000</td> <td>30/04/2023</td> </tr> </table>	8	MPOB – Keluaran BTB– 5283-400-2000	31/03/2023	9	JTK – FW recruitment ref no 01261/0422	23/08/2022	10	JTK – Salary Deduction ref no 2018/0345	11/03/2023	11	MPOB – Nursery – 618146-011000	30/04/2023																									
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2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>		<p>As per records of Sime Darby Plantation Berhad Estate/Mill – Upstream Malaysia Legal & Other Requirements Register (LORR) by Group Sustainability & Quality Management; Updated June 2022 Sandakan Bay POM. Sighted latest inclusion as follows:</p> <ul style="list-style-type: none"> - Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019. - Code of Practise for Safe Working in a Confined Space, 2010 - Pesticides (Amendment of First Schedule) Order 2019. - Whistleblower Protection Act 2010 - Malaysian Anti-Corruption Commission Act (amended) 2018 - Minimum Wages Order 2022 <p>The latest legal register update by GSQM in 2022 was related to the following;</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Description</th> <th>Section Affected</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30/5/21</td> <td>Min wages order 2018</td> <td>Amended - 2020</td> </tr> <tr> <td>2</td> <td>30/5/21</td> <td>Anti Money Laundering Act 2001</td> <td>Newly added</td> </tr> <tr> <td>3</td> <td>30/5/21</td> <td>Malaysian Anti-Corruption Act 2018</td> <td>Amendment</td> </tr> <tr> <td>4</td> <td>30/5/21</td> <td>Whistle Blower Protection Act 2020</td> <td>Newly added</td> </tr> <tr> <td>5</td> <td>05/5/22</td> <td>Min wages order 2022</td> <td>Amended - 2022</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>OU</th> <th>LORR Rev</th> <th></th> <th>OU</th> <th>LORR Rev</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sentosa</td> <td>13/06/2022</td> <td>3</td> <td>Tun Tan</td> <td>20/06/2022</td> </tr> </tbody> </table>		Date	Description	Section Affected	1	30/5/21	Min wages order 2018	Amended - 2020	2	30/5/21	Anti Money Laundering Act 2001	Newly added	3	30/5/21	Malaysian Anti-Corruption Act 2018	Amendment	4	30/5/21	Whistle Blower Protection Act 2020	Newly added	5	05/5/22	Min wages order 2022	Amended - 2022		OU	LORR Rev		OU	LORR Rev	1	Sentosa	13/06/2022	3	Tun Tan	20/06/2022	Complied
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		2	Segaliud	05/05/2022	4	Tunku	10/06/2022																																																																			
		3	Tigowis	06/06/2022	-	-	-																																																																			
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>The Estates have maps showing the locations of boundary stones that have been physically located and marked. Inspection of boundary stones/markers/trenching at the 5 estates, during the field inspection confirmed that they were clearly marked and maintained.</p> <table border="1"> <thead> <tr> <th></th> <th>Estate</th> <th>Field</th> <th>Neighbouring</th> <th>Field</th> <th>Neighbouring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sentosa</td> <td>P20D1</td> <td>Ldg Bacho Jansie</td> <td>P14C</td> <td>Malaking Estate</td> </tr> <tr> <td>2</td> <td>Sentosa</td> <td>P10C</td> <td>SDP Tun Tan</td> <td>-</td> <td>-</td> </tr> <tr> <td>3</td> <td>Segaluid</td> <td>P04C</td> <td>Government Rd</td> <td>P19D</td> <td>Andum Estate</td> </tr> <tr> <td>4</td> <td>Segaluid</td> <td>P11A</td> <td>BPB - Ldg Sutera</td> <td>P20C</td> <td>FLECRA Estate</td> </tr> <tr> <td>5</td> <td>Tigowis</td> <td>P15</td> <td>Smallholder</td> <td>P14A</td> <td>Pertama Estate</td> </tr> <tr> <td>6</td> <td>Tigowis</td> <td>P18A</td> <td>Kg Sg Payau</td> <td>-</td> <td>-</td> </tr> <tr> <td>7</td> <td>Tun Tan</td> <td>P14C</td> <td>Kg Manggis</td> <td>P14A</td> <td>Damit Enterprise</td> </tr> <tr> <td>8</td> <td>Tun Tan</td> <td>P16G</td> <td>Ldg Malangking</td> <td>P15A</td> <td>Mangroves Res.</td> </tr> <tr> <td>9</td> <td>Tunku</td> <td>P15A</td> <td>FELCRA Utama</td> <td>P14A</td> <td>Kg Sipinong Jaya</td> </tr> <tr> <td>10</td> <td>Tunku</td> <td>P17E</td> <td>Ldg Maju Jaya</td> <td>P14B</td> <td>Ldg Tigowis</td> </tr> </tbody> </table>							Estate	Field	Neighbouring	Field	Neighbouring	1	Sentosa	P20D1	Ldg Bacho Jansie	P14C	Malaking Estate	2	Sentosa	P10C	SDP Tun Tan	-	-	3	Segaluid	P04C	Government Rd	P19D	Andum Estate	4	Segaluid	P11A	BPB - Ldg Sutera	P20C	FLECRA Estate	5	Tigowis	P15	Smallholder	P14A	Pertama Estate	6	Tigowis	P18A	Kg Sg Payau	-	-	7	Tun Tan	P14C	Kg Manggis	P14A	Damit Enterprise	8	Tun Tan	P16G	Ldg Malangking	P15A	Mangroves Res.	9	Tunku	P15A	FELCRA Utama	P14A	Kg Sipinong Jaya	10	Tunku	P17E	Ldg Maju Jaya	P14B	Ldg Tigowis	Complied
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<p>Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>																																																																										
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>A list of contracted parties maintained by all operating units within SOU 26 in their respective List of Stakeholders Information FY 2022 which consists of stakeholders among Local Community Heads, Neighbours, Local Authorities, Vendors (Contractors & Suppliers).</p>						Complied																																																																		

<p>2.2.2</p>	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p> <p>- Minor compliance -</p>	<p>Contracts contain specific clauses on meeting applicable legal requirements available in the Vendor Integrity Pledge records for sampled contractors i.e.</p> <p>For labour agent and contractors, Sime Darby has applied its Vendor COBC (30 May 2018) that includes the Fair Business practices-ensuring that the company promote fair business practices and compete in an ethical manner, labour & human rights, ethics & management practices.</p> <p>Vendors also signed the Vendor Integrity Pledge that contain specific clauses on meeting applicable legal requirements as verified for sample contractors as following:</p> <ul style="list-style-type: none"> - Ressedah Enterprise; Date: 1/3/2022 - Ooi Trading; Date: 1/3/2022 - Kian Da Enterprise/ Date: 1/6/2022 <p>Verified a sample contract documents in Tigowis Estate i.e., Letter of Award for Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad's Estates; Transporter: Ooi Trading; Company: Sime Darby Plantation Berhad; Date: 22/2/2022; Contract period: 1/1/2022 – 31/12/2023 which demonstrated the acceptance by contractors on meeting applicable legal requirements by signing.</p> <p>Evidence of legal due diligence of contracted third parties was not effectively demonstrated. Sighted at Kian Da Enterprise Sdn Bhd (construction project site), contract no. ED/009/009/2021/EMS-SABAH:</p> <ul style="list-style-type: none"> i) Construction waste was dumped and and mix with other domestic and food waste. ii) Lubricant and diesel was stored in 200-liter drum at temporary area without proper environmental mitigation. 	<p>Non-compliance</p>
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		<p>iii) Contaminated soil due to oil leakage from excavator was sighted. No proper containment tray available at site.</p> <p>iv) HSE monthly report no.13 for July 2022 prepared by Kian Da Enterprise Sdn Bhd's SSS (site safety supervisor) was verified. In the walkabout checklist under housekeeping, cleaning and disposal programme was rated differently compared to the actual site condition observed. The said programme was rated as comply.</p> <p>Thus a major NC was raised.</p>	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p>The contract documents and Vendor Integrity Pledge (VIP) records sighted in the indicator 2.2.2 above also contain clauses disallowing child, forced and trafficked labour. No young workers are employed by contractors and vendors.</p> <p>For labour agent and contractors, Sime Darby has applied its Vendor COBC (30 May 2018) that includes the Fair Business practices-ensuring that the company promote fair business practices and compete in an ethical manner, labour & human rights, ethics & management practices.</p> <p>Vendors also signed the Vendor Integrity Pledge that contain specific clauses on disallowing child, forced and trafficked labour and, where young workers are employed, the contracts include a clause for their protection as verified for sample contractors as following:</p> <ul style="list-style-type: none"> - Resisdah Enterprise; Date: 1/3/2022 - Ooi Trading; Date: 1/3/2022 - Kian Da Enterprise/ Date: 1/6/2022 <p>Verified a sample contract document in Tigowis Estate i.e., Letter of Award for Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad's Estates; Transporter: Ooi Trading; Company: Sime Darby Plantation Berhad; Date: 22/2/2022; Contract period:</p>	Complied

		1/1/2022 – 31/12/2023 which demonstrated the acceptance by contractors by signing on disallowing child, forced and trafficked labour and, where young workers are employed, the contracts include a clause for their protection.	
Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p>© For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> Information on geo-location of FFB origins Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder One or more supporting documents for claims Valid MPOB license <p>- Critical (Major) compliance -</p>	<p>The mill received only crop from the SDP estates and OCPs. All the estates from the same SOU 26 and direct supplier (smallholder and outgrowers) possessed the following information sighted and verified during the audit</p> <ul style="list-style-type: none"> a) All FFB from the SDP estates supported by the delivery documents. b) Valid land title with ownership status (refer indicator 4.4.1) c) Valid MPOB licence (refer criteria indicator 2.1.1) <p>All delivery documents were verified with volumes of FFB received by the mill.</p>	Complied
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator2.3.1.</p> <p>- Minor compliance -</p>	<p>There are indirect sourced FFB received at Sandakan Bay POM. All FFB were sent directly from estate/plantation or smallholder farm.</p>	Complied
Principle 3: Optimise productivity, efficiency, positive impacts and resilience			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>© A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>The business plan for the mill is reflected in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains production CPO, OER, and KER, utilization rate and CAPEX. Also available the Mill Improvement Plan (MIP)/Maintenance Plan updated on 31/12/2021.</p>	Complied

		<p>The business or management plan for the estate was presented in the form of annual budget with 4 years projection (2022 – 2025). The annual budget contains the crop projection and the finance allocation for field operation and administrations. The management has their monthly progress report and regular meetings to monitor the expenditure to ensure the budget is not overrun.</p>																																											
<p>3.1.2</p>	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -</p>	<p>The long-range replanting programs (LRRP) until 2027 were sighted on all 5 estates. The program was reviewed once a year and incorporated into their annual financial budget. The program sighted for the next 5 years in hectares is as follows:</p> <table border="1" data-bbox="1182 730 1832 1002"> <thead> <tr> <th></th> <th>Year</th> <th>Sentosa</th> <th>Segaluid</th> <th>Tun Tan</th> <th>Tunku</th> <th>Tigowis</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2023</td> <td>0.00</td> <td>0.00</td> <td>303.57</td> <td>139.25</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>2024</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>3</td> <td>2025</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>4</td> <td>2026</td> <td>0.00</td> <td>186.27</td> <td>266.17</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>5</td> <td>2027</td> <td>0.00</td> <td>201.67</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Year	Sentosa	Segaluid	Tun Tan	Tunku	Tigowis	1	2023	0.00	0.00	303.57	139.25	0.00	2	2024	0.00	0.00	0.00	0.00	0.00	3	2025	0.00	0.00	0.00	0.00	0.00	4	2026	0.00	186.27	266.17	0.00	0.00	5	2027	0.00	201.67	0.00	0.00	0.00	<p>Complied</p>
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<p>-3.1.3</p>	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake. - Minor compliance -</p>	<p>Management review meeting for the Mill was last conducted on 19/01/2022. It was chaired by the Mill Manager and attended by 24 keypersons. Management Review meeting for the estate was conducted on 13/01/2022 chaired by the Senior Manager attended by 16 other keypersons.</p> <p>Among the agenda discussed were:</p> <ul style="list-style-type: none"> - Results of internal audit - Customer feedback - Status of preventive and corrective actions - Follow-up actions from previous management review 	<p>Complied</p>																																										

		<ul style="list-style-type: none"> - Changes that could affect management system - Recommendations for improvement <p>The Management Review was held as follows chaired by the respective Managers:</p> <table border="1"> <thead> <tr> <th></th> <th>Estate</th> <th>Date</th> <th>Attendee</th> <th>Date</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sentosa</td> <td>15/07/22</td> <td>15</td> <td>26/05/22</td> <td>14</td> </tr> <tr> <td>2</td> <td>Segaluid</td> <td>06/07/22</td> <td>19</td> <td>14/07/21</td> <td>19</td> </tr> <tr> <td>3</td> <td>Tigowis</td> <td>09/07/22</td> <td>10</td> <td>29/07/21</td> <td>10</td> </tr> <tr> <td>4</td> <td>Tunku</td> <td>04/07/22</td> <td>16</td> <td>07/04/21</td> <td>12</td> </tr> <tr> <td>5</td> <td>Tun Tan</td> <td>25/07/22</td> <td>14</td> <td>17/09/21</td> <td>11</td> </tr> </tbody> </table>		Estate	Date	Attendee	Date	Attendee	1	Sentosa	15/07/22	15	26/05/22	14	2	Segaluid	06/07/22	19	14/07/21	19	3	Tigowis	09/07/22	10	29/07/21	10	4	Tunku	04/07/22	16	07/04/21	12	5	Tun Tan	25/07/22	14	17/09/21	11	
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Criterion 3.2: The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.

3.2.1	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>The Continual Improvement Plans were established. The documents were being maintained and updated with the assistance and guide from Sustainability Department. SDP is committed to utilise the established system to regularly monitor and review their key activities at the mill and estates. Relevant action plans were initiated to continuously improve its key areas of operations, environmental, safety, health and welfare of the workers as well as social contribution to the community. Among others the continual improvement plans reviewed were:</p> <ul style="list-style-type: none"> a) Pollution Prevention Plan – 2022. b) Identification and Management of Wastewater – 2022. c) Waste Management Plan – 2022. d) Environmental Improvement Plan - 2022. e) Water reduction Plan - 2022. f) Safety and Health Program - 2022 	Complied
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In Sandakan Bay CU the yield performance, extraction ratios and production costs have always been in utmost priority in ensuring long-term economic and financial viability. In general, various efforts had been made to optimize the yield of the plantation among others;

- a) maximizing crop recovery, optimum ripeness
- b) standard (harvest ripe bunches only and 100% loose fruit collection),
- c) the soil fertility was maintained and planting only high yielding planting material.
- d) To mechanize operation where feasible to reduce reliance of labour.

The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and Assistant Managers of mill and estates were identified as PIC. Programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were made annually if there's no any new activity within respective sites.

	Date	OU	Description
1	2022-24	Sentosa	42 units workers qtrs upgrading RM6M
2	2023	Tigowis	10 units Power Barrow - FFB Collection
3	2022	Segaluid	12 units New workers quarters - RM1.5M
4	2022	Segaluid	8 units - Land surf RM62K
5	2022	Segaluid	2 units - SMT Low bed trailer
6	2022-24	Tun Tan	20 unigs - New Owrkers quarters - RM 3M
7	2022	Tun Tan	4 units - New Grabber FFB Collection
8	2022	Tunku	86 units - New Workers Quarters RM8.7M
9	2022	Tunku	2 units - New Grabber Expansion RM35
10	2022	Tunku	36 units Flooring / Fittings WQ RM100K
11	2022	Tunku	Rehabilitation Mosque RM150K
12	2024	Tunku	10units - Land surf RM62K

3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p>PROCEDURAL NOTE: The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed. Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required. - Minor Compliance -</p>	<p>RSPO metrics template submitted to the auditors. The data was checked and verified its data to be reflective of the raw data sources.</p>	Complied
Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place. - Critical (Major) compliance -</p>	<p>SOU 26 Sandakan Bay CU continued to use the documents established by Sime Darby Plantation Bhd among others as follows;</p> <ul style="list-style-type: none"> a) Plantations / Mill Quality Management System (PQMS / MQMS) Manual b) PQMS/MQMS Standard Operating Manual & Procedures (SOP) c) Palm Oil Mill Lab Process Control Procedure / Oil Mill Lab operations & Test Method Guidelines d) Sustainable Plantation Management System (SPMS) Manual e) RSPO Supply Chain Manual f) ESH Management System Manual - 01/7/2012 g) Occupational Safety and Health Manual h) Pictorial Safety Standards dated 17/3/2008 i) Laboratory Process Control Manual j) Security Guidelines. 	Complied

		<p>In addition, technical guidelines as listed in the Agricultural Reference Manual were also used. In general the documents included operation activities in the estates and the mills from;</p> <ul style="list-style-type: none"> a) seedlings in nursery to planting of young palms. b) plantation upkeep to mill FFB receipt, grading, processing. c) quality analysis and dispatch of CPO & PK. d) security in the SOU. <p>Contents of the Manual were disseminated to the workers through;</p> <ul style="list-style-type: none"> a) morning muster b) mill weekly briefings c) training as ad hoc and programmed basis. <p>The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOPs had been implemented and the employees understood the requirements of the SOPs.</p> <p>In addition, there are also manuals available within the industry and MPOB that are used as guidelines. The procedures were communicated to workers through training and infield supervision. Interview with workers showed that the information in the procedures had been effectively communicated. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP.</p>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -</p>	<p>Both estates and the mill had an established mechanism to perform checking to ensure consistent implementation of procedures</p> <p><i>Estates Operations</i></p>	Complied

		<p>The monitoring of the SOP implementation are made by the all levels of the supervisory personnel with records maintained and checked. Among others the records maintained are;</p> <ul style="list-style-type: none"> a) Daily production/work records for the core activities at the estates b) field cost book / chemical consumption record c) mature/immature field work program <ul style="list-style-type: none"> - fertilizer application, - herbicide spraying, / rat baiting , - Harvesting and collection of FFB. - Water management action plan in relation to bund management / tide gate management / desilting program. <p>All the above records were kept for a minimum period of 12 months. In addition the management adopted the following check and balances though visit of the following dept /superiors</p> <ul style="list-style-type: none"> a) Agronomic advisory report and fertilizer recommendation minimum 2x/year to monitor matters relating to; <ul style="list-style-type: none"> - nutrient deficiency, fertilizer program, - pest & disease ganoderma infection, rat and RB attack, - EFB mulching program for the year etc. b) PMU unit visit producing "<i>Estate Visit Report</i>" at frequency of 2x/year performing assessment relating to; <ul style="list-style-type: none"> - land use, capital expenditure, general charges, - oil palm (mature & immature area) field condition - crop performance and cost - vehicles & equipment, amenities, - labour and security etc - Replanting activities at PR22/21A/PR20 - Replanting activities by Contractors are monitored to ensure compliance against the SDP and industry standards. 	
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Visits by Agronomist and PMU personnel to the estates in the SOU as recorded below;

	OU	Agronomy Visit	PMU Visit
1	Sentosa Estate	10/03/2022	23/03/2022
2	Tigowis Estate	08/03/2022	26/03/2022
3	Segaluid Estate	29/01/2022	21/03/2022
4	Tun Tan Estate	29/06/2021	24/03/2022
5	Tunku Estate	20/07/2022	25/03/2022

Internal audit by the Agronomy Dept (Sustainability Unit) scheduled 2x/year for each unit. The exercise is to inspect and monitor compliance on ISCC/MSPO/RSPO standard requirement. Results from assessment of which are tabled and discussed during the Management Review.

The mechanisms as established have been implemented. This is verified via the records maintained in all units daily, monthly and annually. Estates are monitored to ensure compliance against the SOP standard and factors relating to ESH.

Estates		
Areas	Action/Activities	
1	Daily	Supervision by field staff/Assist/Manager
		Report of daily activities/costings/variation
		WA group - digital supervision
2	Schedule	Quarterly ESH meeting
		RCEO/ RGM visits on field activities
		Internal audits by GCAD/SHO
		Annual EPMC
		External audit RSPO /MSPO
		HQ visits / Agronomist visits
3		Zone Head / Regional Controller visits
		Visits by KKM

		<table border="1"> <tr> <td></td> <td>Medical /health</td> <td>Annual medical surveillance.</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2">Sandakan Bay Palm Oil Mill</td> </tr> <tr> <td></td> <td>Areas</td> <td>Action/Activities</td> </tr> <tr> <td>1</td> <td>Daily</td> <td>Supervision by staff/Assist/Manager Report of daily activities/costings/variation</td> </tr> <tr> <td>2</td> <td>Schedule</td> <td>Quarterly ESH meeting Internal audits by GCAD / SHO Region SHO 2x/year visits External audit RSPO /MSPO Zone Head / Regional Controller visit.</td> </tr> <tr> <td>3</td> <td>Annual</td> <td>Annual EPMC Medical surveillance</td> </tr> </table>		Medical /health	Annual medical surveillance.					Sandakan Bay Palm Oil Mill			Areas	Action/Activities	1	Daily	Supervision by staff/Assist/Manager Report of daily activities/costings/variation	2	Schedule	Quarterly ESH meeting Internal audits by GCAD / SHO Region SHO 2x/year visits External audit RSPO /MSPO Zone Head / Regional Controller visit.	3	Annual	Annual EPMC Medical surveillance	
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3	Annual	Annual EPMC Medical surveillance																						
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>The implementation of SOP are monitored on a daily basis by the field staffs and Assistant Managers with overall overview by the Managers. The monitoring is made via supervision and records maintenance. The estates among others maintained the following records.</p> <ul style="list-style-type: none"> a) work program / Field cost books b) bin cards, Harvesting Intervals, c) Monthly Estate Report and Account, d) Monthly Operations, monthly rainfall, e) pest and diseases monthly return, f) agrochemical monthly consumption g) harvesting details i.e. daily inspection report - yield improvement program, h) summary of machinery running hours i) harvesting records detailing the number of bunches harvested 	Complied																					

		<ul style="list-style-type: none"> j) quantity of loose fruit collected by each harvesters. k) Monthly FFB production, etc. <p>Similarly for the mill, the monitoring records maintained among others were related to;</p> <ul style="list-style-type: none"> a) monitoring of effluent / black smoke b) Processing & produce parameters c) Dispatches / scheduled wastes etc. d) monitoring consistent implementation of procedures through internal audit e) daily shift report for the process performance . f) There was a flow chart showing method for monitoring compliance of requirements including legal requirements. g) Internal audits are performed once a year minimum. <p>Activities carried out by contractors are being monitored via the following among others;</p> <ul style="list-style-type: none"> a) to obtain work permit for confined spaces or work at height in the Mill b) evidences of competency for specialized work/job c) The mill supervisors and engineers will be onsite to monitor the work. d) The estates monitor to ensure that no contractors bring along their family members to work in the field. e) The estates ensure that the contractors are providing PPE, suitable working equipment and machinery. <p>Records of follow up action, if any, are retained where necessary.</p>	
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Criterion 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.

<p>3.4.1</p>	<p>(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting in SOU 26.</p> <p>The estates 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 such as r 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>No new planting in all estates within SOU 26. For existing operations, the operating unit of SOU 26 documented the continual improvement plan for social in the Social Management Plan. Identified main social aspects and impacts from SIA considered in the plan including the following categories:</p> <ul style="list-style-type: none"> - Workers' Housing Condition/Living Improvement - Workers' Working Condition - External stakeholders feedbacks <p>Improvements conducted by individual operating units within SOU 26 including housing improvement programs, minimum wages achievement monitoring and community contribution programs.</p>	<p>Complied</p>
<p>3.4.2</p>	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>The environmental assessment was conducted base on Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure. In the SOP stated the POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p> <p>Sentosa Estate</p>	<p>Complied</p>

		<p>Latest review was conducted on 06/01/2022 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Tigowis Estate</p> <p>Latest review was conducted on 06/07/2022 by the Asst. Manager and approved by the Manager with addition of construction of new buildings due to new activity of constructions of Clinic.</p> <p>Segaliud Estate</p> <p>Latest review was conducted on 10/06/2022 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Tun Tan Siew Sin Estate</p> <p>Latest review was conducted on 03/01/2022 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Tunku Estate</p> <p>Latest review was conducted on 01/03/2022 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>No new planting in all estates within SOU 26. Previous social impact assessment was conducted on July 2013 as per documented Social Impact Assessment (SIA) Report SOU 26 Sandakan Bay. For existing operations, the operating unit of SOU 26 documented the continual improvement plan for social in the Social Management</p>	
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		<p>Plan. Identified main social aspects and impacts from SIA considered in the plan including the following categories:</p> <ul style="list-style-type: none"> - Workers' Housing Condition/Living Improvement - Workers' Working Condition - External stakeholders feedbacks <p>Improvements conducted by individual operating units within SOU 26 including housing improvement programs, minimum wages achievement monitoring and community contribution programs.</p> <p>Review conducted with participation by external stakeholders during SOU 26 level latest stakeholder consultation meeting conducted on 5/6/2022 at Sentosa Estate Meeting Room.</p>	
<p>3.4.3</p>	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -</p>	<p>The operating units sampled have established the Environmental Management Program base on the significant impacts identified in the EAI/EIE conducted. The plan stated the Environmental issue, mitigating measures and person responsible. The plan was reviewed on annually basis.</p> <p>Reviewed the implementation of the management plan FY 2022 as follows:</p> <ol style="list-style-type: none"> 1. The estates sampled collected the waste water from the chemical mixing area and reuse back for chemical mixing operation. 2. To reduce the GHG emission, the estates sampled conducted scheduled vehicle maintenance to ensure the vehicle running in good conditions and effective energy consumptions. Reviewed the daily inspection in PMV log book. 	<p>Complied</p>

		<ol style="list-style-type: none"> 3. The estates sampled monitored the diesel usage per FFB production to control and optimize the usage. Reviewed the data FY 2021 and FY 2022 as todate July. 4. To ensure the condition of store is appropriate, the estates sampled conducted workplace inspection prior to ESH committee meeting. The results were discussed during the meeting. Reviewed the minutes meeting FY 2022. 5. The estates sampled has demarcated the river buffer zone area with white ring on the palm trunks. No evidence of chemical application at the buffer zone area. 6. To optimize the energy usage, the estates sampled has install energy saving electrical appliance such as energy saving bulb. The purchased order were available at the estate for reviewed. <p>Social management action plan established based on identified issue from social impact assessment conducted with consultation with stakeholders as per sample as following:</p> <ol style="list-style-type: none"> 7. Segaliud Estate SIA Action Plan: Review date 27/7/2022 8. Tun Tan Estate SIA Action Plan: Review date 5/4/2022 <p>Among latest actions to be taken including following:</p> <ol style="list-style-type: none"> 9. Continuous monitoring on disallowing contractors to use undocumented workers to work in all estates 10. Continuous consultation with neighbours at Segaliud Estate who requests to use estate main road for access to their customary land 11. Continuous road grading and repair work for main road towards smallholder area in Tun Tan Estate 	
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Criterion 3.5: A system for managing human resources is in place.

3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>The Human Resource Department in HQ has established Hiring of Local Workers procedure (Doc. No.: 01-12-19) dated 01/12/2019 and Workforce Management Unit Liaison & Recruitment procedure (WMU/LR-SOPP/MARCH2016, Rev. 0 dated 30/03/2016) to explain the recruitment processes for both local and foreign workers. The recruitment of foreign workers will be carried out by the HQ through appointed agents in respective countries.</p>	Complied
3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>Application form, employment interview assessment form, medical check-up report and employment contract was sighted for new recruited employees. The latest recruitment of workers in Sandakan Bay POM was on 1st May 2022. A copied of identification card was kept as record. Interviewed with the clerk confirmed that if there is any job vacancy available, they will publish a job vacancy advertisement/flyer at the places nearby the villages. Programme reach out such as "Projek Lokal" encourage local workers to work with Sime Darby.</p>	Complied
<p>Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
3.6.1	<p>(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. HIRARC is subject for a review in event of the following;</p> <ul style="list-style-type: none"> a) Change in work process b) Revision/changes in legislative requirement c) Occurrence of accidents <p>The estates had list of review on HIRARC respectively including the annual review.</p>	Complied

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	Areas/Activities		Areas /Activities
1	Palm /bunch census	11	Harvesting & collection
2	Circle /selective spraying	12	Transportation workers
3	Confined space	13	Walking palm to palm
4	Drainage-machine	14	Loose fruit collection
5	Grass cutting	15	In field machine 15 mt
6	Compound sanitation	16	Water catchment
7	Fertilizer application	17	Chemical mixing
8	Replanting	18	Nursery
9	Bridge maintenance	19	Workers quarters
10	Water treatment plant	20	Workshop operations

HIRARC for the mill was formalized on in 2008 with review made annually. The significant and routine activities for mill were adequately covered with details as follows;

	Areas/Activities (Mill)		Areas /Activities
1	Reception –Weighbridge	8	Engine Room
2	Fruit Handling	9	Product storage
3	Sterilizer	1 0	Laboratory
4	Threshing	1 1	Water treatment
5	Clarification / Oil Room	1 2	Effluent Treatment Pond
6	Boiler House	1 3	Crop reception – Ramp
7	Confined space	1 4	Working at height

		<p>The review of the HIRARC estates as listed below;</p> <ul style="list-style-type: none"> a) Tigowis Estate on initiation of 1 unit of dispensary had the HIRARC dated 23/07/22 issuance following "Permit To Work dated 20/6/22". b) Segaliud Estate - 03/01/22 for LF collection/weeding/fertilizer application work changes. c) Tun Tan SS Estate - 01/03/2021 on the harvester safe standing position following incidences relating to FFB harvesting operations. d) Tunku Estate - Review dated 09/05/22. New format being progressively changed. e) All estates on phases reviewed their HIRARC o change content to a new format on Group basis beginning 30/6/22. <p>1. Appropriate risk control measures were determined and implemented for the respective activities and operation. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative controls such as safety signage were displayed at all work stations in the mill and estate office and workshop. In general, the control measures were appropriate to the identified risks.</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>SDPB Health and Safety plan among others include the following:</p> <ul style="list-style-type: none"> a) zero accident case in major accident (class I & class II). b) to achieve > 1,000,000-man hours without LTI c) to enhance OSH awareness through comprehensive ESH Training (target 70%). 	Complied

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		<p>The implementation of OSH plan was monitored by internal audits conducted by OSH officers from RSQM department. The OSHA plan among others initiated by the estates/mill are as follows;</p> <table border="1" data-bbox="1182 523 1899 1157"> <thead> <tr> <th>No</th> <th>Task</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>OSH Legal Compliance</td> <td>Review all relevant legal compliance</td> </tr> <tr> <td rowspan="3">2</td> <td rowspan="3">Emergency Response Plan</td> <td>ERP Training</td> </tr> <tr> <td>Fire drill</td> </tr> <tr> <td>Enforcement Visit</td> </tr> <tr> <td rowspan="2">3</td> <td rowspan="2">OSH Management System</td> <td>Review documentation</td> </tr> <tr> <td>HIRARC review</td> </tr> <tr> <td rowspan="3">4</td> <td rowspan="3">Risk Management</td> <td>Identify High Risk Area</td> </tr> <tr> <td>maintenance</td> </tr> <tr> <td>Hygiene Tech</td> </tr> <tr> <td rowspan="3">5</td> <td rowspan="3">Accident Investigation/ Reporting</td> <td>Accident Investigation</td> </tr> <tr> <td>JKKP 8/6 submission</td> </tr> <tr> <td>Chemical Register</td> </tr> </tbody> </table>	No	Task	Activity	1	OSH Legal Compliance	Review all relevant legal compliance	2	Emergency Response Plan	ERP Training	Fire drill	Enforcement Visit	3	OSH Management System	Review documentation	HIRARC review	4	Risk Management	Identify High Risk Area	maintenance	Hygiene Tech	5	Accident Investigation/ Reporting	Accident Investigation	JKKP 8/6 submission	Chemical Register	
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<p>Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>																												
<p>3.7.1</p>	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&C, in a form they understand, and which includes assessments of training.</p>	<p>The annual training program has been established and significantly covers all aspects of the MSPO/RSPO requirements. There were also additional subjects including the estate operating procedures, parameters, vehicles maintenance etc. The training program also specified the target group of employees to be trained under the allocated subjects. The program mainly covers both requirement of</p>	<p>Complied</p>																									

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	<p>- Critical (Major) compliance -</p>	<p>the estates and mill in SOU 26. The subjects for the training are issued and assisted by the RSQM personnel. The following topics included in the annual training program 2020 among others as follows;</p> <table border="1" data-bbox="1182 523 1910 1273"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">(Estate) subject</th> <th colspan="3">schedule</th> </tr> <tr> <th>1-4</th> <th>5-9</th> <th>9-12</th> </tr> </thead> <tbody> <tr><td>1</td><td>Requirement RSPO MSPO</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>2</td><td>ESH objective, target & program</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>3</td><td>New FW – Induction Program</td><td>/</td><td>/</td><td>/</td></tr> <tr><td>4</td><td>Duties of field staff</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>5</td><td>ESH role & function</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>6</td><td>Competency, training & awareness</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>7</td><td>ERP procedure and evacuation</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>8</td><td>Legal & other requirement</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>9</td><td>Permit - work / tools equipment</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>10</td><td>HIRARC & EAI</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>11</td><td>Non Conformity Corr/preventive action</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>12</td><td>Complaint & grievance procedure</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>13</td><td>SOP & ECP for individual procedure</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>14</td><td>PPE adherence</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>15</td><td>Scheduled waste management</td><td>-</td><td>-</td><td>/</td></tr> <tr><td>16</td><td>Supplier selection & evaluation</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>17</td><td>Estates practices SOP</td><td>/</td><td>/</td><td>/</td></tr> <tr><td>18</td><td>SDS understanding</td><td>/</td><td>/</td><td>-</td></tr> <tr><td>19</td><td>Riparian Zone Management</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>20</td><td>Sexual Harassment</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>21</td><td>Safe driving technique</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>22</td><td>Accident investigation technique</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table>		(Estate) subject	schedule			1-4	5-9	9-12	1	Requirement RSPO MSPO	/	-	-	2	ESH objective, target & program	/	-	-	3	New FW – Induction Program	/	/	/	4	Duties of field staff	/	-	-	5	ESH role & function	/	-	-	6	Competency, training & awareness	/	-	-	7	ERP procedure and evacuation	-	/	-	8	Legal & other requirement	-	/	-	9	Permit - work / tools equipment	/	-	-	10	HIRARC & EAI	-	/	-	11	Non Conformity Corr/preventive action	-	/	-	12	Complaint & grievance procedure	-	/	-	13	SOP & ECP for individual procedure	-	/	-	14	PPE adherence	-	/	-	15	Scheduled waste management	-	-	/	16	Supplier selection & evaluation	-	/	-	17	Estates practices SOP	/	/	/	18	SDS understanding	/	/	-	19	Riparian Zone Management	/	-	-	20	Sexual Harassment	-	/	-	21	Safe driving technique	-	/	-	22	Accident investigation technique	-	-	-	
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	<p>- Minor Compliance -</p>	<p>discussed/briefed were related to estate and mill operations, environmental and safety compliance. These training records are maintained and were sighted during the audit.</p> <table border="1"> <thead> <tr> <th></th> <th>Subject</th> <th>Tigowis</th> <th>Tunku</th> <th>Sentosa</th> </tr> </thead> <tbody> <tr><td>1</td><td>SOP Weeding / HIRARC</td><td>19/7/22</td><td>10/6/22</td><td>-</td></tr> <tr><td>2</td><td>Company Policies Briefing</td><td>21/6/21</td><td>30/3/22</td><td>15/7/21</td></tr> <tr><td>3</td><td>RSPO Briefing to employees</td><td>22/6/22</td><td>30/3/22</td><td>25/7/22</td></tr> <tr><td>4</td><td>Tractors driving SOP</td><td>07/5/22</td><td>05/12/21</td><td>04/3/22</td></tr> <tr><td>5</td><td>Fertilizer Application</td><td>20/5/22</td><td>30/6/22</td><td>01/7/22</td></tr> <tr><td>6</td><td>RSPO MSPO awareness</td><td>29/7/22</td><td>30/3/22</td><td>15/7/21</td></tr> <tr><td>7</td><td>Circle raking /Fertilizer</td><td>-</td><td>30/6/22</td><td>19/5/21</td></tr> <tr><td>8</td><td>Workshop management</td><td>19/7/22</td><td>06/8/21</td><td>25/7/22</td></tr> <tr><td>9</td><td>Spraying SOP</td><td>17/5/22</td><td>06/7/22</td><td>03/6/22</td></tr> <tr><td>10</td><td>Harvesting SOP</td><td>15/3/22</td><td>06/7/22</td><td>01/12/21</td></tr> <tr><td>11</td><td>Harvesting Safety awareness</td><td>13/5/22</td><td>21/12/21</td><td>-</td></tr> <tr><td>12</td><td>Fire Drill</td><td>23/7/22</td><td>24/7/22</td><td>27/7/22</td></tr> <tr><td>13</td><td>Replanting Program</td><td>-</td><td>13/6/22</td><td>22/7/22</td></tr> <tr><td>14</td><td>Chemical spillage ERP</td><td>23/7/22</td><td>01/6/22</td><td>29/7/22</td></tr> <tr><td>15</td><td>First Aid - Refresher briefing</td><td>14/7/22</td><td>24/7/22</td><td>20/6/22</td></tr> <tr><td>16</td><td>FFB quality / Pruning PPE</td><td>08/4/22</td><td>21/12/21</td><td>29/11/21</td></tr> <tr><td>17</td><td>Health Awareness COBC</td><td>21/6/21</td><td>10/11/21</td><td>08/3/22</td></tr> <tr><td>18</td><td>Harvesting SOP</td><td>15/3/22</td><td>13/5/22</td><td>07/7/22</td></tr> <tr><td>19</td><td>Pesticides Handling</td><td>20/6/22</td><td>22/3/22</td><td>23/6/22</td></tr> <tr><td>20</td><td>Planting Beneficial Plant</td><td>-</td><td>03/1/22</td><td>23/6/22</td></tr> <tr><td>21</td><td>First Aid Kit & ERP handling</td><td>21/5/22</td><td>10/11/21</td><td>08/3/22</td></tr> <tr><td>23</td><td>IPM management BOB</td><td>-</td><td>30/2/22</td><td>29/7/22</td></tr> <tr><td>24</td><td>Working hours / Payslip</td><td>18/4/22</td><td>03/6/22</td><td>07/4/22</td></tr> <tr><td>25</td><td>Protection - HCV riparian</td><td>21/6/21</td><td>03/1/22</td><td>29/7/22</td></tr> <tr><td>26</td><td>fertilizer - application PPE</td><td>19/5/22</td><td>21/12/21</td><td>18/7/22</td></tr> <tr><td>27</td><td>Harvesting activities SOP</td><td>13/3/22</td><td>10/6/22</td><td>-</td></tr> <tr><td>28</td><td>Water Management</td><td>21/6/21</td><td>28/7/22</td><td>22/3/22</td></tr> <tr><td>29</td><td>Driving SOP & PPE</td><td>23/5/22</td><td>01/6/22</td><td>13/7/22</td></tr> </tbody> </table>		Subject	Tigowis	Tunku	Sentosa	1	SOP Weeding / HIRARC	19/7/22	10/6/22	-	2	Company Policies Briefing	21/6/21	30/3/22	15/7/21	3	RSPO Briefing to employees	22/6/22	30/3/22	25/7/22	4	Tractors driving SOP	07/5/22	05/12/21	04/3/22	5	Fertilizer Application	20/5/22	30/6/22	01/7/22	6	RSPO MSPO awareness	29/7/22	30/3/22	15/7/21	7	Circle raking /Fertilizer	-	30/6/22	19/5/21	8	Workshop management	19/7/22	06/8/21	25/7/22	9	Spraying SOP	17/5/22	06/7/22	03/6/22	10	Harvesting SOP	15/3/22	06/7/22	01/12/21	11	Harvesting Safety awareness	13/5/22	21/12/21	-	12	Fire Drill	23/7/22	24/7/22	27/7/22	13	Replanting Program	-	13/6/22	22/7/22	14	Chemical spillage ERP	23/7/22	01/6/22	29/7/22	15	First Aid - Refresher briefing	14/7/22	24/7/22	20/6/22	16	FFB quality / Pruning PPE	08/4/22	21/12/21	29/11/21	17	Health Awareness COBC	21/6/21	10/11/21	08/3/22	18	Harvesting SOP	15/3/22	13/5/22	07/7/22	19	Pesticides Handling	20/6/22	22/3/22	23/6/22	20	Planting Beneficial Plant	-	03/1/22	23/6/22	21	First Aid Kit & ERP handling	21/5/22	10/11/21	08/3/22	23	IPM management BOB	-	30/2/22	29/7/22	24	Working hours / Payslip	18/4/22	03/6/22	07/4/22	25	Protection - HCV riparian	21/6/21	03/1/22	29/7/22	26	fertilizer - application PPE	19/5/22	21/12/21	18/7/22	27	Harvesting activities SOP	13/3/22	10/6/22	-	28	Water Management	21/6/21	28/7/22	22/3/22	29	Driving SOP & PPE	23/5/22	01/6/22	13/7/22	
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30	Line site hygiene	23/4/22	10/11/21	15/7/22
31	PPE adherence	31/3/22	03/2/22	22/7/22
32	SW / Domestic management	13/4/22	30/3/22	29/7/22
33	Covid 19 reminders -MCO	18/4/22	08/2/22	05/8/21
34	Sexual harassment / COBC	21/6/21	30/3/22	15/7/21
35	Audiometric /HRUM	25/3/22	15/12/21	18/7/22
36	Crehe management/SOP	20/4/22	18/7/22	18/7/22-
37	TKI induction program ILO	28/5/22	24/6/22	08/3/22
38	Hearing Conservation	22/7/22	22/7/22	26/7/22
39	Contract Employment	01/8/22	16/6/22	17/1/22

	Subject	Tun Tan	Segaliud
1	SOP Weeding / HIRARC	14/01/22	13/01/22
2	Company Policies Briefing	30/12/21	08/01/22
3	RSPO Briefing to employees	20/07/22	16/12/21
4	Tractors driving SOP	16/06/22	15/06/22
5	OSH guidelines Sime Card	29/07/22	29/07/22
6	RSPO MSPO awareness	02/03/22	23/07/22
7	Workshop management	24/06/22	01/06/22
8	Spraying SOP /HIRARC	16/05/22	30/06/21
9	FFB / Power barrow	26/6/22	10/10/21
10	Harvesting SOP Grabber	23/02/22	01/12/21
11	Fire Drill	25/07/22	02/09/22
12	Fire Drill	22/06/22	05/07/21
13	Chemical spillage ERP	18/7/22	22/07/21
14	First Aid - Refresher briefing	20/06/22	28/07/22
15	FFB quality Crop	19/03/22	01/07/21
16	Rat Baiting/Garnoderma	13/4/22	19/07/22
17	Health Awareness Housing	29/01/22	01/12/21
18	Harvesting SOP / Incentive	22/04/22	23/11/21
19	Gen set operations	-	01/06/22
20	Pesticides Handling	14/01/22	29/03/22

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3.7.3	<p>Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.</p> <p>- Minor Compliance -</p>	<p>Training for SCCS is sighted dated 21/08/2021 that been include 7 personnel for the implementation of SCCS in Sandakan Bay Palm Oil Mill.</p> <p>The job description has been sighted in the appointment letter. A presentation slide has been provided for evidence. Presentation by Group Sustainability Quality Management. Interview conducted with weighbridge clerk confirmed that they understand the requirement.</p>	Complied																																																																												

Criterion 3.8: Supply chain requirement for mills
 (note: All supply chain requirements are considered as **Critical (C)**. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)

3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>FFB were received from all Sime Darby certified estates third party's FFB or non-certified FFB. Thus, Identity Preserved module is not applicable</p>	Not Applicable
3.8.2	<p>Mass Balance Module</p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Sandakan Bay Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>	Complied
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. The figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year and previous review period (August 2020 – July 2022)</p>	Complied
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>The registration of PalmTrace will be carried out by the Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace:- Members ID – Sandakan Oil Mill: RSPO_PO1000000065</p>	Complied

		<p>Licence valid until 30/9/2022</p> <p>Member category : Oil Mill</p> <p>Details of palm trace transaction summarized under table C of the report.</p>	
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill’s procedures for the implementation of this standard. d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill. 	<p>Procedure namely Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, doc. ID:SD/SDP/GSD/SCCS/0522/01, effective date: 1/6/2022 was newly established for RSPO SCCS implementation. This new SOP replacing the previous SOP dated April 2019.</p> <p>The procedure was established which covers responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim and etc.</p> <p>The Mill Manager as Head of Operating Unit has the overall responsibility for the implementation of SOP, and he may assign roles to relevant personnel or invite personnel from various departments necessary to assist in the SOP implementation. Sighted the identified and assigned suitable employees to implement and maintain the traceability system by management is Izzul Fahmi Azuddin (Assistant Manager) – RSPO/ISCC/MSPO Representative dated 1/6/2022.</p>	Complied
3.8.6	<p>Internal Audit</p> <ul style="list-style-type: none"> i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill: <ul style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. 	<p>Sime Darby Plantation Berhad have established the Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 1/11/2017.</p> <ul style="list-style-type: none"> - Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, doc. ID:SD/SDP/GSD/SCCS/0522/01, effective date: 1/6/2022 where the annual internal audit is to determine the mill conforms to the requirements of RSPO and MSPO SCCS. 	Complied

	<p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>- The frequency of the internal audit was at least annually. The latest RSPO SCCS Internal Audit was carried out on 09/12/2021 by Sustainability Compliance Unit, GSD. Based on the internal audit report, there were no non-conformity raised under the RSPO SCCS requirements and the coverage was found to be satisfactory.</p>	
<p>3.8.7</p>	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>When FFB delivered to the mill from the estates, the transporters presented Delivery Order (DO) to the mill weighbridge clerk in order the FFB to be received by the mill. E.g. of information available in the DO is as follows:</p> <ul style="list-style-type: none"> • Consignment note no. (053580) • Estate’s names (Tun Tan Estate – E047) • Date & time of delivery (4/8/2022) • Field No. (2015B) • No. of bunches (983 bunches) • Vehicle no. (ST4540D) • Net weight (10.62 MT) <p>Consignment note no. (38776)</p> <ul style="list-style-type: none"> • Estate’s names (Tun Tan Estate – E048) • Date & time of delivery (4/8/2022) • Field No. (2017B) • No. of bunches (2,070 bunches) • Vehicle no. (ST4420C) • Net weight (8.53 MT) 	<p>Complied</p>

		<p>Consignment note no. (027850)</p> <ul style="list-style-type: none"> • Estate’s names (Tigowis Estate – E046) • Date & time of delivery (4/8/2022) • Field No. (2012C) • No. of bunches (2,070 bunches) • Vehicle no. (ST4832K) • Net weight (11.93 MT) <p>Consignment note no. (33863)</p> <ul style="list-style-type: none"> • Estate’s names (Sentosa Estate – E045) • Date & time of delivery (4/8/2022) • Field No. (2015B & E) • No. of bunches (1,130 bunches) • Vehicle no. (ST4417C) • Net weight (12.51 MT) <p>Consignment note no. (4561)</p> <ul style="list-style-type: none"> • Estate’s names (Segaliud Estate – E043) • Date & time of delivery (4/8/2022) • Field No. (2011F, 2012B, 2013F) • No. of bunches (1,878 bunches) • Vehicle no. (SB5500B) • Net weight (21.12 MT) <p>Addressed in the SOP clause 11 Non-conforming Products and/or Documents. Based on the procedure, where there is</p>	
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		contamination of RSPO certified material during receiving, processing, storage and dispatch, the mill shall downgrade the materials in such order: MB to conventional	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>Sandakan Bay POM has ensured that all the required information is available in document form for any sales of MB-Certified products. CPO and PK has been sold during the audit period and sampled records of transactions have been verified as follows.</p> <p><u>IP Certified PK</u> (Contract No: S/BSB/2112/RMPK0009)</p> <ul style="list-style-type: none"> a. Buyer: XXXXX b. Seller: Sime Darby Plantation Berhad c. Delivery Date: 21/12/2021 d. Documents Issue Date: 21/12/2021 e. RSPO Certificate Number: RSPO 537872 f. Product Description: RSPO PK MB g. Product Quantity: 36.740 MT h. Related Transport documentation: WB ticket (007168) i. Unique Identification Number: TR-b138389f-3513 	Complied
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third 	<p>No FFB or oil palm products processing outsource by Sandakan Bay POM except for CPO delivery transportation only. The mill adapted Sime Darby established Standard Operating procedure for outsourced activities as per Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability Procedure for</p>	Complied

	<p>party complies with relevant requirements of this RSPO Supply Chain Certification</p> <p>ii) The mill shall ensure the following:</p> <ul style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary. c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance. 	<p>Upstream Malaysia, doc. ID:SD/SDP/GSD/SCCS/0522/01, effective date: 1/6/2022, Section 13.0: Outsourced Contractors.</p> <p>In the SOP under section 13.1 stated that CPO Mill cannot outsourced processing activities like refining or crushing.</p> <p>The list of outsourced contractors was registered in List of Stakeholder records that CPO and PK transporter as per sighted contract agreement as following:</p> <p>Pengangkutan Dagang Tera Sdn Bhd; Reference Number: T/SDPB/SBH/CPOPK/0921/003; Date: 15/2/2022; Contract Expiry Date: 31/12/2024.</p> <p>The mill has no legal ownership of all input material (CPO and PK) and the product belong to buyer. Outsourced process only for transportation as no milling activities allowed to be outsourced. In the agreement also stated that the certification body (CB) has access to the transporters if an audit is deemed necessary, and to provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>No FFB and/or oil palm products processing outsource by Sandakan Bay POM except for CPO delivery transportation only. The list of outsourced contractors was registered in List of Stakeholder records that included the CPO transporter.</p>	Complied
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>Sime Darby has issued Memorandum to all contractors dated 26/06/2019. In the memorandum stated the contractors have to comply as follows.</p> <ul style="list-style-type: none"> a. Comply with local legal requirements b. Attend the RSPO/ISCC/MSP0/SCCS briefing or training organized by the company 	Complied

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		<ul style="list-style-type: none"> c. Having signed and enforceable agreement with the company d. Provide access to the auditors to contractors' operation site(s) and employees whenever deemed necessary e. Having related working permits <p>Ensure PPE utilization by contractors' employee while being in the company premise.</p>	
3.8.12	<p>Record keeping</p> <ul style="list-style-type: none"> i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. iv) For Mass Balance Module, the mill: <ul style="list-style-type: none"> a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock. 	<ul style="list-style-type: none"> i) All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date, and accessible. ii) The retention period for maintaining the traceability records is 3 years as stated in the Section 5 in - Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, doc. ID:SD/SDP/GSD/SCCS/0522/01, effective date: 1/6/2022 iii) Not applicable. iv) <ul style="list-style-type: none"> a) All receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK are recorded on a 3 monthly basis in the mill's Daily Production Report b) Deliveries of CPO and PK deducted from the material accounting system according to conversion ratios stated by RSPO. c) Delivery of mass balance product sales from positive stock. 	Complied

3.8.13	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The extraction rate for mill is calculated in daily production detail report. Conversion factor of CPO and PK production is depending on the actual OER and KER.</p>	Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The facility is using the actual extraction rate and therefore updating of rates is not necessary.</p>	Complied
3.8.15	<p>Processing</p> <p>For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>The mill does not accept non-certified FFB. Thus, 100% separation is assured.</p>	Complied
3.8.16	<p>Registration of Transactions</p> <p>i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>	<p>The registration of PalmTrace is carried out by the Sime Darby's Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace.</p> <p>Based on the announcement summary, all the registrations were found to be in order.</p> <p>No RSPO volume sold for other scheme. RSPO certified volume only downgraded to conventional CPO/PK.</p>	Complied
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.</p>	Complied
<p>General corporate communications</p>			

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4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Sandakan Bay POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc). Thus, this indicator is not applicable	Not Applicable
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Not applicable as no off-product claim made by Sandakan Bay POM as to date.	Not Applicable
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Sandakan Bay POM as to date.	Not Applicable
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Sandakan Bay POM as to date.	Not Applicable
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Sandakan Bay POM as verified through documentations and websites.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied

5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated that i.e. product/commodity with SCC model (CPO/Palm Kernel RSPO MB) and RSPO certificate number.	Complied
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer's SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Sandakan Bay POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	Not Applicable
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	Business to Business communication were made through the CSPO and CSPK trading contractual and transactions documentations between the mill and buyers. No further communications made by Sandakan Bay POM for its raw products beyond its refinery and oleochemical plants buyers.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable

6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules	No business to consumer communication on product specific claim made. Sandakan Bay POM only producing crude and unfinished product. This is not applicable for Sandakan Bay POM.	Not Applicable

	applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org .		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	CPO and PK containing 100% oil palm content of RSPO MB certified.	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	CPO and PK containing 100% oil palm content of RSPO MB certified.	Complied
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> Surrounded by the text: 'Certified sustainable palm oil'. The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). 	No RSPO label used by Sandakan Bay POM in any of form of marketing i.e. on pack communication and promotional material.	Not Applicable

	<ul style="list-style-type: none"> In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. <p>In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</p> <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	<p>No storytelling in and off product-related communications made by Sandakan Bay POM.</p>	<p>Complied</p>
Principle 4: Respect community and human rights and deliver benefits			
Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.			
4.1.1	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p>	<p>Sime Darby Plantation has established Group Sustainability & Quality Policy Statement dated 02/12/2019 approved by Group Managing Director where the company is respecting, upholding & no exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) latest revised in 2020.</p>	<p>Complied</p>

	- Critical (Major) compliance -	<p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/03/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP.</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. sighted as sample training was conducted by Sentosa Estate latest on 24/05/2022 & 18/04/2022 - Induction Course to Newly Joined workers, COBC Briefing, SD Policy Charter, Grievance Channel, Agreement Briefing, Sexual Harassment Briefing, PDPA and etc.</p>	
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>Based on the interview of internal stakeholders among workers as well relevant external stakeholders, the estates within SOU 26 do not instigate violence or use any form of harassment in their operations.</p>	Complied
Criterion 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties			
4.2.1	<p>(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistle-blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they believe everyone has the responsibility to promote human rights, safeguard democracy and its institutions and not violate the rights of others. They recognise the important role Human Rights Defenders, whistle blowers, complainants and community spokespersons play by lodging complaints in confidence.</p>	Complied
4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/04/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the</p>	Complied

		<p>involvement of disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented Whistleblowing Channels where the e-Form, email address and toll free number/ hotline can be found in https://www.simedarbyplantation.com/corporate/whistleblowing. Besides, the company has implemented "Suara Kami" as a platform for the workers to raise any issue. The workers in Sandakan Bay Palm Oil Mill were briefed on the complaint mechanism during morning muster. Besides, external stakeholders were briefed during the stakeholder meeting. Interviewed with the internal and external stakeholders confirmed that they have been briefed and understood on the complaint mechanism implemented by the company. The latest initiative introduced (ULULA - Impact Worker Helpline) effective from 27/8/2021.</p>	
4.2.3	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>A Standard Operating Manual (SOM) was established and maintained i.e. Sime Darby Plantation Estate Quality Management System as a system for dealing with complaints and grievance was defined in Sub-section 5.5 Management Responsibility, Appendix 5.5.3.2 Procedure for External Communication, version 2, issue 0, dated 25/5/2015.</p> <p>The complaints and grievances are open to effected parties including internal and external stakeholders. The time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation.</p> <p>Grievance channels was stated in the employment contract (Item 21) as follows:-</p> <ul style="list-style-type: none"> • Union representative at operating unit. 	Complied

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		<ul style="list-style-type: none"> • Workers helpline at 0162991411 (via whatsapp) and call toll free number 1800819741. • Suara Kami at 1800818771 or sms 01130116031. • Whistleblowing channel at 1800223388 or +60192797553 (08.30 am – 17.30 pm) or email to whistleblowing@simedarbyplantation.com <p>Based on sample records as following:</p> <ul style="list-style-type: none"> - Sentosa Estate: DOSH Regular Inspection Visit SB PMT 997 (Air Receiver); Date: 11/11/2021 - Sentosa Estate: Social Dialogue Online Tracker System; Minutes of Meeting for Social Dialogue; Date: 16/7/2022 – Checklist of Social Dialogue - Tigowis Estate: Oil Palm Pal (OPP) Housing Repair Request for House # A6 Taman AP; Date: 27/6/2022 - Tigowis Estate: Social Dialogue; Minutes of Meeting for Social Dialogue; Date: 15/7/2022 - Segaliud Estate: Social Dialogue latest 23/7/2022 – Checklist of Social Dialogue; Date: 13/5/2022 <p>No grievance found and all requests found to be responded within short time by respective recipients mainly workers as verified during on-site consultation.</p>	
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p> <p>- Minor compliance -</p>	<p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues. The negotiation process involving the estate management, representatives from the disputed parties, zone heads, third parties and stakeholders shall be carried out. Upon failure of the negotiation process, legal proceedings may follow.</p>	Complied

Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.		
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	Contributions made as per sample as following: <ul style="list-style-type: none"> - Tigowis Estate: Transport for Humana School Children program; Date: 18/11/2021 - Tun Tan Estate: CSR Visit and Contribution to Kampung Manggis residents; Date: 12/3/2022 - Tunku Estate: Monthly communal work with refreshments provided for all families in estate housing area for prevention of dengue case - Segaliud Estate: Health Awareness Scheme (Health Inspection) programs in collaboration with Ulu Dusun Health Clinic at Ulu Dusun Agriculture Station dated on 18-23/7/2022
Criterion 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.		
4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available. - Critical (Major) compliance -	Documents Related to the history of land tenure and the actual legal or customary use of the land are available in all estates within SOU 26 as per sample as following: Sentosa Estate - total of 8 land titles: - Title # CL075112702; Area: 118.64 ha - Title # CL075109509; Area: 1,526.51 ha Segaliud Estate - total of 6 land titles: - Title # CL095310357; Binangah Division; Area: 199.1906 ha Title # CL095310320; Tombituon Division; Area: 73.3488 ha
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.

4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
4.4.2c	Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land. - Minor compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Critical (Major) compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied

4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose. - Critical (Major) compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There is no land dispute in SOU 26 certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company	Complied
Criterion 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available. - Critical (Major) compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.2	(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation. - Critical (Major) compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples.	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable

	Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations. - Minor compliance -		
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 26 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	No new land acquired in areas inhabited by communities in voluntary isolation. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable

Criterion 4.6: Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. - Critical (Major) compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
Criterion 4.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place. - Critical (Major) compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.7.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit.	Not Applicable

	implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -	Consultation with relevant stakeholders conducted on-site confirmed the information.	
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development. - Minor compliance -	No new planting and issues of customary land occurs in all estates within SOU 9 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
Criterion 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.			
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC. - Minor compliance -	No new planting or land acquirement and issues of customary land occurs in all estates within SOU 26 that requires FPIC process and compensation since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms. - Critical (Major) compliance -	No new planting or land acquirement and issues of customary land occurs in all estates within SOU 26 that requires FPIC process and compensation since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4) - Minor compliance -	No new planting or land acquirement and issues of customary land occurs in all estates within SOU 26 that requires FPIC process and compensation since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable

4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	No new planting or land acquirement and issues of customary land occurs in all estates within SOU 26 that requires FPIC process and compensation since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable
Principle 5: Support smallholder inclusion			
Criterion 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	There were 14 outside crop growers sending their FFB to Sandakan Bay POM. The 1% MPOB FFB price for July 2021 was available for final July 2022 (KKS Sandakan Bay: 22.36 (MPOB 1% *RM/%). It was paste in front of the weighbridge office publicly.	Complied
5.1.2	(C) Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	There was a meeting conducted between Sandakan Bay POM and all Outside Crop Producer on 5/06/2022 attended by FELCRA Pertama Estate, Mai Shang Estate, Amity Legion, etc. Among the issues discussed is security seal usage, mill weighbridge operation on Sunday, long waiting time at Mill Weighbridge and Weighbridge System Log Out. Apart from that, the FFB pricing calculation were explained to the Outside Crop during the agreement signed which is 1 year (start date: 01/02/2022 until 31/12/2022). There was no other request by smallholder on the FFB pricing	Complied
5.1.3	(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	The FFB pricing is solely based on the MPOB monthly rate provide to Sandakan Bay POM	Complied
5.1.4	(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and	The agreement sighted has clearly mentioned the terms and conditions and signed by both parties. Sampled as below: 1) Novel Borneo Sdn Bhd dated 01/02/2022. 2) Mai Jaya Sdn Bhd dated 01/02/2022.	Complied

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	<p>repayments through FFB price reductions for replanting and or other support mechanisms where applicable.</p> <p>- Critical (Major) compliance -</p>	<p>3) Sg Harvest Sdn Bhd dated 01/02/2022.</p> <p>Sime Darby has no bond/contract or provides loan to any outside crop company</p>												
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.</p> <p>- Minor compliance -</p>	<p>The Outside Crop Producer (OCP) has the contract agreement valid from signed date which is 1 year (start date: 01/02/2022 until 31/12/2022).</p>	Complied											
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.</p> <p>- Critical (Major) compliance -</p>	<p>Sighted the payments for OCP as below:</p> <p>i) Novel Borneo Sdn Bhd: Invoice no: B/AFVCH-010543 date: 30/06/2022</p> <p>ii) Sg Harvest Sdn Bhd: Invoice no: B/AFVCH-010571, date: 30/06/2022</p>	Complied											
5.1.7	<p>Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	<p>Records of weighing equipment stamping was maintained on annual basis at visited operating units. Summary of stamping records as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Weighing equipment</th> <th style="width: 25%;">Capacity</th> <th style="width: 25%;">Date of stamping, certificate no.</th> <th style="width: 25%;">Operating Unit</th> </tr> </thead> <tbody> <tr> <td>M/Toledo serial no. B737684737</td> <td>60,000 kg @ 60 tonne</td> <td>JSD-ATK 000842 stamped on 24/7/22,</td> <td rowspan="2">Sandakan POM</td> </tr> <tr> <td></td> <td></td> <td>SSD-ATK 000843 stamped on 24/7/22</td> </tr> </tbody> </table>	Weighing equipment	Capacity	Date of stamping, certificate no.	Operating Unit	M/Toledo serial no. B737684737	60,000 kg @ 60 tonne	JSD-ATK 000842 stamped on 24/7/22,	Sandakan POM			SSD-ATK 000843 stamped on 24/7/22	Complied
Weighing equipment	Capacity	Date of stamping, certificate no.	Operating Unit											
M/Toledo serial no. B737684737	60,000 kg @ 60 tonne	JSD-ATK 000842 stamped on 24/7/22,	Sandakan POM											
		SSD-ATK 000843 stamped on 24/7/22												

		50,000 kg @ 50 tonne		
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. - Minor compliance -	No independent smallholders within Sandakan Bay POM certification unit		Complied
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	The grievance mechanism for OCP is using the same grievance for all stakeholders which is through the complaint book, complaint box, whistleblowing procedure and person in charge for communication/social. So far, there is no complaint received from OCP to Sandakan Bay POM.		Complied
Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.				
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	Sandakan Bay POM has conducted the meeting with OCP on 5/06/2022 attended by FELCRA Pertama Estate, Mai Shang Estate, Amity Legion, etc. Among the issues discussed is security seal usage, mill weighbridge operation on Sunday, long waiting time at Mill Weighbridge and Weighbridge System Log Out. All the 14 OCP were from companies, no independent smallholder send FFB to Sandakan Bay POM.		Complied
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	All the 14 OCP were from companies, no independent smallholder send FFB to Sandakan Bay POM. Therefore, this requirement is not applicable.		Not Applicable

5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	All the 14 OCP were from companies, no independent smallholder send FFB to Sandakan Bay POM. Therefore, this requirement is not applicable.	Not Applicable
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	The mill received no crop from smallholders. The outside crop suppliers being invited in the stakeholders meetings and briefing cum training are made in these sessions. Details as per minutes of meeting with the stakeholders.	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	The mill received no crop from smallholders.	Complied
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	Sime Darby Plantation has developed Human Rights Charter to ensure decent work for all workers means providing equal opportunity, social protection, respecting rights at work and providing a platform for workers' voice and social dialogue. They 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. They will facilitate opportunities for advancement for our employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights. The policy could be downloaded from https://www.simedarbyplantation.com/sustainability/human-rights-charter	Complied

6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Interviewed with the workers comprises of different gender and nationalities as well as the parolees confirmed that no discrimination has reported. The management treated all equally such as provided free accommodation and medical to all the workers, no charging of recruitment fees for the foreign workers and offered job based on capability. The worker can request for job transfer if they found they unfit for the job assigned to them.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has developed a Career Progression for Workers Level (both local and foreign workers), Doc. No.: SDP/HRUM/2020/SOP01 where the promotion of workers is based on the work performance, suitability, and the leadership quality of the worker. The recruitment of foreign workers is through Human Resource Department in HQ based the regulation requirements.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p> <p>- Minor compliance -</p>	<p>Interviewed with the female employees in Sandakan Bay Palm Oil Mill and estate confirmed that pregnancy testing is not conducted prior to work. They still will be able to offer for work if they are pregnant.</p>	Complied
6.1.5	<p>(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>- Critical (Major) compliance -</p>	<p>Gender committee is in place to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women. Latest meeting dated 26/2/22, 28/5/22 and 23/7/22 carried out at Sandakan Bay POM. No gender related harassment issue reported so far at the mill.</p>	Complied
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>Work agreement and pay documents were reviewed for sample of 20 out of 243 Sentosa Estate workers as following:</p> <ul style="list-style-type: none"> - Employee ID # 164740; M; GW; Date joined: 1/8/2021 - Employee ID # 167050; F; GW; Date joined: 12/1/2022 - Employee ID # 164715; M; Harvester; Date joined: 1/8/2021 - Employee ID # 164737; M; Harvester; Date joined: 1/8/2021 	Complied

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		<ul style="list-style-type: none"> - Employee ID # 166337; M; Harvester; Date joined: 1/12/2021 - Employee ID # 167063; M; Harvester; Date joined: 10/1/2022 - Employee ID # 164711; F; Field Worker; Date joined: 1/8/2021 - Employee ID # 164717; F; Field Worker; Date joined: 1/8/2021 - Employee ID # 167049; M; Field Worker; Date joined: 12/1/2022 - Employee ID # 168757; F; Field Worker; Date joined: 18/4/2022 - Employee ID # 128068; M; Field Worker; Date joined: 16/11/2016 - Employee ID # 143866; F; Field Worker; Date joined: 19/7/2018 - Employee ID # 079789; F; Field Worker; Date joined: 2/4/2012 - Employee ID # 1496111; M; Field Worker; Date joined: 1/6/2022 - Employee ID # 051769; M; Harvester; Date joined: 1/7/2010 - Employee ID # 149096; M; Harvester; Date joined: 1/3/2019 - Employee ID # 132916; F; Field Worker; Date joined: 5/4/2017 - Employee ID # 164706; F; Field Worker; Date joined: 1/8/2021 - Employee ID # 149099; M; Field Worker; Date joined: 1/3/2019 <p>Workers consist of male and female of various work gang including general workers (GW), harvesters and field workers were among foreign workers under regularization program through Sabah Immigration Department as per letter "<i>Permohonan Membawa Masuk Enam Puluh Tujuh (67) Orang Tenaga Kerja Dan Tanggungan Filipina Untuk Bekerja Dalam Sektor Perladangan Melalui Proses JP Visa</i>" dated 18/10/2021. The application letter was acknowledged its receipt by Sandakan Immigration Department with application # BPA/12091/KEAXL1208115.</p>	
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		<p>Work agreement and pay documents were reviewed for sample of 15 out of 127 Tigowis Estate workers as following:</p> <ul style="list-style-type: none"> - Employee ID # 086286; F; GW; Date joined: 1/1/2013 - Employee ID # 163906; F; GW; Date joined: 1/7/2021 - Employee ID # 086288; F; Field Worker; Date joined: 1/6/2016 - Employee ID # 086283; F; Field Worker; Date joined: 1/1/2013 - Employee ID # 164600; M; Driver; Date joined: 1/8/2021 - Employee ID # 099453; F; GW; Date joined: 1/3/2014 - Employee ID # 148043; M; Harvester; Date joined: 1/2/2019 - Employee ID # 148052; M; Harvester; Date joined: 1/2/2019 - Employee ID # 138824; F; Field Worker; Date joined: 1/1/2018 - Employee ID # 136368; F; GW; Date joined: 1/9/2017 - Employee ID # 148048; F; Creche Ayah; Date joined: 1/2/2019 - Employee ID # 164627; F; GW; Date joined: 9/8/2021 - Employee ID # 168837; F; GW; Date joined: 25/4/2022 - Employee ID # 098156; M; GW; Date joined: 1/1/2014 - Employee ID # 133035; M; Field Worker; Date joined: 1/5/2017 <p>Workers consist of male and female of various work gang including general workers (GW), harvesters and field workers were among foreign workers under regularization program through Sabah Immigration Department as per application form "Permohonan Pengambilan Pekerja Melalui Program Regularisasi 2019; Sektor Perladangan; Ref. # TGE/REG/2019/PJIL/B01; Surat Akuan Penerimaan Jabatan Imigresen Sandakan; Ref. # BPA/12091/KEAXL0538115; Date: 21/5/2020; Total PLKS application: 7</p>	
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		<p>Work agreement and pay documents were reviewed for sample of 22 out of 314 Segaliud Estate workers as following:</p> <ul style="list-style-type: none"> - Employee ID # 059585; F; GW; Date joined: 6/1/2011 - Employee ID # 082369; F; GW; Date joined: 6/8/2012 - Employee ID # 099062; F; GW; Date joined: 1/2/2014 - Employee ID # 130377; M; Field Worker; Date joined: 1/1/2017 - Employee ID # 132769; M; Loader; Date joined: 1/4/2017 - Employee ID # 144737; M; FFB Carrier; Date joined: 13/8/2018 - Employee ID # 155291; M; Driver; Date joined: 2/10/2019 - Employee ID # 031264; M; FFB Cutter; Date joined: 1/2/2009 - Employee ID # 087842; M; FFB Carrier; Date joined: 13/2/2013 - Employee ID # 131581; M; FFB Cutter; Date joined: 1/3/2017 - Employee ID # 134683; M; FFB Cutter; Date joined: 1/7/2017 - Employee ID # 142418; M; FFB Carrier; Date joined: 1/5/2018 - Employee ID # 155310; M; FFB Cutter; Date joined: 2/10/2019 - Employee ID # 058318; F; Field Worker; Date joined: 9/12/2010 - Employee ID # 092180; M; GW; Date joined: 1/7/2013 - Employee ID # 130326; F; Field Worker; Date joined: 1/1/2017 - Employee ID # 134779; M; GW; Date joined: 1/7/2017 - Employee ID # 150275; F; GW; Date joined: 2/5/2019 - Employee ID # 057356; M; Driver; Date joined: 4/11/2010 - Employee ID # 105126; M; Loader; Date joined: 1/9/2014 - Employee ID # 133095; M; GW; Date joined: 1/5/2017 - Employee ID # 155329; F; Field Worker; Date joined: 2/10/2019 	
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		<p>Work agreement and pay documents were reviewed for sample of 20 out of 203 Tun Tan Estate workers as following:</p> <ul style="list-style-type: none"> - Employee ID # 032084; M; GW; Date joined: 1/8/2009 - Employee ID # 066091; M; Harvester; Date joined: 1/8/2012 - Employee ID # 060219; M; FFB Loader; Date joined: 6/1/2011 - Employee ID # 032045; F; GW; Date joined: 1/11/2007 - Employee ID # 133292; F; Nursery; Date joined: 1/5/2017 - Employee ID # 140047; F; GW; Date joined: 1/2/2018 - Employee ID # 151364; F; Field Worker; Date joined: 1/6/2019 - Employee ID # 158566; F; Field Worker; Date joined: 1/5/2020 - Employee ID # 073344; M; Harvester; Date joined: 1/10/2011 - Employee ID # 091449; F; Loose Fruit; Date joined: 1/6/2013 - Employee ID # 130177; M; Harvester; Date joined: 1/1/2017 - Employee ID # 148395; F; Loose Fruit; Date joined: 1/2/2019 - Employee ID # 148423; F; Loose Fruit; Date joined: 10/2/2019 - Employee ID # 164380; M; Harvester; Date joined: 1/8/2021 - Employee ID # 164431; M; Harvester; Date joined: 1/8/2021 - Employee ID # 085038; M; Field Worker; Date joined: 1/8/2010 <p>Work agreement and pay documents were reviewed for sample of 17 out of 205 Tunku Estate workers as following:</p> <ul style="list-style-type: none"> - Employee ID # 156127; M; Boatman; Date joined: 4/11/2019 - Employee ID # 077371; F; GW; Date joined: 11/1/2012 - Employee ID # 120006; M; FFB Cutter; Date joined: 1/3/2016 - Employee ID # 126217; F; Loose Fruit; Date joined: 4/10/2016 	
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		<ul style="list-style-type: none"> - Employee ID # 134623; M; Mech Operator; Date joined: 1/7/2017 - Employee ID # 161168; M; Field Worker; Date joined: 1/12/2020 - Employee ID # 158852; F; Creche Ayah; Date joined: 1/7/2020 - Employee ID # 166396; M; FFB Carrier; Date joined: 1/12/2021 - Employee ID # 168741; F; Loose Fruit; Date joined: 18/4/2022 - Employee ID # 102569; M; FFB Cutter; Date joined: 24/6/2014 - Employee ID # 164760; M; Field Worker; Date joined: 1/8/2021 <p><u>Sandakan Bay POM</u></p> <p>Work agreement and pay documents were reviewed for sample of 14 out of 85 Sandakan POM workers as following:</p> <ol style="list-style-type: none"> 1) Employee ID # 34345, Date joined: 2/6/2005 2) Employee ID # 34419, Date joined: 5/7/2008 3) Employee ID # 66072, Date joined: 6/5/2011 4) Employee ID # 140889, Date joined: 1/3/2018 5) Employee ID # 142278, Date joined: 17/12/2018 6) Employee ID # 148866, Date joined: 1/3/2019 7) Employee ID # 153212, Date joined: 8/6/2019 8) Employee ID # 153223, Date joined: 8/8/2019 9) Employee ID # 155158, Date joined: 1/10/2019 10) Employee ID # 150096, Date joined: 6/11/2019 11) Employee ID # 158997, Date joined: 6/7/2020 12) Employee ID # 159537, Date joined: 1/9/2020 13) Employee ID # 160783, Date joined: 9/11/2020 	
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		14) Employee ID # 169313, Date joined: 1/6/2022	
Criterion 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).			
6.2.1	<p>(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>All the workers are under direct employment or estate check roll. The pay slip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc. as per employment contract in compliance with sample permits as following:</p> <ul style="list-style-type: none"> - Permit Potongan Daripada Gaji Pekerja Seksyen 113(4), Ordinan Buriuh (Sabah Bab 67); Serial # 600-1/2/13/125(11/KBN/2020-0215); Validity period from 20/7/2020 – 19/7/2022. - Collective Agreement (For Field/Oil Palm Harvesters/Oil Mill and Other General Employees); COG. # 089/2021; Date: 23/7/2021; Between Sime Darby Plantation (Sabah) Sdn. Bhd. & Sabah Plantation Industry Employees Union; Effective From 1/1/2020 to 31/12/2022 - COG Collective Agreement (For Staff); Date: 23/7/2021 between Sime Darby (Sabah) Sdn. Bhd. and Sabah Plantation Industry Employees Union; Effective from 1/1/2020 to 31/12/2022. <p>Sample explanation sighted for Tunku that conducted Briefing of Collective Agreement SPIEU dated on 14/5/2022 and 18/5/2022.</p>	Complied
6.2.2	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>As per Inter-Office Mail from Sime Darby Plantation’s Head, HR Upstream to Senior Managers/Managers Estate & Mill for Sabah Region on Implementation of Revised Workers’ Contracts and Register of Maternity Leave and Allowances; Date: 3/12/2019.</p> <p>Employment contracts and offer letters for local workers and foreign workers is available. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined</p>	Complied

		as per collective agreement and Sabah Labour Ordinance which have been signed by the worker	
6.2.3	<p>(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>Based on review of punch cards, workers' employment contracts and payslips, evidence was available that Sandakan Bay POM and estate were able to demonstrate compliance with Employment Contracts 1955 related to regular working hours, overtime, sickness and holiday entitlement, maternity leave, etc. This includes statutory deductions (SOCSSO, EPF, EIS) and non-statutory deductions (e.g. union/NUPW, water, electricity bills, etc) in accordance with Labour Office permits. These permits are as detailed out under Indicator 2.1.1 above.</p> <p>Records of payslip and check-roll documents available to the workers for sample employees sighted as per indicator 6.1.6 above.</p> <p>Records shown all relevant legal compliance requirements were met by all estates within SOU 26.</p>	Complied
6.2.4	<p>(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>Workers Housing Management Procedure and 'OilPalmPal' Digital Housing Complaint System (OPP DHCS). Inter-office mail (Ref. No: UM/HSE/013/11/2021), dated 26th November 2021 from CEO Upstream Malaysia. General house rule is written under "<i>Peraturan Umum Kompleks Perumahan Pekerja</i>". EWC (Employee Welfare Committee) meeting carried out once every 3 monthly. The latest meeting was carried out in 20/5/2022 and focusing more on housing issues. Issues discussed;</p> <ul style="list-style-type: none"> i) Drainage problem at the of block F ii) Grass cutting round iii) Street lighting problem <p>Issues acknowledged by the management and being captured under social dialogue tracker for further action.</p>	Complied

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		<p>Line site inspection (housing complex/nest/community hall weekly inspections (PIOA) carried out as per the following: Sandakan Bay POM – 30/7/22, 20/7/22, 10/7/22, 3/7/22 Tigowis Estate Visiting Medical Officer (VMO) visit latest conducted on 18/7/2022 by Dr. Chia Sia Cheng from Mabello Group of Clinics. Latest Housing Complex/NEST/Community Hall Weekly Inspections (PIOA) Segaliud Estate 27/7/2022 Housing Unit Inspection (EWR) Segaliud Estate latest 22/7/2022 Segaliud Estate VMO visit latest conducted on 8/7/2022 Tun Tan Estate VMO visit latest conducted on 18/7/2022</p>	
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food. - Minor compliance -</p>	<p>There were sundry shops located in the estates compound. The workers can easily access to adequate, sufficient and affordable foods and goods. Price of goods were displayed at the sundry shops. Workers interview confirmed that they can easily purchase foods at the nearest shop or choose to go nearest town away from the estate by using their transport until the main guard post and public transport to the nearest town. The estates within SOU 26 ensured affordable food for its employee through canteen food price monitoring as per sample food price monitoring by Tigowis Estate of Teck Siang sundry shop latest dated 15/6/2022.</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours. PROCEDURAL NOTE: STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and</p>	<p>No DLW set by Malaysian government yet however there's Minimum Wage Order (MWO) which effective from May 2022 was set as RM1,500/month for workers in applicable industry including plantation. Based on the MWO benchmark, the Group Sustainability & Quality Management (GSQM) of Sime Darby Plantation has conducted the Prevailing Wage Assessment (PWA) for all plantation workers. For mill and all estates workers within Sandakan Bay</p>	Complied

<p>for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers’ union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> - Updated assessment on prevailing wages and in-kind benefits - There is annual progress on the implementation of living wages - Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment 	<p>region (SOU 26), the PWA was based on source of information as following:</p> <ul style="list-style-type: none"> - Checkroll – Worker for period of June 2022 - Checkroll – Operating Unit for period of Jan-Dec 2021 (calculation is RMxx/12) - HR – fixed - Denominator of total headcount (workforce 1263, worker 1127, local worker 140, foreign worker 987) <p>The result of PWA indicated total received by workers per month as following:</p> <ul style="list-style-type: none"> - Local workers: RM2,172.79/month - Foreign workers: RM1,929.82/month 	
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	<p>– The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.</p> <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p> <p>- Minor compliance -</p>	<p>Employment contracts detailing payments and conditions of employment available to the permanent workers employed as per samples sighted in indicator 6.2.2 above. No casual, temporary and day labour employed within all operating units within SOU 26</p>	Complied
<p>Criterion 6.3: The unit of Certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.3.1	<p>(C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below: We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> • Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination. • Respecting Freedom of Association: We respect the rights of employees to join and form organisations of their own choice and to bargain collectively. • Company respect the rights of all personnel to form and join trade unions of their choice to bargain collectively. <p>During the interview with workers, there are no evidence received that there is restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p>	Complied

6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.</p> <p>- Minor compliance -</p>	<p>The estate workers within SOU 26 established the Employee Welfare Committee for estate level collective bargaining medium as alternative to SPIEU. Sighted the sample meeting records as following:</p> <ul style="list-style-type: none"> - Sentosa Estate: Social Dialogue Online Tracker System; Minutes of Meeting for Social Dialogue; Date: 16/7/2022 – Checklist of Social Dialogue - Tigowis Estate: Social Dialogue; Minutes of Meeting for Social Dialogue; Date: 15/7/2022 - Segaliud Estate: Social Dialogue latest 23/7/2022 – Checklist of Social Dialogue; Date: 13/5/2022 - Sandakan Bay POM: Social Dialogue latest 6/7/2022, EWC on 22/5/2022. 	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Based on the worker’s interview, the selection of SPIEU and JCC/EWC representative made from the election among the SPIEU members without management interference. Foreign workers included in the committee formation and appointment letter sighted. The selection also based on the election meeting for EWC @ employee worker committee (by nationalities)</p>	Complied
Criterion 6.4: Children are not employed or exploited.			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below:</p> <p>We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> - Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination. - Respecting Freedom of Association: We respect the rights of 	Complied

		<p>employees to join and form organisations of their own choice and to bargain collectively.</p> <ul style="list-style-type: none"> - Ensuring Favourable Working Conditions: We ensure decent living and working conditions for all our employees. We strive to provide a fair wage and access to basic needs for all our employees and workers in our operations. - Enhancing Safety and Health: We provide a safe and healthy working environment for our employees and workers in our operations and support the wellbeing of our communities. - Respecting Community Rights and the Rights of Indigenous People: We uphold the process of Free, Prior and Informed Consent and recognise that the local communities have the right to give or withhold their consent to proposed projects that may affect the lands they own, occupy or otherwise use. - Protecting the Rights of Vulnerable People: We respect the rights of vulnerable people such as marginalised groups, persons of different abilities and refugees. - Protecting the Rights of Children: We seek to promote the wellbeing of children, and safeguard them from any form of maltreatment or exploitation, including child sex tourism, child trafficking, child labour and child pornography. <p>Verification of workers master list confirmed that there is no child labour hired.</p> <p>For contractors, the clause 5.8 abolishment of child labour & protecting the rights of children available in the Vendor COBC dated 21/06/2020, Human Rights Charter-protecting the rights of children.</p>	
6.4.2	<p>(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above</p>	<p>The screening procedure was included as per SOP Hiring of locals dated 01/11/2019 by the assistant operating unit while for foreign</p>	<p>Complied</p>

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	company policy minimum age, whichever is higher. There is a documented age screening verification procedure. - Critical (Major) compliance -	workers, the Workforce Management Unit Liaison & Recruitment SOPP (WMU/LR-SOPP/March2016) dated 30/03/2016 under clause procedures recruitment team shall be guided by approved requirement; Age 18-45 years old).	
6.4.3	(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work. - Critical (Major) compliance -	Based on the interview and employees master lists data, no young person below 18 years old employed within all operating units within SOU 26	Complied
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live. - Minor compliance -	Interview conducted on-site with sampled internal and external stakeholders confirmed that the information on no child labour policy and the negative effects of child labour were provided in appropriate languages and accessible to them. Records of communication also available as per Vendor Integrity Pledge sighted available for sample vendors as following: - Ressdah Enterprise; Date: 1/3/2022 - Ooi Trading; Date: 1/3/2022 - Kian Da Enterprise/ Date: 1/6/2022	Complied
Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -	The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 02/12/2019 includes as below: We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to: - Eliminating Violence and Sexual Harassment: We seek to promote an environment where all forms of harassment and abuse are eliminated and to provide support for victims. - Eradicating any form of Exploitation: We endeavour to eradicate any form of forced or bonded labour, slavery, human trafficking and sexual exploitation.	Complied

		The policy was communicated through the Gender Committee meeting conducted quarterly.	
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	SOU 26 has implemented Social Policy, Gender Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy was displayed on the notice board which was accessible by the workers. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.	Complied
6.5.3	<p>Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.</p> <p>- Minor compliance -</p>	<p>In Sandakan Bay POM, the assessment for new needs for new mother was conducted by Gender Committee. There was one (1) new needs as sampled below:</p> <p>27/06/22: No specific request made by the new mother.</p> <p>As verified during on-site interview with relevant stakeholders, management of estates within SOU 26 conducted the assessment of new mothers in consultation with new mothers and taken actions to address their needs as per identified as per sample of Tigowis Estate's new mothers' assessment was conducted on 20/1/2022 by gender committee personal identifying 3 new mothers among female employees.</p>	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	Sime Darby Plantation has developed Gender Committee Handbook, First Edition 2014 for implementation framework and guidelines where grievance reporting procedure for gender was developed. The new Term of Reference for Gender Representative and Gender Committee, dated March 2021 has been introduced to improve on the implementation of gender related activities in Sime Darby Plantation.	Complied

		<p>Any cases must be reported to Social & Environment Projects Unit of the PSQM Department. Incident report template was established. Flowchart and Procedure on Handling Social Issues, version 1, dated 01/11/2008 was implemented as well. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented Whistleblowing Channels where the e-Form, email address and toll free number/ hotline can be found in http://www.simedarbyplantation.com/corporate/governance/whistleblowing. Furthermore, the company developed Policy on Protection of Human Rights Defenders (HRDs) where if the complaint cannot be solved through this manner, HRDs can be provided legal remedies such as litigation or alternate dispute resolution options including mediation and arbitration in situations where complaints cannot be resolved internally.</p>	
<p>Criterion 6.6: No forms of forced or trafficked labour are used.</p>			
<p>6.6.1</p>	<p>(C) All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees. • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages 	<p>The recruitment cost were declared by the labour agent from source country for the applicable fees. Sampled for Tenaga Kerja Indonesia (TKI) Kepada Agensi (PL) Dan Sponsor (PL) for Indonesia effective date on 01/06/2017 (IDR 6,150,000) and Amozza Travels for India (INR 50000) for documents required, medical, insurance, transportation, etc. No other hidden recruitment fees paid to agent. Passport was kept by the management voluntarily. There is agreement letter signed by worker and employer on the safekeeping passport at office. If the workers want to obtain the passport for own usage, they can anytime request for it. There is no contract substitution as the employment contract signed between Sime Darby and embassy of Indonesia and India was same</p>	<p>Complied</p>

	<p>- Critical (Major) compliance -</p>	<p>with the employment contract signed between worker and estate/mill.</p> <p>Overtime was given voluntarily. Sighted the overtime request form where employer offer work to worker after working hour/rest day/public holiday.</p> <p>The termination of service clearly stated that the termination of employment if:</p> <ol style="list-style-type: none"> 1. The company is not satisfied with worker’s performance 2. Worker end employment for any reason; this may include abscondment, resignation or termination before expiry of the fixed term or extended term. 3. Worker commits any misconduct, including theft, fraud, insubordination, negligence or any other form of crime. 4. Worker have breached any express or implied terms of employment. 5. Fail medical examination based on FOMEMA result. 6. Involved in any act that will affect the reputation of the company. 7. No penalty, debt bondage and withholding of wages been imposed to worker if they want to resign. This has been confirmed through the interview and employment contract signed. 	
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDPSB has implemented a Sime Darby’s Human Rights Charter on where they committed as below:</p> <ol style="list-style-type: none"> a. Providing equal opportunity b. Respecting freedom of association c. Eradicating any form of exploitation 	Complied

		<p>d. Ensuring favourable working conditions</p> <p>e. Enhancing Safety and Health</p> <p>They also provided awareness and training to all the foreign workers in order for them to understand their responsibility in respect of human rights. For e.g.: All the workers have provided with induction training in Sua Betong Estate or based estate during their arrival to Malaysia</p>																									
<p>Criterion 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>																											
<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>Both operating units have formed an OSH Committee in the respective mill and estate to address all issues associated to Health and Safety in the operating units. The OSH Organisation Charts were available and displayed at the workstations.</p> <p>OSH Committee of the respective operating units conducts regular OSH Meetings to address all issues related to OSH in the operating units. Workplace Inspections are conducted prior to the OSH Meeting. Sandakan Bay POM has conducted regular OSH Meetings and Meeting Minutes were available for verification. The meetings were sighted to be conducted on 11/4/2022 (no.1) and 13/7/2022 (no.2)</p> <p>Both the estates/mill management conduct regular two-way communication with their employees through the quarterly ESH meeting. The dates of meeting held are recorded below.</p> <table border="1" data-bbox="1182 1189 1877 1375"> <thead> <tr> <th></th> <th>Estate</th> <th>Ist</th> <th>2nd</th> <th>3rd</th> <th>4th</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tun Tan</td> <td>25/06/22</td> <td>28/03/22</td> <td>22/12/21</td> <td>25/06/21</td> </tr> <tr> <td>2</td> <td>Tunku</td> <td>13/06/22</td> <td>16/03/22</td> <td>16/12/21</td> <td>15/09/21</td> </tr> <tr> <td>3</td> <td>Sentosa</td> <td>25/05/22</td> <td>24/02/22</td> <td>26/11/21</td> <td>16/03/21</td> </tr> </tbody> </table>		Estate	Ist	2nd	3rd	4th	1	Tun Tan	25/06/22	28/03/22	22/12/21	25/06/21	2	Tunku	13/06/22	16/03/22	16/12/21	15/09/21	3	Sentosa	25/05/22	24/02/22	26/11/21	16/03/21	<p>Complied</p>
	Estate	Ist	2nd	3rd	4th																						
1	Tun Tan	25/06/22	28/03/22	22/12/21	25/06/21																						
2	Tunku	13/06/22	16/03/22	16/12/21	15/09/21																						
3	Sentosa	25/05/22	24/02/22	26/11/21	16/03/21																						

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4	Tigowis	28/05/22	28/02/22	28/11/21	22/09/2`
5	Segaliud	18/05/22	18/02/22	29/11/21	12/08/21

Agenda discussed among others;

- a) Confirmation of minutes previous meeting
- b) Workplace inspection report
- c) Accident report
- d) Medical surveillance & Audio metric
- e) Status of Safety Program & Environmental
- f) First Aid Kit & Fire Extinguishers Report
- g) HIRARC
- h) Complaint from Employee/External Party.
- i) Other matters

Workplace inspections are made prior to the ESH meeting. There was deferment in the meeting in view of the MCO restriction control in 2021 1st quarter. This was remarked in the minutes of meeting for all estates.

The respective Managers were appointed as ESH Chairman (PIC) through letter signed by Regional General Manager Sabah North Region. All letters were sighted and verified. SDP has established an SOP Safety & Health Committee procedure ref UM/HSE/OCP/08 dated 17/11/21 establishing that all Managers of Estates/Mills are automatically appointed as ESH Chairman at respective OU.

	Estate	Date		Estate	Date
1	Tun Tan Estate	06/1/20	4	Sentosa Estate	21/02/22
2	Tunku Estate	15/2/19	5	Tigowis Estate	19/11/21
3	Segaluid Estate	03/6/21	-	-	-

<p>6.7.2</p>	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Emergency Response Plans and Procedures were available in the estates and mills to address potential emergencies such as Flood, Fire, Chemical Spillage, Poisoning, Earthquake/landslide, Accidents, Storm and Wild/ Poisonous Animal Attacks. The plans have been posted at notice boards in the mills and estates and communicated to the workers. Emergency contact numbers have been posted at the notice boards and provided to the workers as well. Interview with the workers such as mandores and store attendants indicated that the workers are aware on the available emergency response plans. Trainings were conducted in the mill and estates to provide awareness to the workers on emergency responses. The trainings were sighted as below.</p> <p><u>Sandakan Bay POM</u></p> <p>Emergency Evacuation Training was conducted at Sandakan Bay POM on 28/3/2022</p> <p>First aiders were present in the operating units. They have been trained and obtained certificates as the PIC to address first aid in the operating units. Visit to the mill and estates indicated each station and gangs were equipped with first aid kits. Interview with the respective first aid holders indicated that they were well aware on the methods to use the items in the first aid boxes. The boxes are regularly monitored by the mill and estate Hospital Assistants to replenish the used items and replace expired items. Records of items used were also maintained and available in the boxes.</p> <p>Accident records were maintained in the estate and available for verification.</p> <p><u>Sandakan Bay POM</u></p>	<p>Complied</p>
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Accident records were available and maintained by the mill. There was no accident reported for the year 2022 in the mill.

For the year 2021 there were total of 5 accident cases in the mill. The JKKP 6 forms for the mentioned accidents have been submitted to DOSH and available for verification. The JKKP 8 form for the year ending 2021 was submitted to DOSH as well on 11/01/2022 and available for verification.

The procedures for accident and emergencies has been established. There is formation of ERP Team & ERP for all the identified incidences. In addition the procedures have been summarized in a chart flow form and displayed for information of all employees in the estate. They includes emergencies relating fire, chemical spillage, flood and accident at work place.

- a) *Ahli J/Kuasa Pasukan Bertindak Kecemasan 2020* headed by the Estate/Mill Manager
- b) *Carta Aliran Pelan Tindakan Kecemasan Semasa Kebakaran*
- c) *Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Banjir*
- d) *Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Tumpahan Kimia*

The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were issued by RSQM and amended to tailor to the situation differences in the estates and mill.

	Emergency situation	Mill	Estate
1	Fire	/	/
2	Oil spillage	/	-

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		<table border="1" data-bbox="1227 363 1854 550"> <tr> <td>3</td> <td>Effluent overflow</td> <td>/</td> <td>-</td> </tr> <tr> <td>4</td> <td>Chemical spillage</td> <td>/</td> <td>/</td> </tr> <tr> <td>5</td> <td>Flood</td> <td>-</td> <td>/</td> </tr> <tr> <td>6</td> <td>Accident at work place</td> <td>-</td> <td>/</td> </tr> </table> <p data-bbox="1137 722 1930 882">ERT members received training and practice in emergency procedures appropriate to their respective workplace and degree of risk. The training are conducted by an accredited or qualified organization who can demonstrate their suitability to provide training.</p> <p data-bbox="1137 901 1930 1082">The trained personnel for the First Aid were among the employees working as field staff/mandores. The first aid boxes were available at various points in the estate office, workshop, and store. The estate distributed the first aid box to the mandores and brought along to the field during operations. In addition, there are also first aid boxes kept in the office, store and workshops</p> <p data-bbox="1137 1114 1930 1305">Records of all accidents are kept and filed. The methodology of occupational injuries is recorded using LTA. (Lost Man day MC.) This is summarized officially in the JKKP 8. Records are kept for a minimum 10 years in the office. Summary for the year is described in the JKKP 8 a mandatory requirement with submission as follows. Accident Statistics are being maintained in a satisfactory manner</p>	3	Effluent overflow	/	-	4	Chemical spillage	/	/	5	Flood	-	/	6	Accident at work place	-	/	
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6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>All workers have been provided with appropriate personal protective equipment (PPE), which is provided by the management free of charge. During the field visit to the Spraying Gang, Harvesting Gang and Manuring Gang and visit to the stores of the estate and mill, it was sighted that all required appropriate PPEs were worn by the personals.</p> <p>The estate has well maintained facilities for the workers to sanitise themselves prior to returning home from work. The showers were all in good working condition. Interview with workers indicated that they were all well aware that they have to sanitise themselves before returning home due to the hazard that the chemical residues could cause.</p>	Complied																																														

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		<p>Based on the HIRARC carried out at the estates and mill the PPE types for the various activities has been identified and implemented. Monitoring via Personal Protective Equipment Card and verified.</p> <table border="1" data-bbox="1142 475 1926 686"> <thead> <tr> <th></th> <th>category</th> <th>PPE issued</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Harvester</td> <td>Safety helmet, sickle cover, hand glove. Wellington boots</td> </tr> <tr> <td>2</td> <td>Sprayers</td> <td>Respirator, nitrile glove goggles, wellington boots, apron.</td> </tr> <tr> <td>3</td> <td>Manurer</td> <td>Apron, wellington boots, dust mask, nitrile glove.</td> </tr> <tr> <td>4</td> <td>Mill Op</td> <td>Safety boots, ear muff, safety vest, helmet, cotton glove</td> </tr> <tr> <td>5</td> <td>WTP Op</td> <td>Safety boots, muff, safety vest, helmet, cotton glove, dust mask</td> </tr> </tbody> </table> <p>Site visit made as follows and verified all relevant PPE being worn by the respective employees;</p> <table border="1" data-bbox="1160 769 1904 1045"> <thead> <tr> <th></th> <th>OU</th> <th>Date</th> <th>Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sentosa</td> <td>01/8/22</td> <td>P17A Spraying / P10C Fertilizer application</td> </tr> <tr> <td>2</td> <td>Tigowis</td> <td>02/8/22</td> <td>P10B Harvesting / Store / Workshop</td> </tr> <tr> <td>3</td> <td>Segaliud</td> <td>03/8/22</td> <td>P17F Rat Baiting / Store / Workshop</td> </tr> <tr> <td>4</td> <td>Tun Tan</td> <td>04/08/22</td> <td>P15B Harvesting / P16F Fertilizer Application</td> </tr> <tr> <td>5</td> <td>Tunku</td> <td>05/08/22</td> <td>P15A S Spraying / PR22 - Land preparation</td> </tr> </tbody> </table>		category	PPE issued	1	Harvester	Safety helmet, sickle cover, hand glove. Wellington boots	2	Sprayers	Respirator, nitrile glove goggles, wellington boots, apron.	3	Manurer	Apron, wellington boots, dust mask, nitrile glove.	4	Mill Op	Safety boots, ear muff, safety vest, helmet, cotton glove	5	WTP Op	Safety boots, muff, safety vest, helmet, cotton glove, dust mask		OU	Date	Activities	1	Sentosa	01/8/22	P17A Spraying / P10C Fertilizer application	2	Tigowis	02/8/22	P10B Harvesting / Store / Workshop	3	Segaliud	03/8/22	P17F Rat Baiting / Store / Workshop	4	Tun Tan	04/08/22	P15B Harvesting / P16F Fertilizer Application	5	Tunku	05/08/22	P15A S Spraying / PR22 - Land preparation	
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6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. The mill and estate have their own dispensary where all workers are able to obtain medical care borne by the operating unit. Severe sickness or injuries are referred to government hospitals or clinics which are also borne by the operating units. Local workers and foreign workers were covered under SOCSO scheme. Sighted the contribution form (8A) for mill and all estate visited as below.</p> <table border="1" data-bbox="1137 1276 1921 1356"> <thead> <tr> <th>Operating Units</th> <th>Month</th> <th>Total Workers</th> <th>Employer code number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Operating Units	Month	Total Workers	Employer code number					Complied																																		
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6.7.5	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance -</p>	<p>The Operating units recorded all injuries and accidents in the LTA format as below:</p> <table border="1" data-bbox="1137 927 1928 1088"> <thead> <tr> <th rowspan="2">Certification Unit</th> <th colspan="2">2021</th> <th colspan="2">2022</th> </tr> <tr> <th>Case</th> <th>LTA</th> <th>Case</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>Sandakan Bay POM</td> <td>5</td> <td>215</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	Certification Unit	2021		2022		Case	LTA	Case	LTA	Sandakan Bay POM	5	215	2	2	Complied														
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<p>Principle 7: Protect, conserve and enhance ecosystems and the environment</p>																															
<p>Criterion 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>																															
7.1.1	<p>(C) IPM plans are implemented and monitored to ensure effective pest control.</p> <p>- Critical (Major) compliance -</p>	<p>SOU 26 Estates continued to monitor the Implementation of Integrated Pest Management (IPM) plans.</p> <p>a) The estates had in place documented the IPM plan which covered monitoring of pest, control of pest population levels at below threshold levels by using cultural, biological, physical/mechanical and use of pesticides. The plan was</p>	Complied																												

		<p>guided by SOPs ref OPC 04a, OPC 04b, OPC 04f, OPC 04g and OPC 04h.</p> <p>b) In order to minimize use of insecticides on leaf-eating pest, the estates planted beneficial plants such as <i>Turnera subulata</i>, <i>Cassia cobanensis</i>, <i>Antigonon leptopus</i>, <i>Euphorbia heterophylla</i>, along the roadsides and designated points in the fields and also within the nursery perimeter. To develop beneficial plant nursery comprised of the beneficial plant.</p> <p>c) The plan also advocated single layer EFB mulching in order to prevent the breeding of rhinoceros beetles. Monthly detection and observation of leaf eating pests, mammalian pests and diseases had been continued. These monthly detection and observations were carried by staff.</p> <p>d) Census records for Ganoderma affected palms were sighted.</p> <p>e) All the estates carried census on rat damage and diseases like Ganoderma. Rat baiting was by calendar baiting at 2 campaigns per year where recommended by the GM /Agronomist. Baiting are continued until bait acceptance threshold level</p>	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>This is not practiced in the estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM. The estates have declared this compliance in the status of IPM species invasiveness.</p>	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p>	<p>There was no land preparation in SOU 26 Estates by burning ever since SDB practiced zero burning as per the policy in:</p>	Complied

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	<p>- Minor compliance -</p>	<p>a) EQMS-SOP-SectionB2 - Under felling/clearing & land preparation b) Carbon Policy</p> <p>SDP has a policy of no open burning. As advocated, the estates practiced zero burning. In the replants visited during the audit in the Estates, it was evident that all palms were felled, shredded, windrowed and left to decompose. There was no evidence that fire had been used to prepare land for replanting in the estate No fire was used for waste disposal.</p>	
<p>Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</p>			
<p>7.2.1</p>	<p>(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised. - Critical (Major) compliance -</p>	<p>All pesticides used were those officially registered under the Pesticide Act 1974. The CU confined usage to only class II, class III & class IV pesticides.</p> <p>a) No illegal agrochemicals (stated by local and international laws) paraquat was used in the CU estates. b) The usage of the agrochemicals was based on the Agricultural Reference Manual (ARM) Section 15 and 16, SOP and in the Pictorial Safety Standard Book where written justifications had been provided for various fields operations. c) The Manual has included chemical register list which indicates the use of selective products that are specific to the targeted pest, weed or disease. The procedures also covered the use of PPE when handling the chemicals. The estates continued to use pesticides as per the SOPs. d) Purchases of pesticides are made on a centralized arrangement via Regional Office thus a control by the organization.</p>	<p>Complied</p>

<p>7.2.2</p>	<p>(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided. - Critical (Major) compliance -</p>	<p>The estates had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and active ingredients (ai) per ha.</p> <ul style="list-style-type: none"> a) Pesticides are used only when justified and areas used are recorded in bin cards, program sheets, chemical register, field-cost books and in progress reports. Records of pesticides used were available and verified. b) All pesticides used were those officially registered under the Pesticide Act 1974. The CU had used only class II ,class III & class IV pesticides. c) No illegal agrochemicals (stated by local and international laws) in particular paraquat were used in their estates. 	<p>Complied</p>
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a.i./ha - Tunku					
	unit	2020	2021	2022 (July)	
1	Cypermethrin 5.5EC	Lit/ha	0.090	0.090	0.014
2	Glyphosate	Lit/ha	2.200	2.180	0.550
3	triclopyr/b/ethylester	Lit/ha	0.194	0.00	0.009
4	Monex	Lit/ha	0.500	0.030	0.087
5	metsulfuron-methyl	kg/ha	0.030	0.037	0.011
6	Glyphosate iso/p/a	Lit/ha	0.240	0.420	0.015
a.i./ha - Tigowis					
	unit	2020	2021	2022 (July)	
1	Cypermethrin 5.5EC	Lit/ha	0.190	0.140	0.00
2	Glyphosate I/amine	Lit/ha	1.750	2.212	0.790
3	triclopyr/b/ethylester	Lit/ha	0.043	0.430	0.133
4	Monex	Lit/ha	0.021	0.030	0.000
5	metsulfuron-methyl	kg/ha	0.000	0.110	0.170
6	Kenlon tri/c/butotyl	Lit/ha	0.043	0.430	0.133
a.i./ha - Segaliud					
	unit	2020	2021	2022 (July)	
1	Cypermethrin 5.5EC	Lit/ha	0.100	0.450	0.00
2	Glyphosate iso/p/a	Lit/ha	1.791	0.871	0.701
3	triclopyr/b/ethylester	Lit/ha	0.00	0.26	0.311
4	Monex	Lit/ha	1.662	1.335	1.040
5	metsulfuron-methyl	kg/ha	0.350	0.080	0.100

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		6	Kenlon tri/c/butotyl	Lit/ha	0.910	0.00	0.311	
			a.i./ha - Tun Tan	unit	2020	2021	2022 (July)	
		1	Cypermethrin 5.5EC	Lit/ha	0.030	0.065	0.008	
		2	Glyphosate	Lit/ha	0.554	0.459	0.204	
		3	triclopyr/b/ethylester	Lit/ha	0.000	0.045	0.000	
		4	Monex	Lit/ha	0.000	0.002	0.009	
		5	Glyphosate I/ammo	Lit/ha	0.156	0.100	0.046	
			a.i./ha - Sentosa	unit	2020	2021	2022 (July)	
		1	Cypermethrin 5.5EC	Lit/ha	1.352	0.953	0.287	
		2	Glyphosate I/pamine	Lit/ha	0.410	0.388	0.200	
		3	Kenlon tri/c/butotyl	Lit/ha	0.561	0.153	0.121	
		4	Monex	Lit/ha	0.076	0.070	0.000	
		5	2,4D Di/amine	Lit/ha	0.00	0.00	0.1019	
		6	metsulfuron-methyl	Kg/ha	1.294	1.340	0.580	
		<p>Variation of chemical usage are attributed to sizes of immature areas, rainfall pattern and the regeneration growth of weeds in different type of soil series. Explanatory notes for the usage variation was provided in the assessment.</p>						

7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -</p>	<p>During the audit, it was observed and recorded that SOU 26 Estates had not use chemicals categorized as World Health Organization (WHO) type 1A or 1B or listed by the Stockholm or Rotterdam Conventions.</p> <ul style="list-style-type: none"> a) Paraquat usage has been prohibited in all units and the entirety of the organization. b) The Safety Procedures for pesticides application were well described in Pictorial Safety Standard. 	Complied
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines. - Minor compliance -</p>	<p>The estates of SOU 26 are committed to minimize the usage of agrochemicals through the implementation of IPM practices among others;</p> <ul style="list-style-type: none"> a) The planting of beneficial plants i.e. <i>Tunera subulata</i>, <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> rate of 10 dm: 1 ha. b) Blanket spraying was not practiced by this CU and soft grasses maintained in the field. It had also been the practice that insecticides are used only after a threshold level has been exceeded as per the Agricultural Reference Manual (ARM) Section 15 -Plant Protection <p>There is no prophylactic use of pesticides. The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5.</p>	Complied
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p>	<p>The 5 estates in the SOU 26 confined usage of pesticides which are were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A) and in accordance with USECHH Regulations 2000.</p>	Complied

	<p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. <p>- Minor compliance -</p>	<ul style="list-style-type: none"> a) The review of the chemical register concluded that all pesticides used were of class II, III & class IV. The use of paraquat had been prohibited in all SDP estates. b) There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that were listed by the Stockholm or Rotterdam Conventions been used. c) Sighted from records and interviews with workers, staff and estate assistants, concluded that training were held with all precautions being taken and all legal requirements met. Register was updated on 01/7/2022. <p>The chemical used in the estates among others as listed below;</p> <table border="1" data-bbox="1160 754 1877 938"> <thead> <tr> <th></th> <th>Chemical name</th> <th>Class</th> <th></th> <th>Chemical name</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Glyphosate</td> <td></td> <td>6</td> <td>Triclopyr butoxy ethyl ester</td> <td>III</td> </tr> <tr> <td>2</td> <td>Thiram</td> <td>II</td> <td>7</td> <td>Cypermethrin</td> <td>III</td> </tr> <tr> <td>3</td> <td>Glufosinate ammonium</td> <td>III</td> <td>8</td> <td>Canyon 20G</td> <td>IV</td> </tr> <tr> <td>4</td> <td>Propineb</td> <td>IV</td> <td>9</td> <td>Miracle</td> <td>IV</td> </tr> <tr> <td>5</td> <td>Antracol</td> <td>IV</td> <td>10</td> <td>Bayfolan</td> <td>IV</td> </tr> </tbody> </table>		Chemical name	Class		Chemical name	Class	1	Glyphosate		6	Triclopyr butoxy ethyl ester	III	2	Thiram	II	7	Cypermethrin	III	3	Glufosinate ammonium	III	8	Canyon 20G	IV	4	Propineb	IV	9	Miracle	IV	5	Antracol	IV	10	Bayfolan	IV	
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<p>7.2.6</p>	<p>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Records showed that pesticides were handled, used and applied by trained persons and as per the SDS of the product.</p> <ul style="list-style-type: none"> a) The staff and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be handled in a safe method. b) The trade and generic names of the chemicals were made known to the workers through the SDS training. SDS was also displayed at all storage areas as observed during the audit. c) The training included the safety aspects and usage of PPE when handling with pesticides. Records of training are shown in 4.6.9 and verified. 	<p>Complied</p>																																				

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		<ul style="list-style-type: none"> d) All workers involved in pesticide application were provided with appropriate PPE and replaced when worn-out. PPE issuance & replacement records were verified by the auditors. e) From interviews conducted with workers and staffs in the field and stores clerks it was established that they had been trained and were aware of safe handling procedure. f) Training in relation to pesticides & chemical handling among others as shown in 3.7.2 a. . 	
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>The chemical stores in all estates were found to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149).</p> <ul style="list-style-type: none"> a) Records of purchase, storage and use were maintained. b) All store buildings were equipped with exhaust fans with the door secured. c) Only authorized personnel are assigned to handle the chemicals. d) All the chemicals were segregated in storage accordingly. <p>Empty pesticides containers were triple rinsed, holes punched and stored separately in the scheduled wastes store. Thereafter disposal arrangement will follow accordingly as per procedures at to SW collector <i>Lagenda Bumimas Sdn Bhd</i>.</p>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <p>- Minor compliance -</p>	<p>The procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established.</p> <ul style="list-style-type: none"> a) Collection of SW is made by <i>Lagenda Bumimas Sdn Bhd</i> a licensed vendor registered with DOE. b) The clinical waste SW 404 is disposed to <i>Sedafiat Sdn Bhd</i> c) Empty containers were tripled rinsed, pierced and delivered to a registered recycler company M/s <i>Lagenda Bumimas Sdn Bhd</i> approved by DOE. 	Complied

7.2.9	<p>(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.</p> <p>- Critical (Major) compliance -</p>	<p>Aerial application of agrochemicals is not practiced in SOU 26 Estates. This is confirmed through observation during the site visit, estate complex and interview with the employees. Such method is no longer in existence in the estates practices.</p>	Complied																																																																
7.2.10	<p>(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.</p> <p>- Critical (Major) compliance -</p>	<p>The CHRA for the estates and the mill in SOU 26 was conducted with details as shown below. The Assessor M/s Anthony Astral Chan had a DOSH validity till 02/02/2025.</p> <table border="1" data-bbox="1144 767 1899 1007"> <thead> <tr> <th>OU</th> <th>Date</th> <th>Assessor</th> <th>DOSH no</th> </tr> </thead> <tbody> <tr> <td>Tun Tan</td> <td>03/06/22</td> <td>M/s Anthony Astral Chan</td> <td>HQ/15/ASS/00/364</td> </tr> <tr> <td>Tunku</td> <td>02/06/22</td> <td>M/s Anthony Astral Chan</td> <td>HQ/15/ASS/00/364</td> </tr> <tr> <td>Sentosa</td> <td>01/6/22</td> <td>M/s Anthony Astral Chan</td> <td>HQ/15/ASS/00/364</td> </tr> <tr> <td>Tigowis</td> <td>02/06/22</td> <td>M/s Anthony Astral Chan</td> <td>HQ/15/ASS/00/364</td> </tr> <tr> <td>Segaluid</td> <td>03/06/22</td> <td>M/s Anthony Astral Chan</td> <td>HQ/15/ASS/00/364</td> </tr> </tbody> </table> <p>CHRA was compiled for the estates with details provided therein. The CHRA report among others described requirement of medical surveillance (though not compulsory as current protection is adequate) to be made for the listed category of employees.</p> <p>The medical surveillance was carried out on in the CU as follows;</p> <table border="1" data-bbox="1144 1246 1921 1393"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>W/shop</th> <th>Store</th> <th>Fertilizer</th> <th>sprayer</th> <th>WTP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tun Tan</td> <td>14/12/21</td> <td>2</td> <td>1</td> <td>11</td> <td>15</td> <td>2</td> </tr> <tr> <td>2</td> <td>Tun Tan</td> <td>02/01/21</td> <td>2</td> <td>1</td> <td>10</td> <td>26</td> <td>1</td> </tr> <tr> <td>3</td> <td>Tunku</td> <td>14/12/21</td> <td>3</td> <td>1</td> <td>18</td> <td>30</td> <td>1</td> </tr> <tr> <td>4</td> <td>Tunku</td> <td>02/01/21</td> <td>2</td> <td>1</td> <td>-</td> <td>19</td> <td>-</td> </tr> </tbody> </table>	OU	Date	Assessor	DOSH no	Tun Tan	03/06/22	M/s Anthony Astral Chan	HQ/15/ASS/00/364	Tunku	02/06/22	M/s Anthony Astral Chan	HQ/15/ASS/00/364	Sentosa	01/6/22	M/s Anthony Astral Chan	HQ/15/ASS/00/364	Tigowis	02/06/22	M/s Anthony Astral Chan	HQ/15/ASS/00/364	Segaluid	03/06/22	M/s Anthony Astral Chan	HQ/15/ASS/00/364			Date	W/shop	Store	Fertilizer	sprayer	WTP	1	Tun Tan	14/12/21	2	1	11	15	2	2	Tun Tan	02/01/21	2	1	10	26	1	3	Tunku	14/12/21	3	1	18	30	1	4	Tunku	02/01/21	2	1	-	19	-	Complied
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		<table border="1" data-bbox="1144 363 1919 539"> <tr><td>5</td><td>Sentosa</td><td>14/12/21</td><td>2</td><td>3</td><td>17</td><td>16</td><td>1</td></tr> <tr><td>6</td><td>Sentosa</td><td>29/12/20</td><td>2</td><td>2</td><td>18</td><td>27</td><td>1</td></tr> <tr><td>7</td><td>Tigowis</td><td>14/12/21</td><td>3</td><td>2</td><td>5</td><td>16</td><td>1</td></tr> <tr><td>8</td><td>Tigowis</td><td>02/01/21</td><td>2</td><td>3</td><td>-</td><td>22</td><td>1</td></tr> <tr><td>9</td><td>Segaluid</td><td>14/12/21</td><td>2</td><td>3</td><td>-</td><td>52</td><td>4</td></tr> <tr><td>10</td><td>Segaluid</td><td>31/12/20</td><td>3</td><td>4</td><td>-</td><td>58</td><td>2</td></tr> </table> <p>All medical surveillance was conducted an OHD Doctor of Mabello Group Of Clinic DOSH Rgn No. HQ/13/DOC/00/315. The results for the entire workers were positive and declared FIT to handle chemical.</p> <p>Differences in no of workers being given medical surveillance due to job changes of workers to mainly harvesting work as estates are facing shortages of labour.</p>	5	Sentosa	14/12/21	2	3	17	16	1	6	Sentosa	29/12/20	2	2	18	27	1	7	Tigowis	14/12/21	3	2	5	16	1	8	Tigowis	02/01/21	2	3	-	22	1	9	Segaluid	14/12/21	2	3	-	52	4	10	Segaluid	31/12/20	3	4	-	58	2	
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7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>All the estates and mill in the CU complied with procedure and guidelines provided the Standard Operating Procedure adopted by the Organisation whereby;</p> <p>No work with pesticides is given to pregnant or breast-feeding women. <i>Tidak dibenarkan pekerja wanita yang MENGANDUNG / MENYUSUKAN anak membuat kerja-kerja penyemburan)</i></p> <p>The estates maintained the list of sprayers. Identification of pregnancy status is made by the respective appointed Medical Assistant during the monthly check-up. Field interviews with the lady workers confirmed that such a regulation is a standard practice in the estates and in compliance.</p>	Complied																																																
<p>Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>																																																			
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>The estates has identified the waste products and source pollution generated. The waste are categorized as follows:</p> <table border="1" data-bbox="1137 1315 1912 1377"> <thead> <tr> <th>Type</th> <th>Item Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type	Item Description	Location				Complied																																										
Type	Item Description	Location																																																	

		Scheduled Waste	Spent lubricants (SW 306)	Workshop, store
			Spent hydraulic oil (SW 305)	
			Used batteries (SW 102)	
			Used oil filters (SW 410)	
			Contaminated Soil, debris (SW 408)	
			Contaminated rags (SW 410)	
			Empty lubricants, grease, hydraulic oil containers (SW 409)	
			Clinical Waste (SW 404)	
		Domestic waste	Rubbish , garden waste	Workers housing complex, office, workshop, store
			Sewage	

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		Industrial waste	Scrap Metal	workshop	
		Recycle waste	Empty chemical container	Chemical store	
			Used tyre	workshop	
<p>Base on the waste identified, the estates established Waste Management Plan. Reviewed the management plan FY 2022.</p> <p>The estate has established management Plan base 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.</p> <p>The estate monitor the inventory and disposal of the Scheduled waste generated and recorded in the Fifth Schedule: Inventory of Scheduled Waste. The inventory records were available at the estates office for review.</p> <p>Sime Darby Plantation has established procedure for waste management as per Waste management procedure for Upstream Malaysia, ver. 01, dated May 2022.</p> <p>As per procedure under section 5.0 Internal Landfill – Selection and Operation Criteria under subsection 5.2 stated that the landfill distance shall be minimum of 500 m from residential, office or other premises and nearest water ways, river</p> <p>Domestic waste were collected twice a week and disposed at designated landfill. Sighted during site visit at the linesite, and landfill area, only domestic waste were disposed in the landfill.</p>					

<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>The Scheduled Waste was disposed through licensed contractors, Lagenda Bumimas Sdn. Bhd. and Sedafiat Sdn. Bhd. for clinical waste. Reviewed the consignment note as follows:</p> <p>Domestic waste were collected twice a week and disposed at designated landfill.</p> <p><u>Sentosa Estate</u></p> <p>Reviewed the scheduled waste disposal records as follows:</p> <table border="1" data-bbox="1137 643 1926 890"> <thead> <tr> <th>SW</th> <th>Consignment note</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>SW 305</td> <td>2022070711JP0RLZ</td> <td>07/07/2022</td> </tr> <tr> <td>SW 102</td> <td>2022070711ND1YXV</td> <td>07/07/2022</td> </tr> <tr> <td>SW 409</td> <td>2022070711DK48NP</td> <td>07/07/2022</td> </tr> <tr> <td>SW 404</td> <td>SNTA0015</td> <td>03/06/2022</td> </tr> </tbody> </table> <p>Last scheduled waste generation was in July 2021 and the latest disposal was on July 2022 which is more than 180 days. The estate has requested the extension of storage time from DOE. Reviewed the communication email between the estate representative and DOE officer dated 06/01/2022, 06/07/2022 and 02/08/2022.</p> <p>Domestic waste was collected twice a week and disposed at designated landfill as sighted at field P21D. Reviewed the records of collection FY 2022. Noted during the interview with the workers, the waste collection was conducted as per scheduled. No schedule waste and recycle waste was disposed in the landfill.</p> <p><u>Tigowis Estate</u></p> <p>Reviewed the scheduled waste disposal records as follows:</p>	SW	Consignment note	Date	SW 305	2022070711JP0RLZ	07/07/2022	SW 102	2022070711ND1YXV	07/07/2022	SW 409	2022070711DK48NP	07/07/2022	SW 404	SNTA0015	03/06/2022	<p>Complied</p>
SW	Consignment note	Date																
SW 305	2022070711JP0RLZ	07/07/2022																
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SW 409	2022070711DK48NP	07/07/2022																
SW 404	SNTA0015	03/06/2022																

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SW	Consignment note	Date
SW 410	B 016789	17/05/2022
SW 305	B 016785	17/05/2022
SW 409	B 016786	17/05/2022
SW 409	B 016787	17/05/2022
SW 410	B 016788	17/05/2022
SW 102	B 016784	17/05/2022

Domestic waste was collected twice a week and disposed at designated landfill as sighted at field P15B. Reviewed the records of collection FY 2022. Noted during the interview with the workers, the waste collection was conducted as per scheduled. No schedule waste and recycle waste was disposed in the landfill.

Segaliud Estate
Reviewed the scheduled waste disposal records as follows:

SW	Consignment note	Date
SW 102	2022040813RU0EPM	08/04/2022
	2021080217F9A5DH	02/08/2021
SW 305	2022040814Q5SBHC	08/04/2022
	2021080216DE8YHX	02/08/2021
SW 409	2022040815P3U1BT	08/04/2022
SW 410	2022040813KQ674V	08/04/2022

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SW 404	SE 0014	03/06/2022																			
		<p>Domestic waste was collected twice a week and disposed at designated landfill as sighted at field P19C. No schedule waste and recycle waste was disposed in the landfill.</p>																			
		<p><u>Tun Tan Siew Sin Estate</u></p>																			
		<p>Reviewed the scheduled waste disposal records as follows:</p>																			
		<table border="1"> <thead> <tr> <th>SW</th> <th>Consignment note</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>SW 102</td> <td>B 016793</td> <td>17/05/2022</td> </tr> <tr> <td>SW 305</td> <td>B 016790</td> <td>17/05/2022</td> </tr> <tr> <td>SW 409</td> <td>B 016792</td> <td>17/05/2022</td> </tr> <tr> <td>SW 410</td> <td>B 016791</td> <td>17/05/2022</td> </tr> <tr> <td>SW 404</td> <td>TTSS 018</td> <td>26/05/2022</td> </tr> </tbody> </table>	SW	Consignment note	Date	SW 102	B 016793	17/05/2022	SW 305	B 016790	17/05/2022	SW 409	B 016792	17/05/2022	SW 410	B 016791	17/05/2022	SW 404	TTSS 018	26/05/2022	
SW	Consignment note	Date																			
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SW 305	B 016790	17/05/2022																			
SW 409	B 016792	17/05/2022																			
SW 410	B 016791	17/05/2022																			
SW 404	TTSS 018	26/05/2022																			
		<p>Domestic waste was collected twice a week and disposed at designated landfill as sighted at field P11A. No schedule waste and recycle waste was disposed in the landfill.</p>																			
		<p><u>Tunku Estate</u></p>																			
		<p>Reviewed the scheduled waste disposal records as follows:</p>																			
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SW 408	B 016530	22/07/2022																			
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SW 305	B 016527	22/07/2022																				
SW 110	B 016528	22/07/2022																				
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	<p>Domestic waste were collected twice a week and disposed at designated landfill. No evidence of fire use to dispose domestic waste at housing area.</p> <p>No open burning 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.</p>	Complied																			
Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.																						
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.</p> <p>The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in sections of the following documents;</p>	Complied																			

		<p>a) EQMS chapter B8 - Leguminous Cover Crops b) EQMS chapter B14 – Manuring c) ARM Section 8 – Manuring</p>	
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -</p>	<p>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation. As per company SOP, the soil sampling analysis carried at 5 years interval. The leaf analysis and soil analysis report was made available for review. Latest Soil sampling for SOU 26 was conducted on 20/06/2019. Refer test report no. S 7/2019 dated 20/09/2019.</p> <p>Sentosa Estate Latest foliar sampling was conducted on 29/09/2021. Refer test report no. P 32/2021 dated 25/10/2021.</p> <p>Tigowis Estate Latest foliar sampling was conducted on 20/09/2021 to 12/10/2021. Refer communication email from Sime Darby Research Sdn. Bhd. dated 08/09/2021</p> <p>Segaliud Estate Latest foliar sampling was conducted on 20/05/2022 to 30/06/2022. Refer communication email from Sime Darby Research Sdn. Bhd. dated 17/05/2022</p>	Complied

		<p>Tun Tan Siew Sin Estate Latest foliar sampling was conducted on 10/01/2022 to 10/02/2022. Refer communication email from Sime Darby Research Sdn. Bhd. dated 07/01/2022 and as per sampling results report no. P11/2022.</p> <p>Tunku Estate Latest foliar sampling was conducted on 05/03/2022 to 31/03/2022 as per communication email from Sime Darby Research Sdn. Bhd. dated 24/02/2022.</p>																															
<p>7.4.3</p>	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers. - Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. The strategy as follows:</p> <ol style="list-style-type: none"> 1. EFB applied at selected fields at the estates. 2. Fibre and POM were use as compost material. 3. Palm residues after planting were left in the biomass row to decompose <p>Reviewed the records of EFB disposal as nutrient cycle as FY 2021 and todate June 2022 as follows:</p> <table border="1" data-bbox="1137 1074 1917 1382"> <thead> <tr> <th>FY 2021</th> <th>Sentosa Estate</th> <th>Tigowis Estate</th> <th>Segaluid Estate</th> <th>Tun Tan Siew Sin Estate</th> <th>Tunku Estate</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>810.92</td> <td>187.26</td> <td>0.00</td> <td>1144.86</td> <td>700.89</td> </tr> <tr> <td>Feb</td> <td>1498.86</td> <td>1121.32</td> <td>0.00</td> <td>0.00</td> <td>901.92</td> </tr> <tr> <td>Mar</td> <td>753.19</td> <td>1144.64</td> <td>0.00</td> <td>0.00</td> <td>447.67</td> </tr> <tr> <td>Apr</td> <td>1418.22</td> <td>887.16</td> <td>0.00</td> <td>49.09</td> <td>413.64</td> </tr> </tbody> </table>	FY 2021	Sentosa Estate	Tigowis Estate	Segaluid Estate	Tun Tan Siew Sin Estate	Tunku Estate	Jan	810.92	187.26	0.00	1144.86	700.89	Feb	1498.86	1121.32	0.00	0.00	901.92	Mar	753.19	1144.64	0.00	0.00	447.67	Apr	1418.22	887.16	0.00	49.09	413.64	<p>Complied</p>
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	- Minor compliance -	was conducted by heads of Performance Monitoring Unit. The fertiliser application records was available at the estate visited for review.																																																																																																										
Criterion 7.5: Practices minimise and control erosion and degradation of soils.																																																																																																												
7.5.1	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	<p>Description of the soil characteristics such as texture, depth, drainage, parent material and key aspect for management was also available. The soil series in the estates were classified as follows:</p> <table border="1" data-bbox="1144 699 1926 1396"> <thead> <tr> <th>Series</th> <th>Tun Tan</th> <th>Tunku</th> <th>Sentosa</th> <th>Tigowis</th> <th>Segaluid</th> <th>Series</th> </tr> </thead> <tbody> <tr> <td>Kuah</td> <td>41.61</td> <td>1.80</td> <td>20.39</td> <td>27.98</td> <td>0.22</td> <td>Kobovan</td> </tr> <tr> <td>Kumansi</td> <td>38.96</td> <td>16.30</td> <td>59.05</td> <td>36.38</td> <td>21.37</td> <td>Kumansi</td> </tr> <tr> <td>Sagara</td> <td>-</td> <td>16.40</td> <td>-</td> <td>-</td> <td>17.66</td> <td>Inanam</td> </tr> <tr> <td>Jeram</td> <td>9.55</td> <td>5.30</td> <td>5.73</td> <td>1.23</td> <td>0.30</td> <td>Lunparai</td> </tr> <tr> <td>Tg Lipat</td> <td>-</td> <td>13.5</td> <td>-</td> <td>2.11</td> <td>13.31</td> <td>Pallu</td> </tr> <tr> <td>Talisai</td> <td>-</td> <td>4.60</td> <td>2.24</td> <td>0.68</td> <td>30.00</td> <td>Tg Lipat</td> </tr> <tr> <td>Lunas</td> <td>2.95</td> <td>0.80</td> <td>-</td> <td>-</td> <td>8.33</td> <td>Others</td> </tr> <tr> <td>Numatoi</td> <td>2.83</td> <td>5.80</td> <td>-</td> <td>6.83</td> <td>-</td> <td>-</td> </tr> <tr> <td>Briah</td> <td>2.79</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Rasau</td> <td>0.83</td> <td>1.10</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Kechor</td> <td>0.63</td> <td>-</td> <td>7.14</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Stom</td> <td>0.15</td> <td>17.00</td> <td>0.50</td> <td>1.42</td> <td>-</td> <td>-</td> </tr> <tr> <td>GChenak</td> <td>0.14</td> <td>2.50</td> <td>4.57</td> <td>1.18</td> <td>-</td> <td>-</td> </tr> <tr> <td>Komel</td> <td>-</td> <td>12.20</td> <td>-</td> <td>6.61</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Series	Tun Tan	Tunku	Sentosa	Tigowis	Segaluid	Series	Kuah	41.61	1.80	20.39	27.98	0.22	Kobovan	Kumansi	38.96	16.30	59.05	36.38	21.37	Kumansi	Sagara	-	16.40	-	-	17.66	Inanam	Jeram	9.55	5.30	5.73	1.23	0.30	Lunparai	Tg Lipat	-	13.5	-	2.11	13.31	Pallu	Talisai	-	4.60	2.24	0.68	30.00	Tg Lipat	Lunas	2.95	0.80	-	-	8.33	Others	Numatoi	2.83	5.80	-	6.83	-	-	Briah	2.79	-	-	-	-	-	Rasau	0.83	1.10	-	-	-	-	Kechor	0.63	-	7.14	-	-	-	Stom	0.15	17.00	0.50	1.42	-	-	GChenak	0.14	2.50	4.57	1.18	-	-	Komel	-	12.20	-	6.61	-	-	Complied
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7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>Like all SDPB Estates, the estates visited in SOU 26 continued to have a management strategy for planting on slopes in order to minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by:</p> <ul style="list-style-type: none"> a) Slope & River Protection Policy b) Buffer Zone & 25-degree slope and in item 8 Section 4 c) Land Preparation for Terracing in ARM Manual. <p>It was observed that practices to minimize and control erosion and degradation of soils were in place through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. Cover crops were planted in the replants and in various mature areas. The cover crop <i>Mucuna bracteata</i> had been planted along some slopes by management. Large areas with <i>Neprolepis biserrata</i> in the inter rows were sighted during the visit. The slope maps were provided by the R&D Precision Agriculture Unit with details as follows:</p>	Complied																																										

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7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>This compliance being addressed in the "<i>Slope and River Protection</i>" signed by the CEO dated Jan 2015 stating the following among others;</p> <p>Slope of >25 degree to be excluded from any new plantation development and replanting program. For slope <25 degree the existing crop all vegetative shall be maintained accordingly".</p>	Complied																																																								
<p>Criterion 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>																																																											
7.6.1	<p>(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p> <p>- Critical (Major) compliance -</p>	<p>Soil series map were available for all estates prepared by the R&D-Precision Agriculture Unit. No fragile soils identified in all estates in SOU 26. Soil Identified as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Soil Series</th> </tr> </thead> <tbody> <tr> <td>Sentosa Estate</td> <td>Kumansi (59.05%), Kuah (20.39%), Kechor (7.14%), Jeram (5.73%), Gong Chenak (4.57%), Talisai (2.24%), Stom (0.50%), Malau (0.38%)</td> </tr> </tbody> </table>	Estate	Soil Series	Sentosa Estate	Kumansi (59.05%), Kuah (20.39%), Kechor (7.14%), Jeram (5.73%), Gong Chenak (4.57%), Talisai (2.24%), Stom (0.50%), Malau (0.38%)	Complied																																																				
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		<table border="1"> <tr> <td data-bbox="1137 371 1373 571">Tigowis Estate</td> <td data-bbox="1373 371 1928 571">Kumansi (36.38%), Kuah (27.98%), Kedah (11.28%), Numatoi (6.83%), Komel (6.61%), Tualang (3.49%), Tanjung Li (2.11%), Stom (1.42%), jeram (1.23%), Gong Chenak (1.18%), Talisai (0.68%) Non-Oil Palm (0.60%), Jempol (0.22%)</td> </tr> <tr> <td data-bbox="1137 571 1373 754">Segaluid Estate</td> <td data-bbox="1373 571 1928 754">Tanjong Lipat (30.00%), Kumansi (21.37%), Inanam (17.66%), Paliu (13.31%), Unclassified (8.33%), Bungor (5.82%), Kechor (2.19%), Gong Chenak (0.79%), Lunparai (0.30%), Kobovan (0.22%)</td> </tr> <tr> <td data-bbox="1137 754 1373 938">Tun Tan Siew Sin Estate</td> <td data-bbox="1373 754 1928 938">Kuah (41.16%), Kumansi (38.96%), Jeram (9.55%), Tualang (2.95%), Numatoi (2.83%), Briaah (2.79%), Rasau (0.83%), Kechor (0.63%), Stom (0.15%), Gong Chenak (0.14%)</td> </tr> <tr> <td data-bbox="1137 938 1373 981">Tunku Estate</td> <td data-bbox="1373 938 1928 981"></td> </tr> </table>	Tigowis Estate	Kumansi (36.38%), Kuah (27.98%), Kedah (11.28%), Numatoi (6.83%), Komel (6.61%), Tualang (3.49%), Tanjung Li (2.11%), Stom (1.42%), jeram (1.23%), Gong Chenak (1.18%), Talisai (0.68%) Non-Oil Palm (0.60%), Jempol (0.22%)	Segaluid Estate	Tanjong Lipat (30.00%), Kumansi (21.37%), Inanam (17.66%), Paliu (13.31%), Unclassified (8.33%), Bungor (5.82%), Kechor (2.19%), Gong Chenak (0.79%), Lunparai (0.30%), Kobovan (0.22%)	Tun Tan Siew Sin Estate	Kuah (41.16%), Kumansi (38.96%), Jeram (9.55%), Tualang (2.95%), Numatoi (2.83%), Briaah (2.79%), Rasau (0.83%), Kechor (0.63%), Stom (0.15%), Gong Chenak (0.14%)	Tunku Estate		
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7.6.2	<p>Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.</p> <p>- Minor compliance -</p>	<p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 02/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>"We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p>	Complied								

		vii. No new development of peat areas, regardless of depth or location. We will seek to rehabilitate existing plantings on peats where possible.																																											
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	As per slope map prepared by R&D-TTAS Precision Agriculture Unit (UCP), topography information at estates visited as follows: <table border="1" data-bbox="1137 539 1935 991"> <thead> <tr> <th>Elevation</th> <th>Sentosa Estate</th> <th>Tigowis Estate</th> <th>Segaluid Estate</th> <th>Tun Tan Siew Sin Estate</th> <th>Tunku Estate</th> </tr> </thead> <tbody> <tr> <td>0° - 2°</td> <td>9.44%</td> <td>8.02%</td> <td>26.58%</td> <td>13.82%</td> <td>15.83%</td> </tr> <tr> <td>2° - 6°</td> <td>35.57%</td> <td>44.35%</td> <td>44.97%</td> <td>40.78%</td> <td>48.26%</td> </tr> <tr> <td>6° - 12°</td> <td>43.65%</td> <td>37.28%</td> <td>24.18%</td> <td>28.39%</td> <td>31.05%</td> </tr> <tr> <td>12° - 20°</td> <td>10.85%</td> <td>9.13%</td> <td>4.19%</td> <td>13.53%</td> <td>4.70%</td> </tr> <tr> <td>20° - 25°</td> <td>0.46%</td> <td>0.92%</td> <td>0.10%</td> <td>2.67%</td> <td>0.14%</td> </tr> <tr> <td>> 25°</td> <td>0.02%</td> <td>0.31%</td> <td>0.00%</td> <td>0.71%</td> <td>0.03%</td> </tr> </tbody> </table>	Elevation	Sentosa Estate	Tigowis Estate	Segaluid Estate	Tun Tan Siew Sin Estate	Tunku Estate	0° - 2°	9.44%	8.02%	26.58%	13.82%	15.83%	2° - 6°	35.57%	44.35%	44.97%	40.78%	48.26%	6° - 12°	43.65%	37.28%	24.18%	28.39%	31.05%	12° - 20°	10.85%	9.13%	4.19%	13.53%	4.70%	20° - 25°	0.46%	0.92%	0.10%	2.67%	0.14%	> 25°	0.02%	0.31%	0.00%	0.71%	0.03%	Complied
Elevation	Sentosa Estate	Tigowis Estate	Segaluid Estate	Tun Tan Siew Sin Estate	Tunku Estate																																								
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Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.																																													
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas. - Critical (Major) compliance -	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable																																										
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE:	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable																																										

	<p>Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).</p> <p>- Minor compliance -</p>		
7.7.3	<p>(C) Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable
7.7.4	<p>(C) A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable
7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or reilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p> <p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable
7.7.6	<p>(C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.	Not Applicable

7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as “peatland conservation areas”; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the ‘RSPO BMPs for Management and Reilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat’, version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>No peat soil identified at all estates visited in SOU 26. Verified there is no new planting activity in the estate visited. Hence, the criteria is not applicable.</p>	Not Applicable															
Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.																		
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>The estates visited has established Water Management Plan and Water Irrigation action plan. The plan was reviewed on annually basis. The Plan focusing on management of severe water pollution, contingency plan during water shortage, draught @ El Nino Season and Flood.</p> <p>Noted during the interview with workers in all operating units sampled, access to clean water is adequately provided to workers for household consumption. Water supply is by own water treatment plant. The estate conducted domestic water sampling on monthly basis. Reviewed the water sampling records as follows:</p> <table border="1" data-bbox="1137 1061 1930 1351"> <thead> <tr> <th>Estate</th> <th>Test report No</th> <th>Date Sampled</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Sentosa Estate</td> <td>IE 825/2022</td> <td>24/06/2022</td> </tr> <tr> <td>IE 650/2022</td> <td>20/05/2022</td> </tr> <tr> <td>IE 532/2022</td> <td>11/04/2022</td> </tr> <tr> <td rowspan="2">Tigowis Estate</td> <td>IE 758/2022</td> <td>24/06/2022</td> </tr> <tr> <td>IE 752/2022</td> <td>19/05/2022</td> </tr> </tbody> </table>	Estate	Test report No	Date Sampled	Sentosa Estate	IE 825/2022	24/06/2022	IE 650/2022	20/05/2022	IE 532/2022	11/04/2022	Tigowis Estate	IE 758/2022	24/06/2022	IE 752/2022	19/05/2022	Complied
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		IE 751/2022	27/04/2022		
		Segaliud Estate	IE 799/2022	23/06/2022	
			IE 730/2022	16/05/2022	
			IE 429/2022	05/04/2022	
		Tun Tan Siew Sin Estate	IE 852/2022	28/06/2022	
			IE 616/2022	18/05/2022	
			IE 486/2022	11/04/2022	
		Tunku Estate	IE 772/2022	16/06/2022	
			IE 774/2022	23/05/2022	
			IE 541/2022	12/04/2022	
7.8.2	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>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>		Complied	
		River width	Buffer zone		
		> 40 meters	50 meters		
		20 to 40 meters	40 meters		
		10 to 20 meters	20 meters		
		5 to 10 meters	10 meters		
		< 5 meters	5 meters		

		<p>Sentosa Estate Sighted during site visit at buffer zone of Sg. Suan Lambak in field P21B-1, noted that during replant, the last palms were left as demarcation of buffer zone. No evidence of chemical application in the buffer zone area.</p> <p>The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. IE 272/2022 dated 07/03/2022 and IE 531/2022 dated 20/05/2022</p> <p>Tigowis Estate It was noted during site visit at field P13A, P10B and P15B, the buffer zone area for Sg. Asam was clearly demarcated with white ring at the palm trunks. No evidence of chemical application at the buffer zone area. The vegetation along the area was naturally maintained.</p> <p>The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. PL 394/2022 dated 14/06/2022 and IE 753/2022 dated 27/04/2022</p> <p>Segaliud Estate Sighted during site visit at field P17E, P17F and P17H, the buffer zone area for Sg. Segaliud was clearly demarcated with white ring on the palm trunks adjacent to the buffer zone. The signage on prohibition of fishing and chemical application at the buffer zone area was erected. No evidence of chemical application in the area.</p>	
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		<p>The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. IE 306/2022 dated 10/02/2022 and IE 728/2022 dated 16/05/2022</p> <p>Tun Tan Siew Sin Estate</p> <p>The river buffer zone at the estate were demarcated with white ring on the palm trunks adjacent to the buffer zone. During replanting, last palm adjacent with the buffer zone were left. Vegetation along the buffer zone were well growth. No evidence of chemical application at the buffer zone as sighted at buffer zone for Sg. Marapulut at field P92D4 and Sg. Korek at field P94B</p> <p>The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. PL 458/2022 dated 12/07/2022 and IE 382/2022 dated 09/03/2022</p> <p>Tunku Estate</p> <p>During replanting, the estate left the last 2 or 3 palms adjacent to the river buffer zone. The palm was demarcated with white colour ring at the palm trunks. Sighted the buffer zone for Sg. Dumundung at field P19C and P2020B, the vegetation along the buffer zone was well maintained.</p> <p>The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. PL 216/2022 dated 03/03/2022 and PL 403/2022 dated 14/06/2022.</p>	
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Based on “<i>Jadual Pematuhan</i>” (license no 003534 valid till 30/06/2023). Sighted quarterly report has been submitted to DOE on quarterly basis. Effluent analysis was carried out on month basis and submitted via Online Environmental Reporting (OER) :</p>	Complied

7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made on a monthly basis with the latest recording detailed sampled (water usage m ³ /per mt of fresh fruit bunches (FFB) below;	Complied																																																								
		<table border="1" data-bbox="1274 569 1767 1265"> <thead> <tr> <th></th> <th>Month</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>1</td><td>Jan</td><td>3.22</td><td>1.78</td></tr> <tr><td>2</td><td>Feb</td><td>2.47</td><td>1.96</td></tr> <tr><td>3</td><td>Mac</td><td>2.29</td><td>2.35</td></tr> <tr><td>4</td><td>April</td><td>1.54</td><td>2.46</td></tr> <tr><td>5</td><td>May</td><td>1.47</td><td>2.27</td></tr> <tr><td>6</td><td>June</td><td>1.57</td><td>2.26</td></tr> <tr><td>7</td><td>July</td><td>1.41</td><td></td></tr> <tr><td>8</td><td>Aug</td><td>1.52</td><td></td></tr> <tr><td>9</td><td>Sept</td><td>1.66</td><td></td></tr> <tr><td>10</td><td>Oct</td><td>1.46</td><td></td></tr> <tr><td>11</td><td>Nov</td><td>1.38</td><td></td></tr> <tr><td>12</td><td>Dec</td><td>1.50</td><td></td></tr> <tr><td></td><td>Average</td><td>1.79</td><td>2.18</td></tr> </tbody> </table>		Month	2021	2022	1	Jan	3.22	1.78	2	Feb	2.47	1.96	3	Mac	2.29	2.35	4	April	1.54	2.46	5	May	1.47	2.27	6	June	1.57	2.26	7	July	1.41		8	Aug	1.52		9	Sept	1.66		10	Oct	1.46		11	Nov	1.38		12	Dec	1.50			Average	1.79	2.18	
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		days, significant boiler water rinsing/discharging for maintenance etc.																																																
Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised																																																		
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>The estate has established Diesel Usage Management Plan to optimize the usage of fossil fuel in the estate</p> <p>Among the plan established as follows:</p> <ol style="list-style-type: none"> 1. To ensure all workers are not using heavy electric consumable 2. To monitor usage for tractors 3. Regular vehicle maintenance <p>Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> 1. The estate monitor the usage of diesel on monthly basis. records as follows 	Complied																																															
		<table border="1"> <thead> <tr> <th rowspan="3">Month</th> <th colspan="6">Diesel L/Ton FFB</th> </tr> <tr> <th colspan="2">Sentosa Estate</th> <th colspan="2">Tigowis Estate</th> <th colspan="2">Segaliud Estate</th> </tr> <tr> <th>2021</th> <th>2022</th> <th>2021</th> <th>2022</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>19.67</td> <td>10.33</td> <td>12.14</td> <td>7.40</td> <td>13.62</td> <td>11.43</td> </tr> <tr> <td>Feb</td> <td>22.43</td> <td>7.46</td> <td>13.62</td> <td>6.73</td> <td>22.17</td> <td>13.85</td> </tr> <tr> <td>Mar</td> <td>25.16</td> <td>12.42</td> <td>20.30</td> <td>7.17</td> <td>13.67</td> <td>14.05</td> </tr> <tr> <td>Apr</td> <td>22.15</td> <td>9.04</td> <td>11.08</td> <td>5.98</td> <td>9.02</td> <td>17.78</td> </tr> </tbody> </table>	Month	Diesel L/Ton FFB						Sentosa Estate		Tigowis Estate		Segaliud Estate		2021	2022	2021	2022	2021	2022	Jan	19.67	10.33	12.14	7.40	13.62	11.43	Feb	22.43	7.46	13.62	6.73	22.17	13.85	Mar	25.16	12.42	20.30	7.17	13.67	14.05	Apr	22.15	9.04	11.08	5.98	9.02	17.78	
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May	13.37	15.21	9.87	8.88	4.07	15.44
Jun	9.61	1.21	8.70	7.65	9.01	15.18
Jul	1.09	11.97	7.85	6.24	8.24	14.86
Aug	9.52	NA	4.33	NA	6.96	NA
Sep	7.09	NA	4.98	NA	7.40	NA
Oct	10.18	NA	6.15	NA	6.72	NA
Nov	8.92	NA	10.16	NA	8.59	NA
Dec	11.90	NA	7.67	NA	10.00	NA

Month	Diesel L/Ton FFB			
	Tun Tan Siew Sin Estate		Tunku Estate	
	2021	2022	2021	2022
Jan	3.42	2.20	10.15	6.56
Feb	3.11	2.90	10.19	5.89
Mar	2.63	2.64	9.69	6.50

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		<table border="1" data-bbox="1236 363 1830 954"> <tr><td>Apr</td><td>2.34</td><td>2.87</td><td>10.57</td><td>5.12</td></tr> <tr><td>May</td><td>1.98</td><td>3.03</td><td>9.80</td><td>7.28</td></tr> <tr><td>Jun</td><td>2.01</td><td>2.58</td><td>13.96</td><td>6.65</td></tr> <tr><td>Jul</td><td>1.76</td><td>2.19</td><td>9.96</td><td>6.67</td></tr> <tr><td>Aug</td><td>1.75</td><td>NA</td><td>11.75</td><td>NA</td></tr> <tr><td>Sep</td><td>1.28</td><td>NA</td><td>9.35</td><td>NA</td></tr> <tr><td>Oct</td><td>1.64</td><td>NA</td><td>9.47</td><td>NA</td></tr> <tr><td>Nov</td><td>1.79</td><td>NA</td><td>16.78</td><td>NA</td></tr> <tr><td>Dec</td><td>2.12</td><td>NA</td><td>8.74</td><td>NA</td></tr> </table> <p data-bbox="1137 965 1930 1166">To optimize the energy usage, the estates sampled has install energy saving electrical appliance such as energy saving bulb. The purchased order were available at the estate for reviewed. The estates sampled conducted scheduled vehicle maintenance to ensure the vehicle running in good conditions and effective energy consumptions. Reviewed the daily inspection in PMV log book.</p>	Apr	2.34	2.87	10.57	5.12	May	1.98	3.03	9.80	7.28	Jun	2.01	2.58	13.96	6.65	Jul	1.76	2.19	9.96	6.67	Aug	1.75	NA	11.75	NA	Sep	1.28	NA	9.35	NA	Oct	1.64	NA	9.47	NA	Nov	1.79	NA	16.78	NA	Dec	2.12	NA	8.74	NA	
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<p>Criterion 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																																																
7.10.1	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring</p>	Complied																																													

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	<p>- Critical (Major) compliance -</p>	<p>for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p> <p>The estates has established the GHG Emission Reduction Plan.</p> <p>Among the plan:</p> <ol style="list-style-type: none"> 1. Preventive maintenance vehicle to be conducted as per scheduled 2. To reduce the usage of inorganic fertiliser and increase the organic alternative such as EFB, solid sludge, water hyacinth and bio-compost <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4.0 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was correct.</p>	
<p>7.10.2</p>	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	<p>Not applicable since no new development by the certification unit.</p>	<p>Not Applicable</p>
<p>7.10.3</p>	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>Significant pollutants identification was conducted during Environmental Aspect Identification and Environmental Impact Evaluation conducted. Environmental management plan were documented under Environmental Improvement Plan/Pollution Prevention Plan for FY 2021. Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.</p>	<p>Non-compliance</p>

		<p>Based on observation during site visit at Sandakan Bay POM EFB dumping area;</p> <p>i) Spillover of EFB from concrete bund was sighted to the uncovered/exposed area. Leachate was seen generated from this compacted EFB and leads to nearby parameter drain.</p> <p>ii) Containment sump for leachate collection equipped with pump to evacuate leachate to system drain. During site visit, leachate overflowed to nearby parameter drain due to prolonged heavy rain.</p> <p>iii) Sedimentation sump connected to the parameter drain equipped with T-under flow system. The system was not effective to trap/separate pollutants that dissolved in water and only for oil trapping.</p> <p>Thus, a major NC was issued.</p>	
<p>Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area</p>			
7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	<p>Addressed in 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.</p> <p>No open burning 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.</p>	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has established procedure on fire prevention and control measures documented in Emergency Preparedness and Response Procedures. Refer document no. UM/HSE/SP/02.</p>	Complied
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	<p>The estate communicates on the fire prevention and control measures to the stakeholders during meeting. Reviewed the stakeholders' minutes meeting and Power Point slide presentation</p>	Complied

		for meeting conducted on 05/06/2022 for all stakeholders of SOU 26.	
Criterion 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	There is no land clearing that damaged primary forest or any area required to protect or enhance HCV observed since November 2005 in SOU 26.	Not Applicable
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>PROCEDURAL NOTE: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	Sime Darby Plantation has conducted assessment for High Conservation Value for all estates in SOU 26 areas as per Biodiversity Assessment & HCV Identification for Strategic Operating Unit (SOU) 26, ver. 01 dated May 2013.	Complied
7.12.3	<i>Indicator is not applicable in Malaysia context</i>	-	Not Applicable
7.12.4	(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or	Sentosa Estate	Complied

	<p>enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>The estate has established Biodiversity and HCV Management Plan base on the HCV assessment conducted. Reviewed the implementation fo the management plan as follows:</p> <p>Sentosa Estate</p> <ol style="list-style-type: none"> 1. The estate has erected signboard on prohibition of on prohibition of capture, harm, collect or kill RTE species and signage of prohibition of activities such as open burning, chemical application and trespassing at the buffer zone and HCV area as sighted at the estate entrance and HCV area at field P21C 2. The estates communicate on the HCV and RTE to the stakeholders during meeting. Reviewed the stakeholders minutes meeting dated 05/06/2022 3. The estate conducted river water sampling on quarterly basis. Reviewed the water sampling records no. IE 272/2022 dated 07/03/2022 and IE 531/2022 dated 20/05/2022 4. The estate recorded any animals sighted in the estate during security patrolling. Reviewed the records dated 01/06/2022and 19/07/2022. <p>Tigowis Estate</p> <ol style="list-style-type: none"> 1. The estate continuously communicate and promote the awareness on HCV/RTE to the workers through training. reviewed the training records dated 14/07/2022 2. The estate conducted HCV area monitoring on monthly basis. The monitoring cover on encroachment/trespassing, wildlife issues/conflicts/sightings, pollutions/erosion issues and others complete with picture of the areas. Reviewed 	
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		<p>the monitoring records dated 22/06/2022, 11/05/2022, 01/04/2022 and 03/03/2022.</p> <p>Segaliud Estate</p> <ol style="list-style-type: none"> 1. The estate has conducted HCV, Riparian and RTE Awareness training on 30/06/2022 and 08/07/2022. Reviewed the training attendance records and training material. 2. The estate conducted HCV area monitoring on monthly basis. The monitoring cover on encroachment/trespassing, wildlife issues/conflicts/sightings, pollutions/erosion issues and others complete with picture of the areas. Reviewed the monitoring records dated 09/07/2022, 07/06/2022, 12/05/2022 3. The estates communicate on the HCV and RTE to the stakeholders during meeting. Reviewed the stakeholders' minutes meeting and presentation material dated 13/05/2022. <p>Tun Tan Siew Sin Estate</p> <ol style="list-style-type: none"> 1. The estate conducted monitoring at the HCV area and conservation set aside area on weekly basis. The monitoring was conducted by the AP. The monitoring focusing on encroachment/trespassing and wildlife issues. Reviewed the monitoring records dated 12/05/2022, 20/05/2022, 16/06/2022, 29/06/2022, 11/07/2022 and 19/07/2022. 2. The estate has conducted HCV and RTE Awareness training on 05/08/2022. Reviewed the training attendance records 	
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		<p>and training material. Reviewed the monitoring records dated 15/03/2022, 02/06/2022 and 30/06/2022</p> <p>Tunku Estate</p> <ol style="list-style-type: none"> 1. The estate has conducted HCV and RTE Awareness training on 05/07/2022. Reviewed the training attendance records and training material. 2. The estate conducted monitoring at the HCV area and conservation set aside area. The monitoring was conducted by the AP. 3. As the water catchment were usedw for drinking water, the estate conducted water analysis on monthly basis. reviewed the sampling records as follows: <table border="1"> <thead> <tr> <th>Report no.</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>IE 772/2022</td> <td>16/06/2022</td> </tr> <tr> <td>IE 774/2022</td> <td>23/05/2022</td> </tr> <tr> <td>IE 541/2022</td> <td>12/04/2022</td> </tr> </tbody> </table>	Report no.	Date	IE 772/2022	16/06/2022	IE 774/2022	23/05/2022	IE 541/2022	12/04/2022	
Report no.	Date										
IE 772/2022	16/06/2022										
IE 774/2022	23/05/2022										
IE 541/2022	12/04/2022										
7.12.5	<p>Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.</p> <p>- Minor compliance -</p>	<p>No HCV with existing rights of local communities was identified that needs to be set aside.</p>	Complied								
7.12.6	<p>All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in</p>	<p>As per Biodiversity Assessment & HCV Identification for Strategic Operating Unit (SOU) 26, ver. 01 dated May 2013 under section 5.0 Findings subsection 5.2 Wildlife stated that among the animal sighted during the surveys and mentioned during the interview such</p>	Complied								

	<p>accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p> <p>- Minor compliance -</p>	<p>as White throated King Fisher, Greater Coucal, Chestnut Munia, Common Myna, Monitor Lizard and Pygmy Elephant.</p> <p>The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Sighted 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>	
7.12.7	<p>The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.</p> <p>- Minor compliance -</p>	<p>The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Sighted 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>The estate conducted monitoring at the HCV area and conservation set aside area on weekly basis. The monitoring was conducted by the AP. The monitoring focusing on encroachment/trespassing and wildlife issues. The report were available for review at the estate.</p>	Complied
7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	<p>No land clearing since without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018.</p>	Complied

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in **2021** for **Sandakan Bay POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2021** for **Sandakan Bay POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.72
PKO	0.72

Extraction	%
OER	21.30
KER	4.32

Production	t/yr
FFB Process	197,371.68
CPO Produced	50,330.34
PKO Produced	10,199.54

Land Use	Ha
OP Planted Area	15,106.05
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00
Total	15,106.05

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	140,655.64	0.71	0.00	0.00	0.00	0.00	140,655.64	0.71
CO ₂ Emission from fertilizer	9,476.04	0.05	0.00	0.00	0.00	0.00	9,476.04	0.05
NO ₂ Emission	3,504.60	0.02	0.00	0.00	0.00	0.00	3,504.60	0.02
Fuel Consumption	285.32	0.00	0.00	0.00	0.00	0.00	285.32	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-132,409.25	-0.67	0.00	0.00	0.00	0.00	-132,409.25	-0.67
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	21,512.34	0.11	0.00	0.00	0.00	0.00	21,512.34	0.11

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	19,278.69	0.08
Fuel Consumption	97.76	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	19,376.45	0.08

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

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The summary of the Net GHG emitted in **2020** for **Sandakan Bay POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.33
PKO	1.33

Extraction	%
OER	21.30
KER	4.32

Production	t/yr
FFB Process	245,004.16
CPO Produced	53,423.91
PKO Produced	11,845.49

Land Use	Ha
OP Planted Area	15,004
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00
Total	15,104

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	133,476.22	0.66	0.00	0.00	0.00	0.00	133,476.22	0.66
CO ₂ Emission from fertilizer	11,623.04	0.06	0.00	0.00	0.00	0.00	11,623.04	0.06
NO ₂ Emission	6,360.11	0.03	0.00	0.00	0.00	0.00	6,360.11	0.03
Fuel Consumption	5,282.71	0.03	0.00	0.00	0.00	0.00	5,282.71	0.03
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-125,940.85	-0.63	0.00	0.00	0.00	0.00	-125,940.85	-0.63
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	30,801.23	0.15	0.00	0.00	6,375.81	0.00	37,177.04	0.15

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	48,024.97	0.20
Fuel Consumption	1,753.84	0.01
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00

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Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	49,778.80	0.20

Summary of Kernel Crusher Emission and Credit (if applicable)

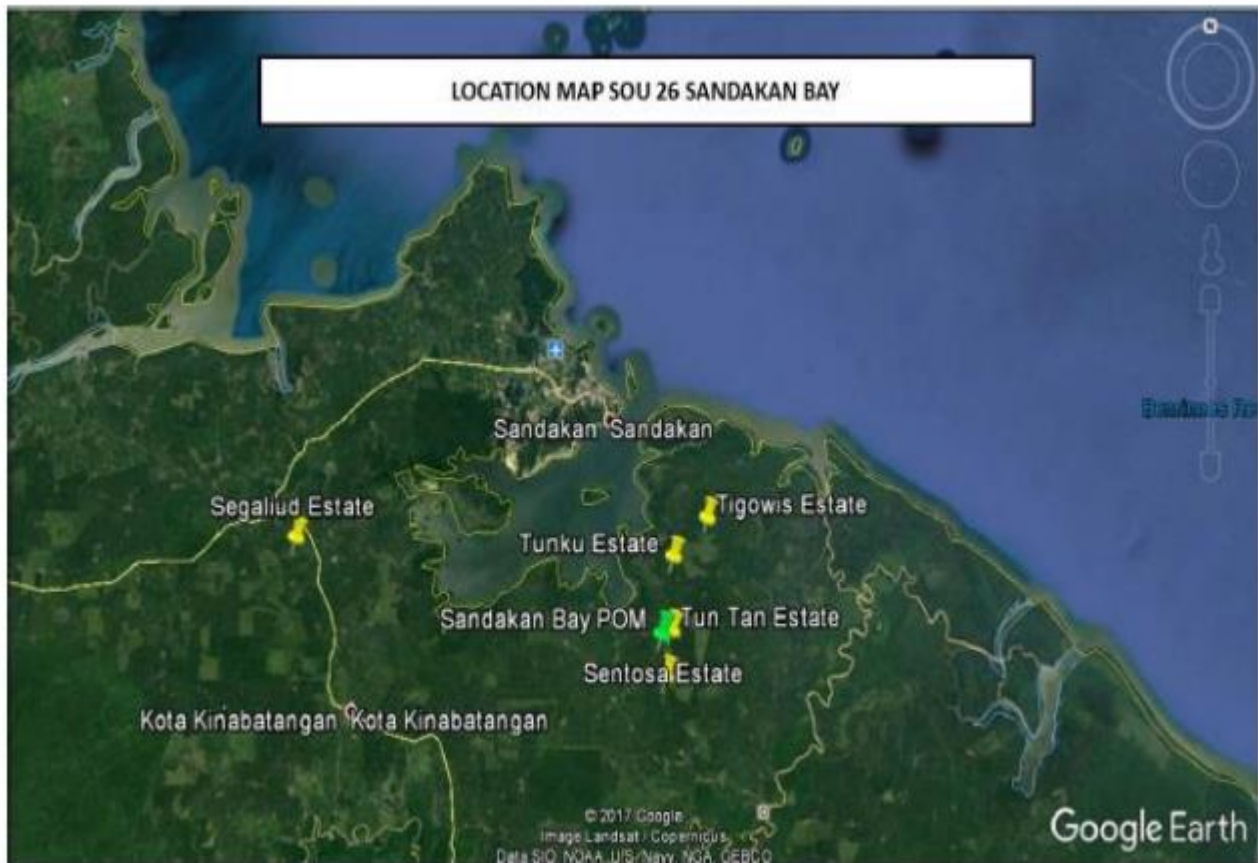
Emissions	tCO₂e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

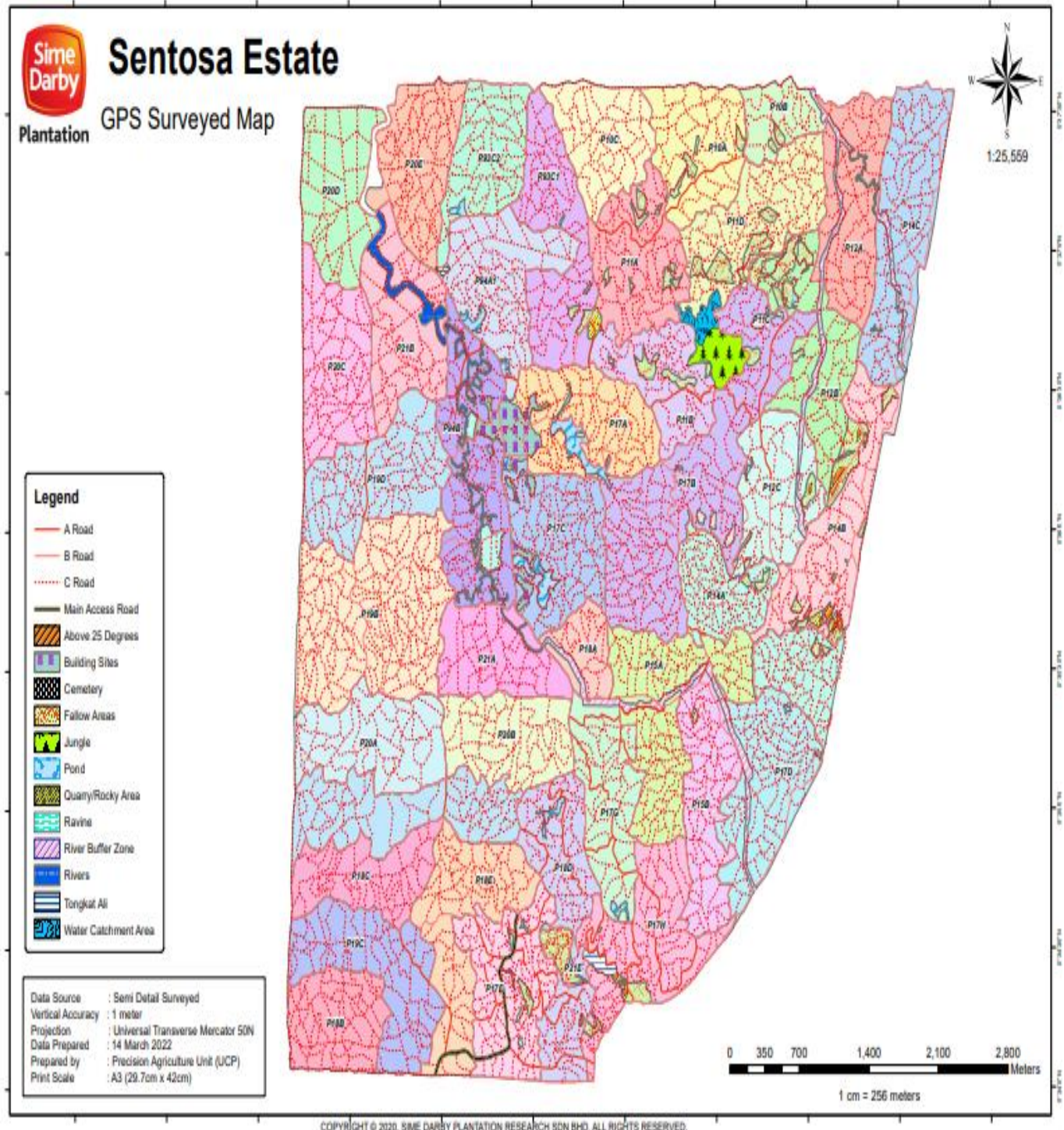
Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

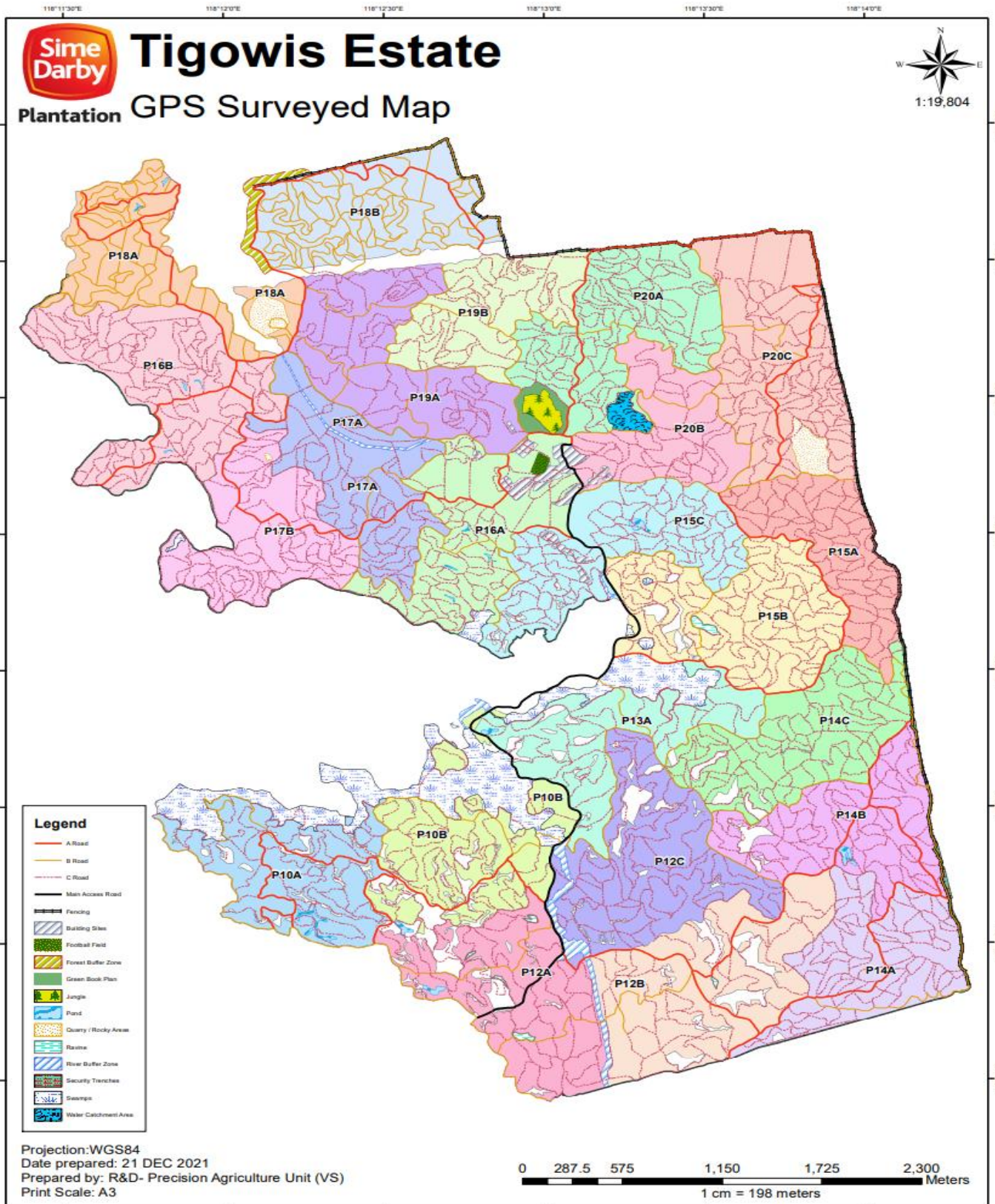
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

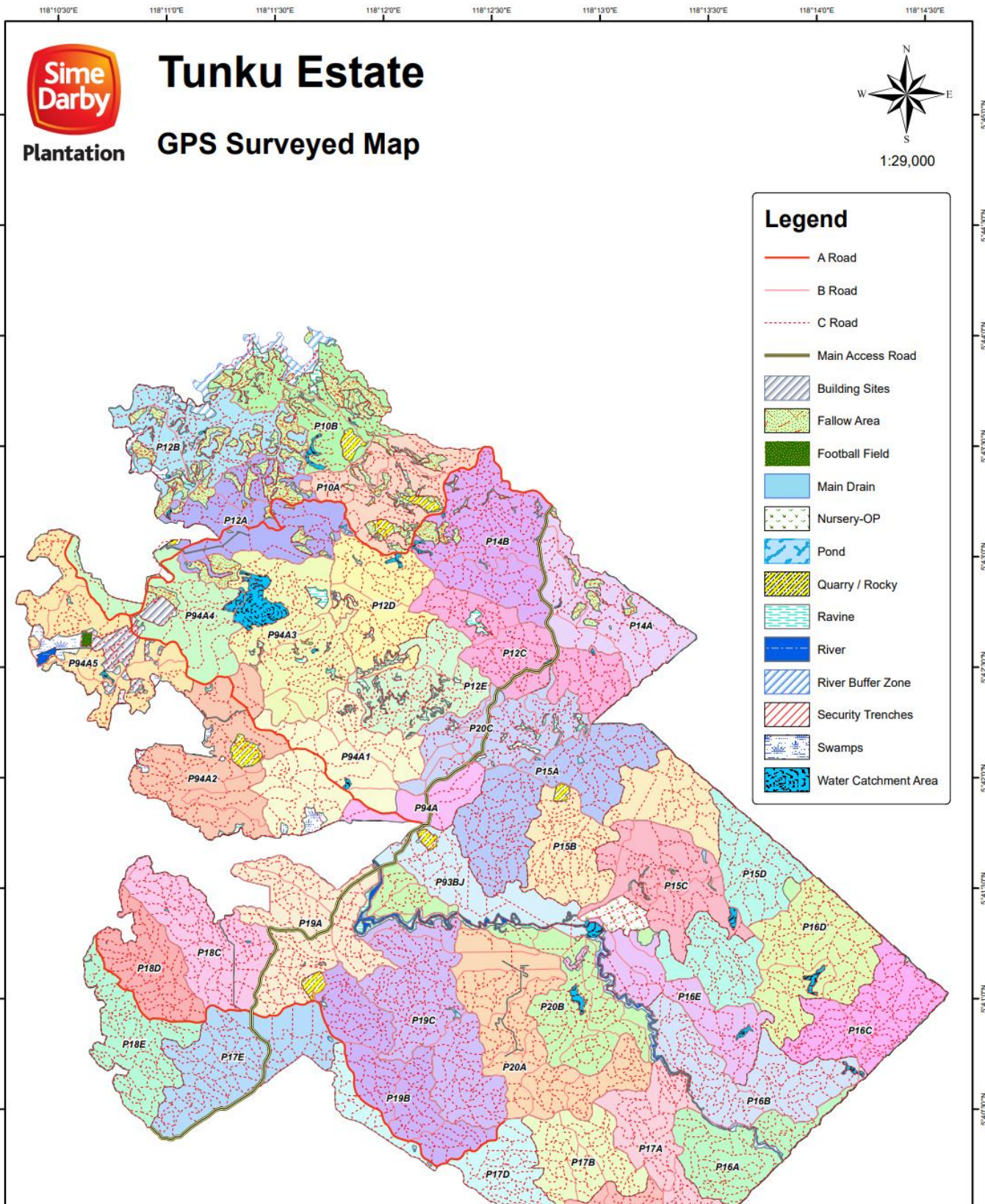
Appendix C: Location Map of Certification Unit and Supply bases

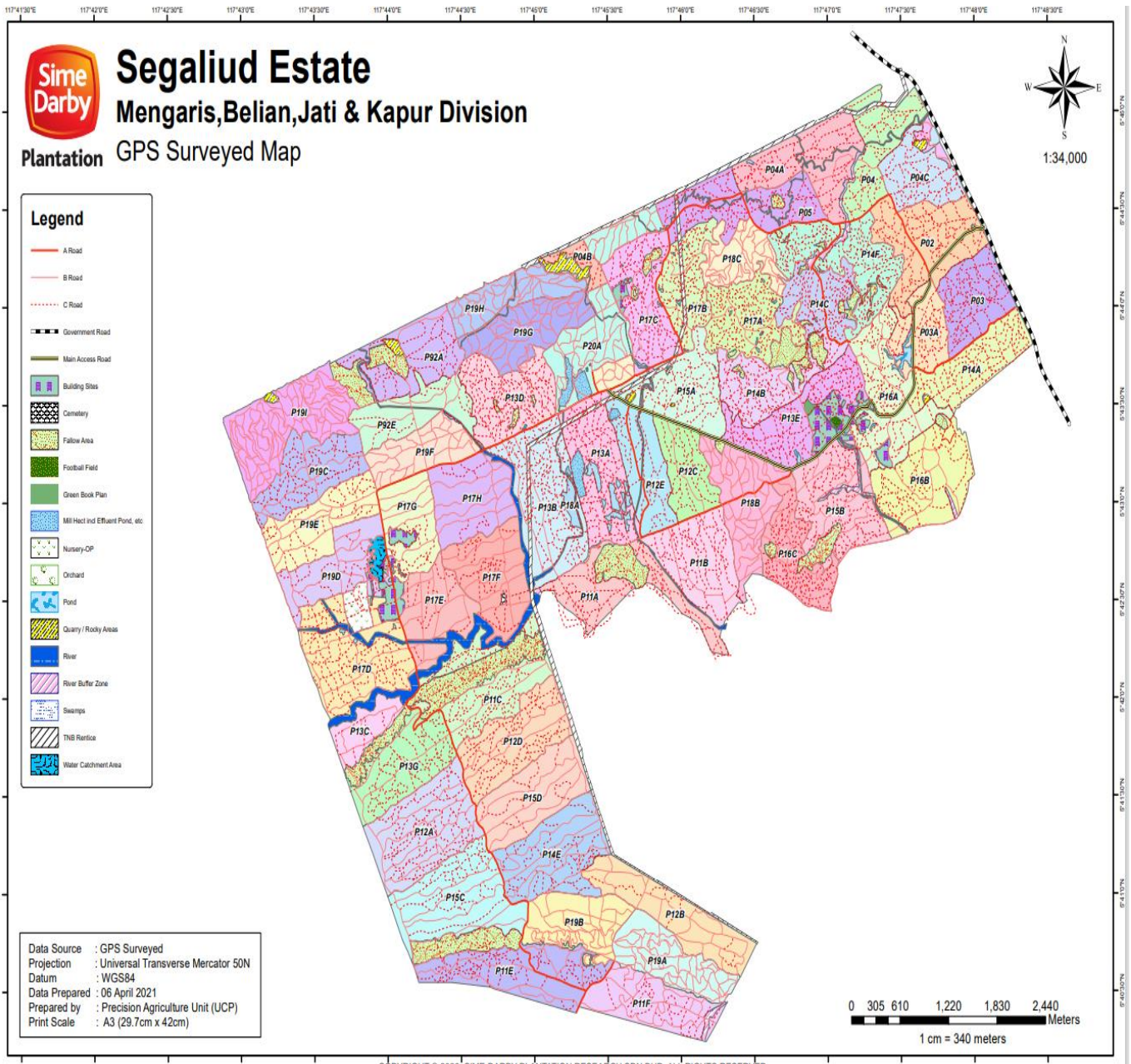


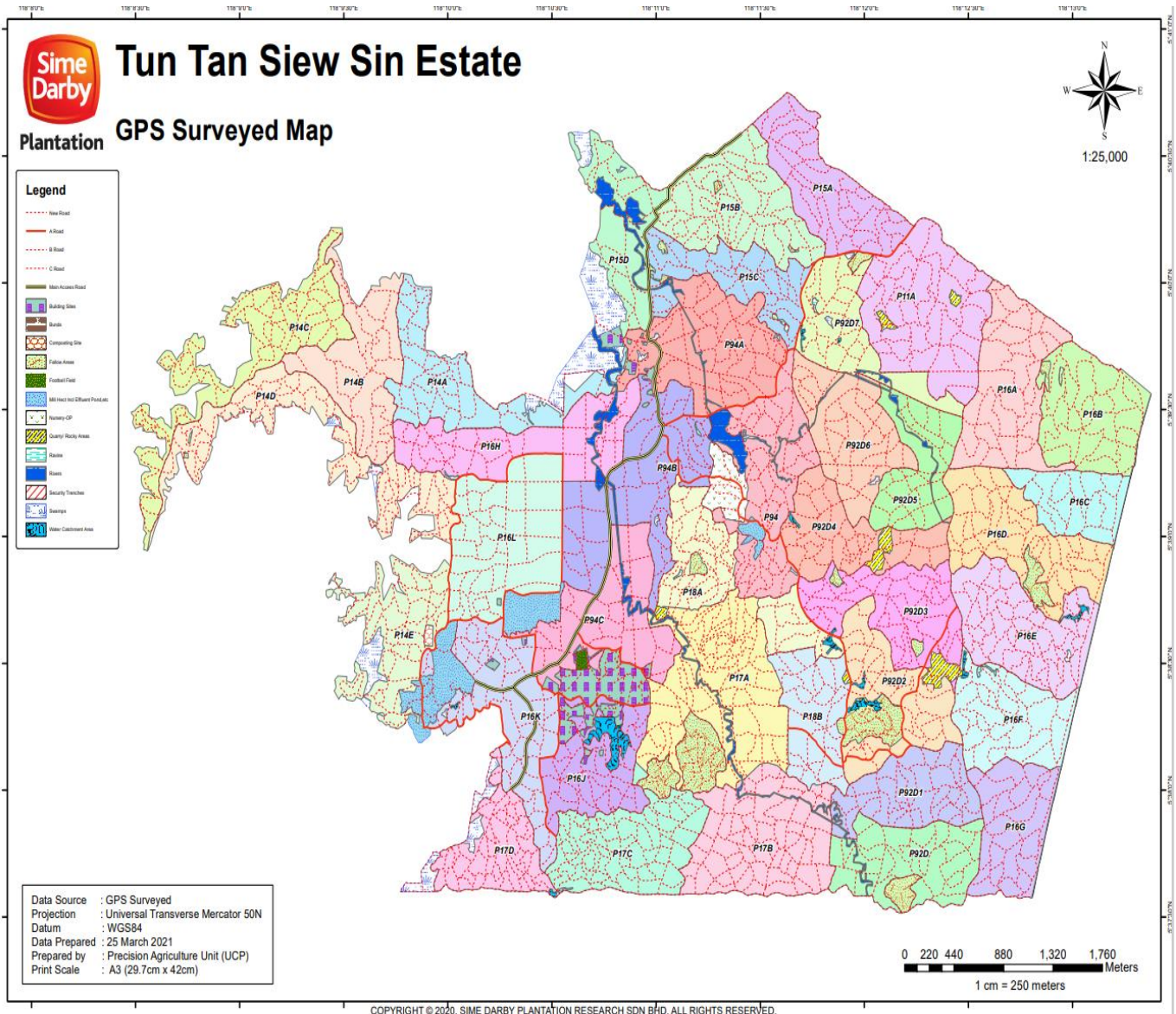
Appendix D: Estate Field Map











Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel 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
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
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
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure