



## **PUBLIC SUMMARY REPORT**

### **RSPO ANNUAL SURVEILLANCE ASSESSMENT (ASA1)**

# **SIME DARBY PLANTATION Sdn Bhd**

## **Management Unit SOU 9**

### **Carey Island, Selangor, Malaysia**

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## SUMMARY

BSi Group Singapore Pte Ltd (BSi) has conducted the First Annual Surveillance Assessment (ASA1) of Sime Darby Plantation Sdn Bhd Management Unit SOU 9 (SOU 9) operations comprising West Oil Mill, supply base, support services and infrastructure. BSi concludes that SOU 9 operations comply with the requirements of RSPO Principles & Criteria: 2007 and MY-NI Indicators and Guidance : 2010.

BSi recommends the continuation of the approval of SOU 9 as a producer of RSPO Certified Sustainable Palm Oil.

## ABBREVIATIONS

AMESU	All Malayan Estates Staff Union
CHRA	Chemical Hazard Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Values
HIRAC	Hazard Identification and Risk Assessment
LTI	Lost Time Injury
MAPA	Malayan Agricultural Producers Association
MPOB	Malaysian Palm Oil Board
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NUPW	National Union of Plantation Workers/
OSH	Occupational Safety & Health
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
R&D	Research and Development
SIA	Social Impact Assessment
SOP	Standard Operating Procedures
SOU	Strategic Operating Unit
TQEM	Total Quality Environmental Management

## 1.0 SCOPE OF CERTIFICATION ASSESSMENT

### 1.1 Identity of Certification Unit

The SOU 9 Mill and Estate are located at Carey Island, Selangor, Malaysia (Figure 1). Additional maps are included (Figures 2 and 3) showing the West Estate location, layout and infrastructure. The GPS location of the Mill is shown in Table 1.

Table 1: Mill GPS Location

MILL	LONGITUDE	LATITUDE
West Mill	101° 20' 60"	2° 55' 0"

### 1.2 Production Volume

The production tonnages for CPO and PK for the period of the Certificate (19/05/2010 – 31/03/2011) and

projected for the next twelve months are listed in Table 2. The production in 2011-12 is expected to be slightly (5%) higher than in 2010-11 (on a pro-rata basis) due to improved rainfall and seasonal conditions.

Table 2: Production Tonnages

West Palm Oil Mill	Estimate at Initial Certification	Actual 19/05/10 – 31/03/11	Projected 19/05/11 – 18/05/12
CPO	41,626	35,596	43,803
PK	11,108	8,831	11,563

### 1.3 Certification Details

Sime Darby RSPO Membership No: 035-04(O)  
BSi CSPO Certificate No: SPO 543594  
Initial Certification Assessment: 28 – 30/01/2009  
Date of Certification: 19/05/2010

### 1.4 Description of Fruit Supply Base

The supply base is West Estate and the adjacent East and Dusun Durian Estates.. West Estate supplied 52.4% of the FFB processed at West Mill. East Estate that supplies 47.1% and Dusun Durian Estate supplied 0.5% of the FFB are managed by the neighbouring SOU 8, which is RSPO Certified. The FFB production is listed in Table 3.

Table 3: FFB Production

Source	Estimate at Initial Certification	Actual 19/05/10 – 31/03/11	Projected 19/05/11 – 18/05/12
SOU 9 Estate West	100,343	93,284	123,645
Adjacent Sime Darby Estates SOU 8 East	95,607	83,874	86,594
Dusun Durian	3,201	939	—
<b>Sub-total</b>	<b>98,808</b>	<b>84,813</b>	<b>86,594</b>
<b>OVERALL TOTAL</b>	<b>199,151</b>	<b>178,097</b>	<b>210,239</b>

The SOU 9 Estates were developed in the 1940s and planted to rubber and cocoa. Oil palms were first planted in the 1950s and are in the second and third cycle. The age profile of the palms is shown in Table 4a. The areas planted are shown in Table 4b.

Table 4a: Age Profile of SOU9 Palms

AGE (years)	% of PLANTED AREA
0 – 3	14
4-10	51
11 – 20	25
21 – 35	10

LOCATION MAP FOR SOU 9



Figure 1: SOU 9 Location Map





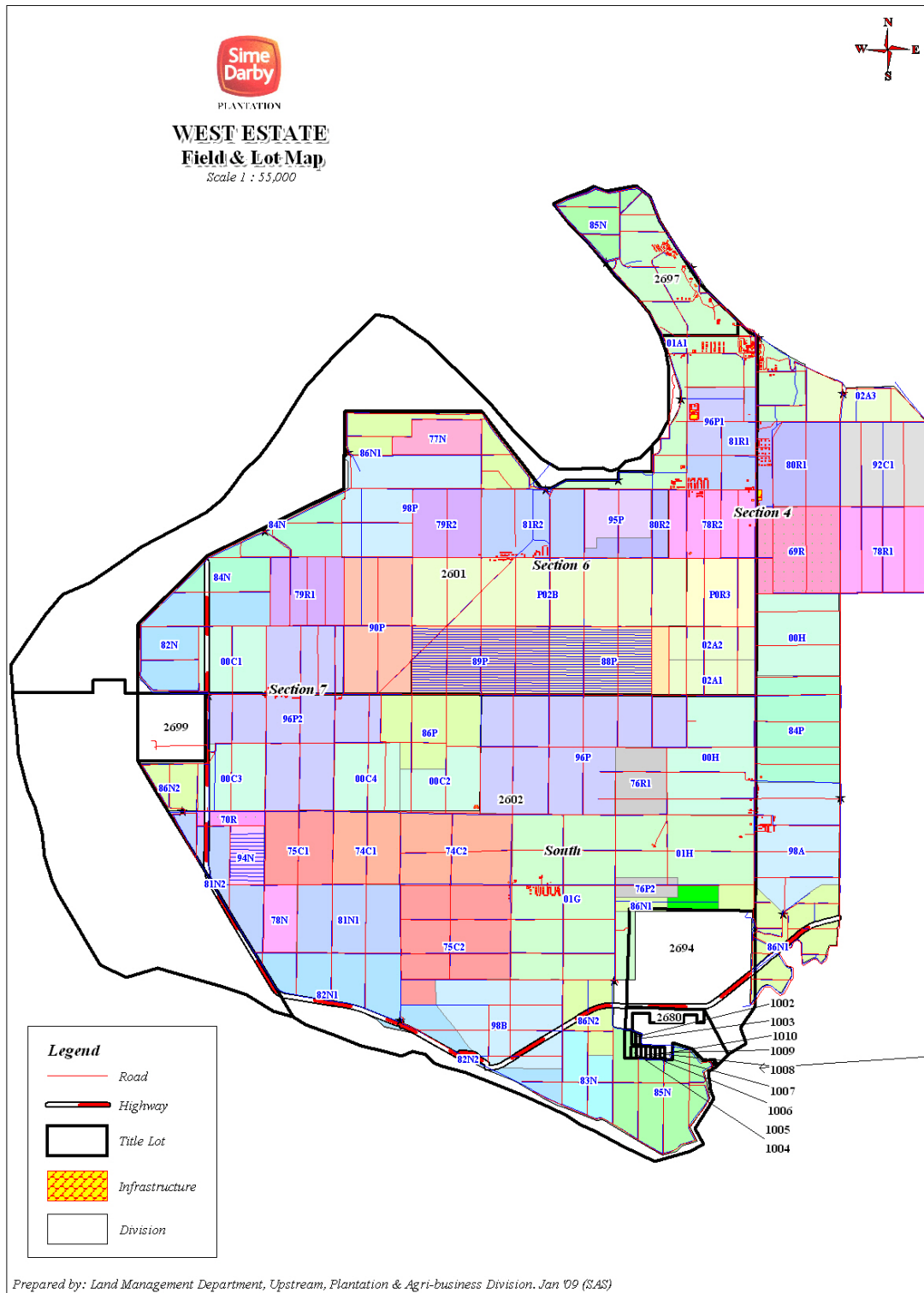


Figure 3: West Estate Layout

**Table 4b: SOU9 Estates and Areas Planted**

<i>Estate</i>	<i>Mature (ha)</i>	<i>Immature (ha)</i>
West	3,795	1,221

### 1.5 Progress against Time Bound Plan

Sime Darby Time Bound Plan (updated December 2010) is included as Appendix A. During 2009, Sime Darby initiated the realignment of three of the Management Units in Malaysia for strategic operating reasons. To date, only one Management Unit has been realigned (SOU 24a), reducing the total number of Management Units from 61 to 60.

Sime Darby has completed Initial Certification Assessments for all of the Management Units in Malaysia, and 11 of the 21 in Indonesia. Sime Darby has scheduled the Initial Certification Assessments for the remaining 10 Management Units in Indonesia for mid-2011 and is on track to achieve the targets of the Time Bound Plan.

Sime Darby provided BSi with an update on progress with resolution of issues raised in 2008 at PT MAS in Indonesia. A follow-up meeting was held between top management of Sime Darby Plantation and representatives of Serikat Petani Kepala Sawit (SPKS) (Organisation for Representing Smallholders) during the RT8 Conference in Jakarta. Mr Paul Wolvekamp of Both ENDS mediated the meeting that was also attended by representatives of Sawit Watch and House of "Adat" from Sanggau. BSi enquiries indicate that significant progress has been made with regard to the issues raised earlier. No new issue was highlighted during the meeting.

BSi's continued involvement with 14 of the Sime Darby Management Units during the previous 12 months has not identified:

- (1) any unresolved significant land disputes;
- (2) any replacement of primary forest or loss of HCVs (Sime Darby did not carry out any new land development during 2010);
- (3) any labour disputes that are not being resolved through an agreed process;
- (4) any evidence of noncompliance with any law at any of the landholdings.

BSi considers that Sime Darby meets the RSPO requirements for Partial Certification.

### 1.6 Progress of Associated Smallholders/ Outgrowers towards RSPO Compliance

West Oil Mill does not process any crop from smallholders or outgrowers.

### 1.7 Organisational Information / Contact Person

Sime Darby Plantation Sdn Bhd  
 Management Unit SOU 9  
 Carey Island Selangor Malaysia  
 Ladang West  
 42960 Carey Island  
 Selangor Malaysia  
 Contact Person: Mr Mohammad Taib Bin Lebai Abu  
 Manager West Estate  
 Phone: 03-3122 0528  
 Fax: 03-3122 0526  
 Email: [west.Estate@simedarby.com](mailto:west.Estate@simedarby.com)

### 2.0 ASSESSMENT PROCESS

#### 2.1 Assessment Team Members

**Charlie Ross** – Lead Assessor

**Iman Nawireja** – Social/Environment Assessor

**Robyn Ross** – Social Assessor (Women and Families)

**Noryati Hambali** – Facilitator (Women and Families)

CVs for Mr Nawireja and Ms Hambali, new team members, are included at Appendix B.

#### 2.2 Assessment Programme

The ASA1 was carried out between 06 and 08 April 2011. The Assessment Programme is included as Appendix C.

The Programme included assessments of the Mill and West Estate against all of the applicable RPSO indicators.

The Nonconformity assigned to Minor Compliance Indicator 5.3.2 and the nine (9) observations that were identified during the Initial Certification Assessment were followed up to check the effectiveness of corrective actions (Refer Section 3.3 Page 14).

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. Checklists and questionnaires were used to guide the collection of information. The ASA1 findings are detailed in Section 3.2 Page 13.

This report is structured to provide a summary for each Principle, together with details for selected indicators. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

Mr Soon Leong Chia, BSi Product Manager RSPO, has reviewed this report for conformance with BSi Procedures and the RSPO Certification System requirements.



### 2.3 Stakeholder Consultation

Internal and external stakeholders were consulted to obtain their views on SOU 9 environmental and social performance and any issues of concern that they may have. External stakeholders were interviewed at their premises where practical or they were invited to the Mill or the Estate. Internal stakeholders were interviewed in groups in the workplace or at their housing. Company officers were not present at any of the meetings. A list of stakeholders contacted and interviewed is included at Appendix D.

## 3.0 ASSESSMENT FINDINGS

### 3.1 Summary of Findings

During the Annual Surveillance Assessment two Nonconformities were assigned against Minor Compliance Indicators 4.4.7 and 5.3.2. Eight (8) Observations/Opportunities for improvement were identified. SOU 9 prepared a Corrective Action Plan for addressing the identified Nonconformity, which BSI reviewed and accepted.

Review of the nonconformity assigned to Minor Compliance Indicator 5.3.2 during the Initial Certification Assessment found the corrective actions were being effectively and consistently implemented and the nonconformity was closed 08 April 2011. In addition, the nine (9) observations had been actioned and the improvements were considered to be effective for addressing the issues. (Refer Section 3.3 Page 14).

BSi recommends continuation of Certification for SOU 9 as a producer of RSPO Certified Sustainable Palm Oil.

#### **PRINCIPLE 1: Commitment to Transparency**

SOU 9 has maintained up to date policies, procedures and management plans for provision of information to the public on request, in accordance with Sime Darby Group Policy. The Mill and Estate maintained a filing system for receiving and responding to requests for information. The majority of requests were from government departments for statistical information on Mill and Estate operations. Records showed that these were replied promptly.

**Criterion 1.1: Oil palm growers and Millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.**

The Estate and the Mill maintain separate files for receiving requests for information as well as copies of the responses. The majority of the requests are from Government Departments seeking operational statistical information. For example MPOB requested details of the 2011-2013 replanting program on 1 December 2010, which was replied on-line on 03 December 2011.

**Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.**

SOU 9 holds copies of each of the management documents that are required to be publicly available, such as land titles, environmental and social impact assessments and improvement plans.

#### **PRINCIPLE 2: Compliance with Applicable Laws and Regulations**

Compliance with regulatory requirements was determined by checking the currency of Certificates and examining the results of internal and external audits. SOU 9 has maintained the systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records confirmed that the Mill and the Estates visited have maintained legal compliance with statutory requirements, such as the Factories & Machinery Act 1967, the OSH Act 1994, the Environmental Quality (Clean Air Regulation) 1978 and the Employment Act 1955. Inspection of a sample of boundary stones confirmed these were clearly marked. Interview of local community representatives confirmed there were no land tenure issues.

**Criterion 2.1 – There is compliance with all applicable local, national and ratified international laws and regulations.**

The most recent DOSH visit was 24 January 2011 and the Mill has addressed the issues raised and there are no outstanding actions required. The Mill boiler stack emissions were tested by A&A Scientific Resources Sdn Bhd six-monthly in 2010, with the most recent sampling completed on 26 August 2010. The Mill boiler dust emissions complied with Regulation 25 of the Malaysian Environmental Quality (Clean Air) Regulations, 1978. The boiler smoke density meter was calibrated by ST Tech Engineering Sdn Bhd on 21 October 2010 and inspection confirmed it was operating. Continuous monitoring records confirmed compliance with smoke density regulations. The DOE carried out a visit to the Mill on 04 November 2010 and did not identify any issues requiring attention. Mill effluent is treated in digester tanks then recycled to the palms by land application in furrows. The monthly BOD (Figure 4) complied with the DOE license limit over the past year.

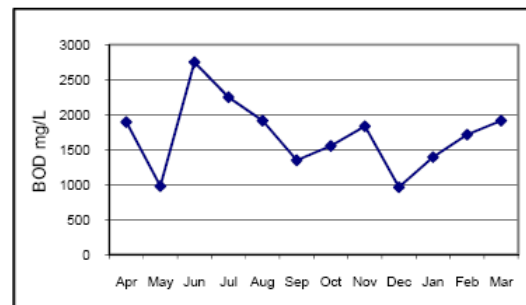


Figure 4: BOD of Treated Mill Effluent 2010/11



Housing meets the government standard. Drinking water is supplied to housing from the government reticulation system and the quality is suitable for domestic use. Electricity is supplied to housing from the Government system.

The Mill has an extension from Department of Labour for working overtime. Inspection of Mill pay records showed that overtime hours worked were consistently within the permitted approval level.

The Mill and Estate hold copies of relevant legislations, eg Pesticides Act, Labour Laws, Industrial Relations Act. In addition, TQEM maintains an up to date “Legal and Other Requirements Register that was last updated on 18 November 2010.

**Criterion 2.2 – The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.**

The company operations are on Freehold land. Field inspection confirmed boundary stones are maintained as a concrete marker painted red. Interview of local community representatives confirmed there have been no disputes over SOU 9 land boundaries.

**Criterion 2.3 – Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.**

The SOU 9 operations are all on Freehold land, which is undisputed and there are no negotiated agreements.

**PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability**

Sime Darby has well-established management systems that include regular monitoring and reporting of performance against production, quality and financial targets. The company has a large research department and laboratories located on Carey Island which is adequate demonstration of the commitment to the industry and sustainability.

**Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.**

The Estates and the Mill have an annual budget for the current 2010-11 year with projections for three years of production and costs. The replanting programme is reviewed annually, during the budget preparation process, with the last review in June 2010.

**PRINCIPLE 4: Use of Appropriate Best Practices by Growers and Millers**

The company has a programme of implementing industry best practice and the performance is reviewed through a programme of regular internal audits by Mill Advisors and Plantation Inspectors and Agronomists. The OER (Figure 5) has decreased since 2008 due to the emphasis on producing premium quality oil, which requires a different ripeness standard. However the FFB

yield per hectare has been increasing which has offset the lower OER.

**Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.**

West Mill produces Premium Quality oil with FFA<1.2%. This is achieved by processing only FFB. Loose fruits are sent to East oil Mill for processing. The West Mill OER has declined to <20% as a consequence of excluding loose fruits from processing and applying a different ripeness standard since 2009.

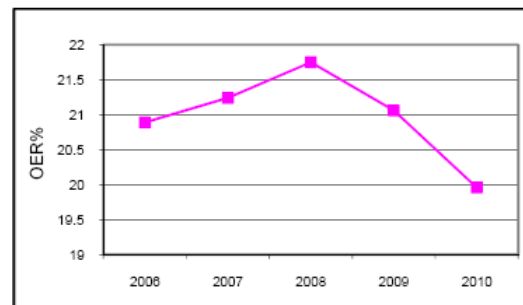


Figure 5: Average Annual Mill OER 2006-2010

The Mill Manager and Assistant Engineers carry out daily checks on Work Instruction implementation. The Mill Advisor carries out inspections approximately six monthly with the most recent 03 September 2010. In addition, internal ISO 9001 audits are carried out annually, with the most recent 24 January 2011. The Plantation Advisor carries out six monthly inspections together with recommended corrective action. Most recent visit 12–14 January 2011 – report held on file together with Estate Managers response for implementing improvements. The FFB yield (Figure 6) has increased from 24 t/ha/year in 2006 to 27.3 t/ha/year in 2010 due to replanted palms reaching maturity.

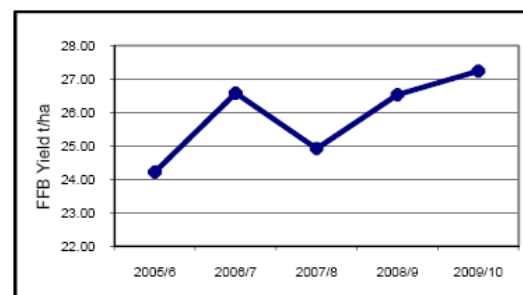


Figure 6: Average Annual FFB Yield 2005 – 2010

**Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.**

Sime Darby R&D Department carries out visual inspection of palms and tissue sampling annually, with the most recent visit report February 2010. The results of visual inspection and leaf tissue analysis are used for assessment of palm nutrition and fertiliser

recommendation. Soil sampling was carried out in March 2010 by R&D Department, and the results reported in May.

**Criterion 4.3: Practices minimise and control erosion and degradation of soils.**

Field inspection confirmed the Estate has continued to maintain groundcover vegetation through a programme of using rotary slashers for harvesting path maintenance and spraying only palm circles. Estate roads were well maintained and all areas visited were readily accessible.

The company continues to manage the acid sulphate soils by maintaining water levels above the pyrite layer using a system of tide gates, screw gates, sluice gates and weirs. SOU 9 achieves consistently good FFB yields from the estate, which is confirmation of the water management program effectiveness.

**Criterion 4.4: Practices maintain the quality and availability of surface and groundwater**

The Sime Darby R&D Department is collaborating with the Mangrove Research Centre on research associated with mangrove stabilisation of foreshores to prevent erosion. To date the program has had limited success, and a low mangrove establishment rate appears to be related to the significant wave action of the area.

West Estate monitors the water quality of outflows from the main drains and tests for pH and conductivity, which are the important parameters for assessment of acidic drainage from acid sulphate soils. The results are entered progressively into a spreadsheet and checked for any significant changes to water quality. Water monitoring data showed similar quality between drainage water sampled from acid sulphate soil management areas and that sampled from non-acid sulphate soils.

Fresh water is obtained from the Government reticulated water supply and minimising usage is an important cost consideration. Mill water usage is monitored daily and reported monthly against the target 0.9 t/t FFB. The Mill achieved the consumption target, except in 2008 due to boiler inspections and the commissioning of the Biogas Project. The Mill started recycling Biogas Digester supernatant to the Mill for cleaning purposes in 2010. The Mill collects rainwater from roof catchments for use in Mill cleaning. The Mill implemented use of pressure cleaning of Mill floors and equipment in mid-2010 to reduce the use of low pressure water hoses for floor cleaning.

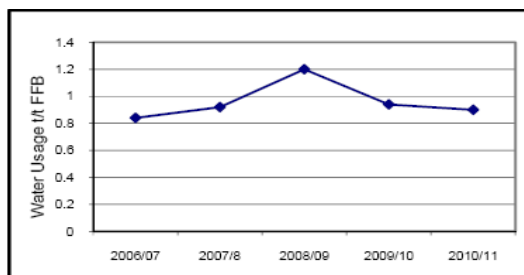


Figure 7: Annual Mill Water Usage 2006-2010

The Estate Water Management Plan involves storage of water in drains during dry periods and release following rainfall and dilution in order to minimise potential effects of acidic drainage. Rainfall runoff from the Mill steriliser and boiler areas is collected and stored in a pond for recycling and use for Mill floor cleaning.

The Mill has a documented Water Management Plan as a component of the Environmental Management Programme and was last revised 1 December 2010. The Plan focuses on the reduction of water consumption and recycling of rainwater. **CR02 – Refer Section 3.2 Pages 13/14 – Three leaking taps and two leaking pipes within the Mill indicated inadequate implementation of the Water Management Plan for reducing water usage.**

**Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.**

West Estate has continued to implement the IPM program that includes monitoring of pest numbers and the use of triggers for initiation of control measures. The Estate also uses Pheromone traps for control of *Oryctes* in immature palms. The Estate has extensive plantings of *Turnera subulata*, *Cassia cobanensis* and *Antigonon leptopus* along roadsides.

Bagworm is the major palm pest and census is carried out monthly, but more frequently if there is any outbreak. Beneficial plants are being expanded from 10 m to 20 m per hectare to assist with control of bagworm. Census for rat damage is carried out three monthly. Census information is used in relation to triggers to decide whether chemical treatment is necessary.

Pesticide usage and active ingredient per hectare have been calculated since 2007. The data (Figure 8) show an overall decrease in Ally usage as less has been required for selective weeding. Methamidophos usage increased in 2008/09 when it was necessary to apply pesticide for control of an outbreak of bagworm. Glyphosate usage has increased due to large areas of young palms reaching maturity.

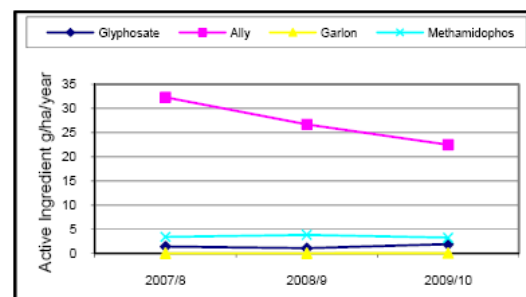


Figure 8: Annual Average Pesticide Active Ingredient Applied (g/ha) 2007-2010

**Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are**

**categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.**

SOU 9 has followed the Sime Darby policies for management of pesticides, which are based on IPM principles. The Estate obtains approval from the Pesticide Board for the purchase and use of Methamidophos – most recent letter of approval 15 March 2011 (Reference Number SG/METHA(GL)/11/009.

Inspection of the main chemical store and Air Hitam Division Store confirmed that pesticides are stored safely and in accordance with Government regulations.

**Observation 01 – refer Section 3.2 Page 14 – There was inadequate marking of 20 Litre pesticide containers used for transporting pre-mixed spray into the field.**

All chemicals are labelled in Bahasa Malaysia. Work Instructions and safety signage use pictorial symbols to illustrate precautions and safe work practices. Interview of spray operators and observation of spraying confirmed workers understood and were implementing product precautions and safe handling practices.

Monthly checks for pesticide operators are carried out by a visiting VMO at each division. A CHRA medical surveillance was carried out for all pesticide operators between October 2010 and February 2011.

The Estate ceased the use of Paraquat in 1990. Inspection of the store confirmed nil stock of Paraquat. Usage of other Class 1 chemicals, such as Methamidophos, is strictly on the basis of pest census.

The quantity and area where chemical has been applied are recorded in the daily cost book. Records are held for more than ten years.

**Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.**

(a) OSH Policy approved by Top Management April 2008 is displayed prominently at Offices and Muster areas.

(b) A HIRAC risk assessment has been carried out for all tasks in the Estates and was updated in January 2011.

The Mill carried out an HIRAC for all work stations and tasks and was last updated 17-23 March 2010. The Mill has a Permit to Work System and Lock-Out-Tag-Out system that includes a risk assessment and safety requirements, including wearing of PPE prior to commencement of any tasks.

(c) i The Estate has prepared an OSHA Training Plan 2010-11. Training for trunk injection equipment and work method was carried out on 24 February 2011 by a Trunk Injection Contractor. The Mill has a documented Training and Awareness Plan 2010/11 to individual worker level. The Mill OSHA Training Plan (2010/11) describes the schedule for safety briefings, training and safety committee

meetings. The Mill provides a safety and environmental briefing to contractors prior to work commencement.

ii Interview of spray operators and observation of tasks confirmed implementation of safe work practices and adherence to product precautions.

(d) i. Appropriate PPE for each task, eg, Harvester = helmet, sickle cover, gloves, rubber boots; Sprayers = cap, goggles, N95 respirator, nitrile gloves, apron, long sleeved shirt, rubber boots. Appropriate PPE is provided to Mill employees – helmets, safety shoes and ear plugs are compulsory for all workers. In addition, high visibility vests are provided to workers at locations where mobile plant and equipment are used and for those who travel to work by motor cycle or bicycle. The Mill makes checks on wearing of PPE and issues stop work order if noncompliance.

**Observation 02 – refer Section 3.2 Page 14 – At the Mill workshop a damaged face shield was available for use for electric arc welding. When this was pointed out, it was removed immediately and replaced with a new face shield from the central store.**

(e) Two Assistant Managers have been appointed responsible for OSH at the Estate. The Mill Trainee Assistant Engineer is the designated Safety Coordinator.

(f) The Estate holds OSH Meetings quarterly – most recent 23 February 2011, attended by 29 staff, worker representatives and contractors. The topics discussed included safety briefing, action items from previous meeting, accident investigation and training. The Mill holds OSH Meetings quarterly – most recent 06 January 2010. Topics on the agenda include accident reports and investigations, workplace inspections, training, PPE and contractors' safety.

(g) The Estate Accident and Emergency Procedures include a detailed plan for each Division Office and Housing area for the main emergencies that potentially could occur. Interview of workers and females at housing confirmed they had been trained in emergency procedures, such as fire outbreak.

The Mill has a documented ERP that covers the major emergencies that may occur and was updated 10 January 2011. The Plan includes a description of action to be taken, call out list and a site plan. The emergency contact phone numbers are displayed on notice boards throughout the Mill. An emergency drill was carried out on 26 March for assessment of response to a fire. The Mill carried out fire fighting training on the same day for the 16 members of the Emergency Response Team.

(h) First Aid Training was carried out by the Hospital Assistant on 29 March 2011 for 17 staff and workers from East & West Estates and on 02 April 2011 for more than 20 Mill staff and workers. The

First Aid Training covered minor injuries and snake bite.

- i) First Aid Kits have been supplied to Estate supervisors. Inspection confirmed stocked First Aid Kits available. There are 7 First Aid Kits located in the Mill and sample inspection confirmed these were appropriately stocked.

The Mill and the Estate maintain records of all accidents, including investigation and follow-up preventive action. Records held on file. The Estate LTI has been variable because of the recruitment of unskilled workers, but has decreased significantly since 2007/08. The Mill LTI Index has reduced since 2007/08 due to regular emphasis on workplace safety at muster briefings and workplace inspections.



Figure 9: LTI Frequency 2006 – 2010

Malaysian staff and workers are covered by Social Security Organisation (SOCSO) Insurance. All foreign workers are covered by RHB Insurance under Master Policy D08WFWC8606982KL/002 current 01/07/2010 to 30/06/2011.

**Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.**

The Estate and Mill revise their Training Programme each year for staff and workers using information from a training needs assessment, including safety and quality. Training records are maintained.

**PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity**

The Mill Environmental Improvement Plan has continued to focus on reducing the impact of point source pollutants, through segregation of waste water and solid wastes. The Estates Improvement Plans included expansion of biological controls, such as barn owls and beneficial plants in the IPM Programme. The Mill has commissioned a biogas plant for generation of electricity for standby power, and all vehicles use biodiesel produced at the Sime Darby Refinery on Carey Island.

**Criterion 5.1: Aspects of plantation and Mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive**

**ones are made, implemented and monitored, to demonstrate continuous improvement.**

The Estate carried out an EIA using a risk assessment method that was facilitated by TQEM Department and revised in January 2011. The Mill has ISO 14001 EMS Aspects and Impacts Register that was based on a risk assessment process and was updated 09 and 10 July 2010.

The Estate have updated Environmental Improvement Plans with IPM the main priority for the Estate and the reduction in water consumption at the Mill.

**Criterion 5.2: The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or Mill management, shall be identified and their conservation taken into account in management plans and operations.**

All land within the Estate boundaries was cleared during the early years of development. However part of the Estate is bordered by mangroves which were assigned HCV 4, while HCV 6 occurs for Orang Asli grave sites. Sime Darby has continued to support the Mangrove Research Centre at West Estate. Sime Darby R&D Department is collaborating with the University of Malaya on research associated with mangrove stabilisation of foreshores to prevent erosion.

The monitoring program is aimed at protecting the mangrove habitat from disturbance and involves daily checks by the water management bund operators. **Observation 03 – refer Section 3.2 Page 14 – No progress was reported on the development of a site-specific programme for monitoring mangroves. The establishment of “photo-point” monitoring was discussed as a method of recording changes along the shoreline, particularly relating to erosion.**

Signboards prohibiting the disturbance of vegetation, hunting and lighting of fires are located near entrances to the Estate and at mangrove areas. Interview of workers confirmed awareness of the company rules relating to protection of fauna and that information has been communicated to them at Muster briefings.

**Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.**

The Mill and Estate “Waste Management Action Plan 2010-11”, continues to emphasise the separation of wastes at source to reduce the amount needed to be disposed in a landfill. Wastes generally well controlled at the Mill and the Estate, but was inconsistent at housing.

**Observation 04 – refer Section 3.2 Page 14 – Although colour-coded bins are available for recycling at housing, the continued disposal of all refuse at the landfill indicated lack of awareness and commitment to implement segregation at source.**

DOE licensed contractors are engaged to collect and dispose of pesticide and workshop wastes. For example,



the Mill has continued to use contractor (Kualiti Alam Sdn Bhd) DOE Licence Number 000211-000218 issued 28 April 2004 to remove scheduled waste. A recent manifest for 23 February 2011 Serial No 056843-003 for removal of Mill wastes. Monthly stock-takes of scheduled wastes were kept up to date, as required under the Environmental Quality Act (1974) and the Environmental quality (Scheduled Wastes) Regulations 2005.

Medical waste is well controlled with clearly labelled “sharps container” and “medical waste storage bags” that are transferred to Clinic Sentosa and records are held on file for the chain of custody of the wastes. Used pesticide containers are disposed by G-Planter Sdn Bhd, for example consignment on 28 July 2010 Lorry No JMG1008. **CR03 – Refer Section 3.2 Page 14 – There is inadequate control of Mill boiler ash to prevent it from entering the adjacent monsoon drain and discharge offsite into the adjacent field drains.**

SOU 9 has consistently recycled EFB to the field to immature and mature palms. Treated POME is applied to mature palms in furrows. Inspection confirmed that land application is well managed. Fibre and nut shell are used as fuel for the Mill boiler, with excess shell sold as fuel.

**Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.**

Renewable and Non-renewable energy use are monitored and reported monthly to top management. This information has been used to optimise the operation of the Mill boiler for electricity generation. A constraint has been the cost of feedwater that is obtained from the government supply. This has had to be balanced against purchasing stand-by electricity from the government supply. The average renewable energy use in 2010-11 made up 92.1% of the total Mill requirement.

The Mill has commissioned a plant to generate electricity from biogas captured from anaerobic digestion of Mill effluent. The biogas co-generation plant produces approximately 200 kW of electricity to supplement the Mill supply.

**Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situation, as identified in the ASEAN guidelines or other regional best practice.**

The company has consistently implemented the zero burn policy in relation to the replanting of palms and waste disposal. Felled palms are chipped and placed in a closed end conservation terrace for mulching.

**Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.**

The Mill has focused on reducing the quantity of Mill effluent requiring treatment and disposal. This is being achieved by effective segregation of clean water such as rainfall runoff from the Mill effluent. The Mill

constructed a plant to generate electricity from biogas captured from anaerobic digestion of Mill effluent. There have been problems with monitoring and control of the system but these has been corrected and the plant has been used intermittently, producing 200 kW of electricity. When electricity is not being generated, the biogas is flared. The biogas plant reduces the emission of methane and other greenhouse gases associated with anaerobic digestion of Mill effluent. A new item is to seal the road access into the Mill to reduce dust emissions from vehicle traffic. **Observation 05 – refer Section 3.2 Page 14 – The West Estate Central Workshop needs minor improvements of the washdown bay for trapping sediment.**

**PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers**

SOU 9 has continued to maintain good relationships with employees, contractors and local communities. West successfully averted a land dispute through engagement and dialogue with the local community. Initially local people claimed the company had overplanted on their land, but an independent survey found the reverse had occurred and smallholders had overplanted on company land. SOU 9 has maintained the status quo until the issue is finally settled.

The main improvement for workers is the construction of new houses which are part of a replacement programme. The continues to recognise freedom of association and workers are represented on the Joint consultative committee that meets quarterly and they also can raise issues through their representatives on the Safety committee.

Interviews and inspections of payroll records did not find any evidence of discrimination and there is an active Gender Committee.

Interviews of workers and their families indicated they are treated fairly and there were no issues related to discrimination.

Contractors and Outgrowers stated they had a good relationship with the company and that dealings were fair and transparent.

**Criterion 6.1: Aspects of plantation and Mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.**

SOU 9 has reviewed and updated the SIA and action plans for the Mill and the Estate and included consultation of internal and external stakeholders. The action plans for the Mill included customer focus and employees, while the Estate concerns were broader and included maintaining good relations with the nearby communities. **Observation 06 – refer Section 3.2 Page 14 – The Social Action Plan was not complete as it had not assigned specific responsibilities.**

**Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or Millers, local communities and other affected or interested parties.**

Although Sime Darby has formal procedures for guiding stakeholder communication, SOU 9 uses an informal approach of visits to communities to discuss and receive input on any issues or concerns they have. Local community representatives indicated they had a good relationship with the company and communication was adequate. The Estate and Mill have kept the list of stakeholders up to date by reviewing contact persons and phone numbers.

**Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.**

Sime Darby has a policy that during replanting a survey has to be carried out to re-delineate the land boundary. Prior to replanting of block 2010D, the Estate assigned a license surveyor “IBR Ukur Consultant” to resurvey the boundary. Following the survey, a map was produced on 29 June 2010 (Plan number IBR/SEL/141/10/P1).

On 14 July 2010 a Kampung Sungai Kurau resident sent a letter to West Estate and to Land and Survey Department – Kuala Langkat and Office for Indigenous People – Kuala Langkat, to clarify land ownership adjacent to block 2010D bordering with the Kampung. Local people suspected that the company might have inadvertently overplanted local peoples’ land and requested a survey to delineate the boundary. The Estate received the letter on 21 July 2010, at the same time as a letter from Land and Survey Department requesting the Estate to resolve the claim. A meeting between West Estate and 5 Kampung Sungai Kurau representatives was held on 24 July 2010. During the meeting it was agreed that a re-survey be carried out to ensure correct land boundary. West Estate requested IBR Ukur Consultant to re-survey the boundary in September 2010. Re-survey confirmed the validity of the previous survey and a new map was not required. It was found that the Kampung Sungai Kurau people had actually encroached the Estate land along the boundary for a total area of 1.29 ha.

On 27 September 2010, the Estate sent a letter to Land Office explaining the chronology of the claim and the survey result where actually the Kampung Sungai Kurau had encroached and planted oil palm on Estate land. A reply (No. Bil.(40) dlm.PTK.Lgt.A2/3/1443 dated 05 October 2010) sent by the Land Office to Kampung Sungai Kurau representative confirmed company ownership of the disputed land. Currently West Estate is waiting for Sime Darby Head Office for a final resolution. However, the Estate has permitted local people to continue to harvest the oil palm in the area until a decision is made by Sime Darby Land Department.

This case illustrates that SOU 9 has made good progress to resolve the situation through consultation and

discussion. In line with the Company policy, the system is open to all parties.

**Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary 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.**

The process described above at Criterion 6.3 has shown that the complaints and grievance process also is suitable for application to land disputes. The Estate has managed to progress the resolution of the issue, but the final settlement is now dependent on the compensation assessment by the corporate land management department of Sime Darby who assess and advise on compensation.

**Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.**

Pay and conditions are documented in NUPW/AMESU and MAPA Agreements and inspection of pay records confirmed payments complied with the current agreements. Interviews of Mill and Estate male and female staff and workers confirmed they understand terms and conditions of employment.

A fair standard of housing is provided for workers and families. Water is supplied from the Government reticulation system and is free to all residents. Electricity is from the government supply and workers pay for usage above RM10. Primary and Secondary schools are close by – three schools within the Estate – four schools total on the island – all are Government schools.

**Observation 07 – refer Section 3.2 Page 14 – At the Mill housing, drainage repairs had not been carried out at Block “C” and workers had complained that their houses flooded during heavy rain. A Nonconformity was initially issued but Management advised that construction of Block “B” houses has recently been completed and was awaiting approval for handover and the residents will be moved immediately from block “C”. (Evidence was provided post audit to confirm that the affected houses have been vacated and the residents relocated to the new housing.)**

**Criterion 6.6: The employer respects the right 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.**

The Mill and Estate maintain minutes of meetings with Union officials and representatives. SOU 9 management held a meeting on 10 March 2011, attended by 3 NUPW branch officials and 11 SOU 9 representatives. Issues discussed included deductions, workers’ dependents hospital bill reimbursement, clarification on harvester payments, and repairs to workers’ quarters. The record

of the meeting was held on file “Workers Union Correspondence & Minutes of Meeting”.

Inspections confirmed that the Social Policy that includes a statement on Freedom of Association has been translated into Bahasa Malaysia and is displayed at both the Estate and Mill Offices and at Muster Areas.

**Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.**

Age checks are made at the time of hire and is confirmed by national ID Card (Malaysia) and by passport (foreign Workers). No children were observed at any of the locations visited during the ASA1.

**Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.**

Interviews of staff and workers and checks of payroll records confirmed that there is no discrimination between workers on the basis of ethnicity, religion or gender.

**Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.**

A Gender Committee is active and all female staff and workers interviewed were aware who their Committee Member Representative was.

Interviews of female Staff and Workers confirmed awareness of the Sexual Harassment Grievance mechanism but advised they had not had necessity to apply it.

**Criterion 6.10: Growers and Mills deal fairly and transparently with smallholders and other local businesses.**

The West Mill processes only crop from company owned Estates.

The terms and conditions of contracts are explained to contractors and suppliers before signing. Contracts include requirements to comply with OSHA Act and Environmental Quality Act. Interviews of Contractors confirmed there were no issues and that payments are made in a timely manner.

**Criterion 6.11: Growers and Millers contribute to local sustainable development wherever appropriate.**

The local communities are well provided with government infrastructure and services, water electricity supplies, all-weather access roads and schools. The Estate makes contributions to local communities in the form of monetary donations and in kind when requested, such as the use of machinery for mowing.

**Principle 7: Responsible Development of New Plantings**

*SOU 9 has not carried out any new oil palm developments and there are no plans for expansion of plantings. Principle 7 is not applicable to this Assessment.*

**Criterion 8.1: Growers and Millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

The Estate has made progress with the IPM programme in reducing the quantity of pesticides applied over the past 3 years. The Use of Class 1 chemicals, such as Methamidophos is tightly controlled and strictly on the basis of pest census information.

The Mill has made progress with the biogas plant for generation of electricity from anaerobic digestion of Mill effluent. This is operated to generate standby electricity and reduces the quantity generated by non-renewable energy and purchased from the government supply.

The Mill Environmental Management Programme continues to focus on actions to minimise water consumption and to maximise recycling of water from rainwater collection and the effluent treatment plant for use in general cleaning. This in turn reduces the quantity of effluent requiring treatment and disposal. The Estate is at the early stage of implementing separation and recycling of domestic refuse, which will reduce the quantity requiring placement in a landfill.

The Estate and Mill have continued to maintain effective spill containment and pollution control devices for minimising the risk of accidental discharge of potential contaminants in drainage from workshops and chemical storage and use areas. The Mill has an action plan and budget to seal the road access to the Mill to reduce dust emission.

The SIA includes a Social Action Plan for mitigation of issues identified and raised by local communities including the designated person responsible and a target completion date.

### **3.2 Identified Nonconformities and Noteworthy Positive and Negative Observations**

Nonconformities were assigned to Minor Compliance Indicators 4.4.7 and 5.3.2. Seven (7) Observations/Opportunities for improvement were identified.

SOU 9 has prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi has reviewed and accepted.

#### **CR02: 4.4.7 Evidence of Water Management Plans**

*A nonconformity was assigned because at the time of the Assessment three leaking taps and two leaking pipes within the Mill indicated inadequate implementation of the Water Management Plan for reducing water usage.*

SOU 9 has prepared a Corrective Action Plan for addressing the identified nonconformity as follows:

The pipes have been repaired. Training on awareness to conserve water and defect reporting will be conducted to all workers and staff.

*Progress toward resolution of the issue will be followed up at the next Annual Surveillance Assessment.*

**CR03: 5.3.2 Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.**

*A nonconformity was assigned because there is inadequate control of Mill boiler ash to prevent it from entering the monsoon drain and discharge offsite into the adjacent field drains.*

SOU 9 has prepared a Corrective Action Plan for addressing the identified nonconformity as follows:

The entire sump trap has been improved by increasing the wall trap level to prevent boiler ash from entering the monsoon drain. The main drain has been cleaned of boiler ash by using excavator.

*Progress toward resolution of the issue will be followed up at the next Annual Surveillance Assessment.*

**Observations/Opportunities for Improvement**

Seven (7) Observations/Opportunities for Improvement were identified. The progress with the Observations/Opportunities for Improvement will be checked at the next Surveillance Assessment.

**01 (4.6.3)** There was inadequate marking of 20 Litre pesticide containers used for transporting pre-mixed spray into the field

**02 (4.7.1)** At the Mill workshop a damaged face shield was available for use for electric arc welding. When this was pointed out, it was removed immediately and replaced with a new face shield from the central store.

**03 (5.2.2)** No progress was reported on the development of a site-specific programme for monitoring mangroves. The establishment of “photo-point” monitoring was discussed as a method of recording changes along the shoreline, particularly relating to erosion.

**04 (5.3.2)** Although colour-coded bins are available for recycling, the continued disposal of all refuse at the landfill indicates lack of awareness and commitment to implement segregation at source.

**05 (5.6.1)** The West Estate Central Workshop needs minor improvements of the washdown bay for trapping sediment.

**06 (6.1.3)** SOU 9 has not updated the Social Action Plan to include specific responsibilities for improvement.

**07 (6.5.3)** At the Mill housing, drainage repairs had not been carried out at Block “C” and workers had complained that their houses flooded during heavy rain. A Nonconformity was initially issued but Management advised that construction of Block “B” houses has recently been completed and was awaiting approval for handover and the residents will then be moved immediately from block “C”.

**Noteworthy Positive Components**

- Major improvements have been made to the Contractor Workshop and it is now of similar standard to the company facilities in terms of safety and “housekeeping”.
- SOU 9 Produces premium quality CPO that has FFA <1.2% and sets a benchmark for the industry.
- The Estate has continued the expansion of beneficial plants, with extensive plantings now established along roadsides throughout the oil palms.
- Many birds of prey, such as Black Shouldered Kite, were sighted using the “perches” installed at locations throughout the Estate.
- The Mill and Estate have achieved reduction in LTA over the past five years, which is a very good indicator of the commitment to the health and wellbeing of its employees.

**3.3 Status of Nonconformities (Major and Minor) Previously Identified (during Initial Certification Assessment)**

Corrective Actions for the Nonconformity identified during the Initial Certification Assessment have been effectively and consistently implemented and the nonconformity was closed 08 April 2011.

**CR01: 5.3.2 Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution**

**ASA1 Findings:** *The workshop had undergone major improvement with safety standard approaching that applied to the Estate’s central workshop. Wastes and other hazardous materials were segregated and appropriately controlled.*

**The Nonconformity was closed 08/04/2011**

**Review of Progress with Observations/ Opportunities for Improvement Identified (during Initial Certification Assessment)**

**01 (2.1.1)** During inspection of pay records it was found that 17 Mill workers had exceeded the legal limit of 104 hours overtime worked during October and November. The Company had applied to the



Labour Department for an extension to the overtime limit, but at the time of the Mill Inspection had not received approval. A nonconformity was assigned to this Major Compliance Indicator. Prior to the Closeout meeting the Labour Department on 29 January approved an extension of overtime hours to 150 per month – letter viewed by the Audit Team. The Nonconformity was downgraded to an Observation.

**ASA1 Findings:** *Inspection of a sample of pay records confirmed all overtime hours were within the approved 150 hours per month.*

**02 (4.4.3)** Water quality results from sampling of Estate drains are recorded in a hard copy notebook rather than entered to an excel spreadsheet for analysis of trend information. Monitoring of the trend is important for timely identification of changes in water quality.

**ASA1 Findings:** *Laboratory results are entered into a spreadsheet and displayed graphically.*

**03 (4.4.7)** Inspection of the housing revealed that tanks are used for harvesting rainwater but guttering on some houses was rusted through or missing. Staff stated that current budget has an allocation for replacement of guttering/pipes and Estate has obtained a quotation from a Contractor and is allocated in the 2009/10 budget.

**ASA1 Findings:** *Replacement guttering to Mill housing inspected has not been carried out. Estate housing inspected found guttering had been repaired/replaced.*

**04 (4.6.4)** Although chemical labels and safety signage are in Bahasa Malaysia, Mill and Estate MSDSs are in English. The Mill and Estate chemical store supervisors and operators do not read English and do not understand the information on the MSDSs. The Mill has requested MSDSs (translated to Bahasa Malaysia) from suppliers and one set has been received.

**ASA1 Findings:** *MSDS are available in Bahasa Malaysia for the main chemicals used.*

**05 (5.2.2)** The mangrove monitoring aspect of the HCV Management Plan is too general and could be improved by the inclusion of practical, measurable indicators. There is an opportunity to work with the Mangrove Research Centre to develop a practical monitoring programme that is based on sound science.

**ASA1 Findings:** *No progress was reported. The establishment of “photo-point” monitoring was discussed as a method of recording changes along the shoreline, particularly relating to erosion.*

**06 (5.3.2)** Separation of wastes at housing has been initiated but further training and awareness are required to implement consistent practices.

**ASA1 Findings:** *Although colour-coded bins are available for recycling, the continued disposal of all refuse at the*

*landfill indicates lack of awareness and commitment to implement segregation at source.*

**07 (5.3.2)** During inspection of the effluent treatment plant, minor spillage of treated effluent had occurred adjacent to Digester Tank No 3 during filling of tankers and leakage into the adjacent drain had occurred. Corrective action was taken immediately to seal the off-take pipe, cease its use and to clean up the minor spillage.

**ASA1 Findings:** *The effluent treatment plant area was well-maintained and there was no evidence of spills.*

**08 (6.1.1)** The SIA Report includes a summary of meetings but does not include complete details of attendances.

**ASA1 Findings:** *Informal discussions have been held with stakeholders, but the outcome was not recorded for SIA purposes.*

**09 (6.9.1)** Interview of female Mill Staff and Workers revealed that the workers were not aware of the recent formation of the Gender Committee, which indicates the need for improved communication and awareness.

**ASA1 Findings:** *All Mill staff and workers interviewed were familiar with the Gender Committee and two workers are Committee Members.*

### 3.4 Issues Raised by Stakeholders

*The issues raised by stakeholders during the Certification Assessment (2009) were followed up during this Assessment and found to have been actioned appropriately by the company.*

#### ASA1 Issues

The majority of stakeholders had positive comments about SOU 9. For the situations where stakeholders raised issues, the company’s response is stated below.

Interview of female staff and workers identified that the Hospital Assistant does not always issue Medical Certificates when personnel are genuinely ill. This issue was also raised during the SIA review conducted by TQEM March 2011.

**Company Response:** *Workers are issued a “chit” at Muster to attend the clinic for assessment. If a request for an MC is denied and the worker feels that they cannot return to work and require a “sick day” they should return to the Office and advise Management. Management will investigate this issue further.*

#### 4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

##### 4.1 Date of Next Surveillance Visit

The next surveillance visit will be scheduled within twelve months of the ASA1.

##### 4.2 Date of Closing Nonconformities (Major and Minor)

**Table 5: Status of Nonconformities**

CAR	CLASS	ISSUED	CLOSED
CR01	Minor	28/01/2009	08/04/2011
CR02	Minor	08/04/2011	"Open"
CR03	Minor	08/04/2011	"Open"

#### 4.3 Sign-off of Surveillance Assessment Findings

Please sign below to acknowledge receipt of the assessment visit described in this report and confirm the acceptance of the assessment report contents including assessment findings.

Signed for on behalf of  
Sime Darby Plantation Sdn Bhd (SOU 9)



.....  
Mr Mohammad Taib Bin Lebai Abu  
Manager West Estate

**Date: 26 May 2011**

Signed for on behalf of  
BSi Group Singapore Pte Ltd



.....  
Mr Charlie Ross  
Lead Auditor

**Date: 27 May 2011**

## ***Appendix "A"***

### ***Sime Darby Time Bound Plan***

**SIME DARBY PLANTATION**  
**RSPO CERTIFICATION TIME BOUND PLAN & STATUS**

Financial Year	SOU	Main Assessment	Status	Surveillance Assessment	Status
<b>PLANTATION MALAYSIA</b>					
<b>2010 / 2011</b>	SOU 26	Jun-08	Certified in Oct-08	Sep-10	Re-certification approved
	SOU 28, 29, 30 & 30b	May-08	Certified in Jan-09	Nov-10	Assessed, report pending with CB
	SOU 14 & 17	Sep-08	Certified in May-10	Mar-11	Planned
	SOU 8, 9 & 9a	Jan-08	Certified in May-10	Mar-11	Planned
	SOU 21	Feb-09	Certified in May-10	Apr-11	Planned
	SOU 25 & 30a	Apr-09	Certified in May-10	Apr-11	Planned
	SOU 1	Jul-09	Certified in Aug-10	Jun-11	Planned
	SOU 19a	Jun-09	Certified in Oct-10	Aug-11	Planned
	SOU 20	Jun-09	Certified in Nov-10	Sep-11	Planned
	SOU 24	Dec-08	Assessed, report under review		
	SOU 23	Jan-09	Assessed, report under review		
	SOU 5, 5a & 6	Jan-09	Assessed, report under review		
	SOU 2, 4, 18 & 22	Feb-09	Assessed, report pending with CB		
	SOU 19	Jun-09	Assessed, report under review		
	SOU 10, 11 & 12	Jun-09	Assessed, report pending with CB		
	SOU 13, 15 & 16	Jun-09	Assessed, report pending with CB		
	SOU 3 & 7	Jul-09	Assessed, report pending with CB		
	SOU 31, 32, 33 & 34	Jul-09	Assessed, report pending with CB		
	SOU 27	May-10	Assessed, report pending with CB		
<b>PLANTATION INDONESIA</b>					
<b>2010 / 2011</b>	SOU 13	Nov-08	Certified in Aug-10	Jun-11	Planned
	SOU 1, 14	May-09	Certified in Nov-10	Sep-11	Planned
	SOU 2, 3, 4, & 5	Oct-10	Assessed, report pending with CB		
	SOU 14, 15, 19 & 20	Nov-10	Assessed, report pending with CB		
	SOU 18	Dec-10	Audit pending		
	SOU 6, 7, 8, 9 & 10	Jun-11	Planned		
	SOU 11, 12, 20 & 21	Jun-11	Planned		



## ***Appendix “B”***

### ***CVs for New Team Members***

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**IMAN K NAWIREJA – Curriculum Vitae**


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Date of Birth:	19/11/1971
Nationality:	Indonesian
Sex and Status:	Male and Single
Present Status:	Lecturer and Researcher, responsible for collection, analysis and review of agricultural data for various land use, cropping pattern and crop yield, farming practices, migration, and socio-culture attitude.
Office:	Bogor Agricultural University PO Box 168, Bogor Telephone (0251) 624661, 621947, 621667 Fax (0251) 624661
Residential:	Komplek Darmaga Pratama Blok M1 No. 21 Bogor Indonesia

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Mr Nawireja is experienced in social and environmental impact assessments, with wide experience throughout Indonesia and Malaysia working with local communities and multinational corporations.

Mr Nawireja has more than 10 years working experience and has been involved in many RSPO Audits in Indonesia, Malaysia and PNG; Environmental Impact Assessment Projects (EIA); and other social development projects. He is also a member of the RSPO INA SWG Working Group.

Mr Nawireja has graduated with a B.Sc in Agricultural Science, Majoring in Social and Economics of Agriculture, Bogor Institute of Agriculture (IPB), Bogor, 1997 and a Masters Degree in Communications, Majoring in Mass Communications, Faculty of Post Graduate Program, University of Indonesia (UI), Jakarta, 2002. Mr Nawireja is now pursuing Doctorate degree in Rural Sociology providing extensive and multi-disciplinary capabilities.

**FIELDS OF COMPETENCE**

Socio-Economist  
Rural Sociology  
RSPO Principles & Criteria

**Education/Training**

PhD Candidate, Rural Sociology, Faculty of Post Graduate Program. Bogor Agricultural University (IPB).  
MA, Communications. Faculty of Post Graduate Program. University of Indonesia (UI). Jakarta. 2002.  
BS, Agricultural Science, Majoring in Agricultural and Resource Economics, Bogor Agricultural University (IPB), 1997.

**Languages**

Indonesian (excellent – native)  
English (good)

**Key Industry Sectors**

Palm Oil  
RSPO Principles & Criteria  
Mining and Extractive  
Oil and Gas

**Training**

- IRCA ISO 9000: 2000 Lead Auditor Training. Sucofindo-ICS. 2008. Jakarta.
- Journalistic "Air Pollution" Training, Toyota Astra Motor Company, Swiss Contact, and PT. Gilang Qipra Qualita. 1998. Jakarta.

- English (Pre Advance Class), the English Language Center. Bogor Institute of Agriculture. 1995. Bogor.
- National Training on Organizational Profession Management (TMOP). The MISETA – IPB. 1994. Ciawi, Bogor.
- English Course (Intermediate Class), the English Language Center. Bogor Institute of Agriculture. 1993. Bogor.
- Intermediate Journalistic Training, State High School of Accountancy (STAN). Jakarta. 1993.
- English Course (Lower Intermediate Class), The English Language Center. Bogor Institute of Agriculture. 1992. Bogor.
- Basic Journalistic Training, Gema Almamater IPB (Campus Newspaper of Bogor Institute of Agriculture). 1992. Bogor.

#### Publication & Paper

- Iman K Nawireja and Charlie Ross, 2010. Challenges to Certification for Smallholders and Practical Solutions. Paper presented in ICOPE Conference: Measurement and mitigation of environmental impact of palm oil production, 23 - 25 February 2010. Grand Hyatt Hotel Nusa Dua Bali – Indonesia.
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- Social Auditor, RSPO Surveillance Audit Sime Darby SOU 03, Perak, Malaysia. March – March 2011.
- Social Auditor, RSPO Surveillance Audit IOI Pamol Kluang, Johor, Malaysia. March – March 2011.
- SOPs Implementation Assessment and RSPO Pre-Assessment of PT Bhuana Aditama, West Kalimantan, Indonesia. February – March 2011.
- Team Leader, RSPO Baseline Assessment of PT MSS Plantation Bengkulu, PT SAP Plantations, South Sumatra and SSS Plantation, West Kalimantan, Indonesia. State Secretariat for Economic Affairs (SECO). February – February 2011.
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- Sociologist, Environmental Impact Assessment (EIA) for The Development of Landfill Category II, PT Prasadha Pamunah Limbah Industri (PPLI). January 2005 – January 2007
- Socio-Economist Specialist, Flood Control Study of Ciliwung Watershed, West Java, Indonesia, Indonesian Institute of Science (LIPI). June 2006 – December 2006
- Sociologist, Environmental Site Audit, The Closing of Field Facilities, Cianjur, West Java, Indonesia, PT Eisai Indonesia. September 2006 – November 2006
- Sociologist, Environmental and Social Assessment, Expansion of Oil Palm of PT Henrindo Inti Persada (HIP), Sorong, West Papua, Indonesia, PT Henrindo Inti Persada (HIP). August 2006 – September 2006
- Social Auditor, RSPO Pre-Audit of Five Oil Palm Plantation and Mills, North Sumatra and Riau Province, Indonesia, EDF Energy, UK. August 2006 – September 2006.
- Sociologist, Penyusunan Blue Print Bisnis Pembangkitan Saguling PT. Indonesian Power. Saguling, Rajamandala, West Java, PT Indonesia Power. October 2005 – July 2006
- Sociologist, Pengendalian Banjir Ditinjau dari Aspek Tekno-Ekonomi Dan Sosial Budaya: Peran Pemerintah, Dunia Usaha dan Masyarakat, Environment Ministry (KLH). December 2005 – June 2006
- Sociologist, Evaluation of Sustainable Nature Production Forest Management (PHAPL)—PT Sulwood, Sulawesi, Department of Forestry. October 2005 – December 2005
- Sociologist, Study of Acceleration New Autonomy Regency, National Planning Agency (BAPPENAS). April 2005 – October 2005
- Sociologist, Environmental and Social Assessment, Expansion of Oil Palm PT Gunung Palawan Lestari, Bangka Island Indonesia, German Investment and Development Company (DEG). April 2005 – Mei 2005
- Sociologist, Socio-cultural Impact and Community Development Program of PT Riau Andalan Pulp and Paper, PT Riau Andalan Pulp and Paper (APRIL Group). January 2005 – April 2005
- Sociologist, Urban Poverty (P2KP Program) Evaluation Study, National Planning Agency (BAPPENAS). November 2004 – December 2004
- Sociologist, PT Petro Widada (Chemical Blast Accident) Environmental and Social Audit, Gresik, East Java, Environment Ministry (KLH). August 2004 – September 2004

- Sociologist, Environmental and Social Assessment, Expansion of Oil Palm Plantation Expansion, PT Harapan Sawit Lestari, Manismata, West Kalimantan Indonesia, German Investment and Development Company (DEG). July 2004 – August 2004
- Socio-Economic Auditor for Environmental and Social Audit of PT Kalisco, Pontianak West Kalimantan Indonesia, Environment Ministry (KLH). March 2004 – June 2004
- Sociologist, for Environmental Impact Assessment of Tin Mining in Bangka Island Indonesia, PT. Mitra Stania Prima. September 2003 – February 2004.
- Sociologist, Evaluation of Sustainable Nature Production Forest Management (PHAPL)—PT Inhutani II Pulau Laut, South Kalimantan, Department of Forestry. October 2003 – December 2003
- Sociologist, Collaborative Networking for Community Development, Agency for Regional Development Planning of Indragiri Hilir Regency. July 2003 – November 2003
- Sociologist, Migrant Worker Empowerment and Institutional Cooperation in Village Development, Phase III, Indonesian Institute of Science (LIPI) and Center for Development Study – Bogor Agricultural University (PSP – IPB). February 2003 – October 2003
- Institutional, Environmental Monitoring (Socio-Economic) in Awi Bengkok Geothermal field (Phase II), Unocal Geothermal of Indonesia, Ltd (UGI). August 2002 – December 2002
- Sociologist, Study of Strategic Development in the Sumatra Region, National Planning Agency (BAPPENAS). June 2002 – November 2002
- Sociologist, Evaluation of Social and Economic Impact of Bt-Cotton Cultivation in South Sulawesi, PT Monagro Kimia and Agro Ekonomika Foundation. February 2002 – July 2002
- Sociologist, Migrant Worker Empowerment and Cooperation Institution in Village Development, Phase II, Indonesian Institute of Science (LIPI) and Center for Development Study – Bogor Agricultural University (PSP – IPB). February 2002 – October 2002
- Sociologist, Socio-Economic and Cultural Typology of Transmigration Area in West Kalimantan and Riau Province, Department of Transmigration, the Government of Indonesia. July 2002 – November 2002
- Sociologist, Environmental Impact Assessment (EIA) for Offshore Gas Exploration, Beyond Petroleum (BP) Muriah. January 2002 – December 2002
- Sociologist, Migrant Worker Empowerment and Cooperation Institution in Village Development, Phase I, Indonesian Institute of Science (LIPI) and Center for Development Study – Bogor Agricultural University (PSP – IPB). February 2001 – October 2001
- Sociologist, "Formulation of Mimika Regency Five Years Development Plan". Government of Mimika Regency, BAPPENAS. November 2000 – February 2001
- Project Economist, for Formulation of Project Type Sector Loan (PTSL II) on Water Resources Development. Western of Indonesia. Department of Public Work and Japan Bank for International Cooperation (JBIC), Department of Public Work. September 2000 – October 2000
- Project Economist for Project Completion Report of Small Scale Irrigation Management Project PCR SSIMP – Phase II) – Package II OECF Loan No. IP – 422 West Nusa Tenggara and South Sulawesi January 2000 – to April 2000.
- Sociologist, Environmental Monitoring (Socio-Economic) in Awi Bengkok Geothermal field (Phase I), Unocal Geothermal of Indonesia, Ltd. January 2000 – February 2000
- Sociologist, Remote Sensing Application to the Water Resources Development in Bogor Regency, Agency for Technological Assesment and Implementation (BPPT). November 1999 – February 2000
- Agricultural Economist and Project Officer for Formulation of Indonesian Agriculture Policy. Department of Agriculture and IPB Research Center November 1999 – to April 2000
- Sociologist, Evaluation of Agriculture Infrastructure Development Program (PSSP Program), Ministry of Agriculture. September 1999 – November 1999
- Agricultural Economist for "Project Completion Report" – (PCR) of PTSL (OECF Loan No. IP-476) for Water Resource Development. The project covered 25 provinces throughout Indonesia, consist of irrigation, village irrigation, swamp, ponds, and flood control program, managing OECF loan for those program amount of 11,787 billion yen. April 1999 – to November 1999.
- Project Officer "Economics Community Empowerment Based on Natural Resources: Case Study on Plantation and Forestry" Indonesia Science Board. The project covered policy designation of forestry, estate, and plantation throughout Indonesia. Desember 1998 – to April 1999

- Project Economist, Feasibility Study For Coffee Plantation of PT Sahid Sembada Nabrocom, Subsidiary of Sahid Group. Intensification coffee plantation on running condition and develop coffee plantation on the idle lands. The project covered 980 ha in Rejang Lebong, Bengkulu. The main object of the project is to improve production. September 1998 – November 1998
- Sociologist, International Labor Migration and Peasant Capital Accumulation: A Case Study at Pagubugan and Binangun Village, Binangun District, Cilacap Regency. Faculty of Agriculture, IPB. July 1996 – January 1997
- Sociologist, Environmental Impact Assessment (EIA) for Inland Mining (Tin and Sand) at Bangka island, PT Timah Tbk. November 1996 – April 1997
- Sociologist, Environmental Impact Assessment (EIA) for Multiple Mining (Tin and Sand) at Karimun, and Kundur island, PT Timah Tbk. November 1996 – April 1997

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## Noryati Hambali – Curriculum Vitae

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Year of Birth:	1986
Nationality:	Malaysian (Permanent Resident)
Present Status:	Student
Location:	Puchong, Selangor, Malaysia
Home Address:	Lahad Datu, Sabah, Malaysia

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### **Educational Qualifications**

Noryati Hambali was born in Lahad Datu Sabah 1986 and attended the Government Primary School Sekolah Kebangsaan Pekan 3 Lahad Datu (1993-1998). She completed 'O' Level in Sekolah Menengah Kebangsaan Segama Lahad Datu, Sabah 2003 and is now doing her Diploma in Business Administration at Rima International College, Selangor to complete her 'A' Level.

### **Work Experience**

She commenced working in Humana (Borneo Child Aid Society) as a Teacher in (2006) and relocated to teach at a school in the Lahad Datu area. Due to her good performance, within a year she was offered an Administration position with Humana where she assisted the Manager for a Period of 3 years (2007-2010). She then resigned in 2010 in order to continue her studies.

### **RSPO Experience**

Noryati has assisted with the assessments of six oil palm plantation companies, one in Sabah and five in Peninsula Malaysia. Her role has involved assisting and facilitating the interview of female workers and their families at oil palm Mills and Estates. She has first-hand knowledge of the issues facing families working and living in remote locations. She is fluent in Bahasa Malaysia, Sabahan and English, which is a key asset for effective communication with local as well as foreign workers.

## ***Appendix “C”***

### ***ASA1 Programme***





## ***Appendix “D”***

### ***List of Stakeholders Contacted***

**LIST OF STAKEHOLDERS CONTACTED**

<p><b><i>Internal Stakeholders</i></b></p> <p>4 Local Male Mill Workers  5 Foreign Male Mill Workers  10 Foreign Male West Estate Harvesters  Health Assistant (Mill/Estate Clinic)  Mill NUPW Representative</p>	<p><b><i>Internal Stakeholders</i></b></p> <p>5 Female Mill Staff/Workers  1 Mill Housing Residents  4 Female Pesticide Sprayers (West Estate)  5 Female Staff/Workers (West Estate)  5 Residents (West Estate Housing)  5 Female Palm Nursery Workers</p>
<p><b><i>Contractors</i></b></p> <p>General Maintenance Contractor  Estate FFB Transport Contractor  Estate General Contractor</p>	<p><b><i>Local Communities</i></b></p> <p>Kampung Sungai Bumbun Representative  Kampung Sungai Kurau visited but no one available to interview</p>
<p><b><i>Government Departments</i></b></p> <p>Department of Forestry  Department of Labour  Lands Department</p>	<p><b><i>NGOs and others</i></b></p> <p>Tenaganita  AMESU, Subang Jaya  NUPW, Selangor  Local School Teacher</p>