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**PUBLIC SUMMARY REPORT**

**ANNUAL SURVEILLANCE ASSESSMENT (ASA3)**

**SIME DARBY PLANTATION Sdn Bhd**  
**Management Unit SOU14**  
**Negeri Sembilan, Malaysia**

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## SUMMARY

BSi Group Singapore Pte Ltd (BSi) has conducted the third Annual Surveillance Assessment (ASA3) of Sime Darby Plantation Sdn Bhd Strategic Operating Unit SOU14 (SOU14) operations comprising Tanah Merah Oil Mill, Bukit Pelandok and Tanah Merah Estates, support services and infrastructure. BSi concludes SOU14 operations comply with the requirements of RSPO Principles & Criteria: 2007; the MY-NI Indicators and Guidance : 2010; and the RSPO Supply Chain Certification Standard : November 2011, Module D – CPO Mills : Segregation.

BSi recommends the continuation of the approval of SOU14 as a producer of RSPO Certified Sustainable Palm Oil.

## ABBREVIATIONS

AMESU	All Malayan Estates Staff Union
BOD	Biological Oxygen Demand
CHRA	Chemical Hazard Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
HCV	High Conservation Values
HIRAC	Hazard Identification and Risk Assessment
LTA	Lost Time Accident
MPOB	Malaysian Palm Oil Board
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NUPW	National Union of Plantation Workers
OER	Oil Extraction Rate
OSH	Occupational Safety & Health
PK	Palm Kernel
PPE	Personal Protective Equipment
R&D	Research & Development
SIA	Social Impact Assessment
SOP	Standard Operating Procedures

## 1.0 SCOPE OF SURVEILLANCE ASSESSMENT

### 1.1 Identity of Certification Unit

The scope of the assessment is SOU14 Tanah Merah Oil Mill, Bukit Pelandok and Tanah Merah Estates that are located at Port Dickson, Negeri Sembilan, Malaysia (Figure 1). Additional maps are included (Figures 2 and 3) showing Tanah Merah and Bukit Pelandok Estates layout. The GPS location of the Mill is shown in Table 1.

Table 1: Mill GPS Location

MILL	LONGITUDE	LATITUDE
Tanah Merah (30t/hr capacity)	101° 47' 34.03" E	2° 39' 19.09" N

### 1.2 Production Volume

The estimated tonnages reported for the Initial Certificate and the actual production since Certification are detailed in Table 2. The Tanah Merah Mill production decreased in 2011/12 because the Mill ceased receiving crop from Sua Betong Estate following

commissioning of the new Sua Betong Mill in mid-2011. All the crop processed at Tanah Merah Mill is from RSPO certified Sime Darby Estates.

Table 2: Production Tonnages

Tanah Merah Palm Oil Mill	CPO	PK
At Certification	34,303	8,911
Actual ASA1	36,834	8,521
Actual ASA2	36,785	8,514
Actual 01/02/2012 – 31/01/2013	29,935	6,955
Projected 01/02/2013 – 31/01/2014	31,137	8,003

### 1.3 Certification Details

Sime Darby RSPO Membership No: 035-04(O)  
BSi RSPO Certificate No: SPO 541905  
Initial Certification Assessment: 9 – 11 September 2008  
Date of Certification: 19/05/2010

### 1.4 Description of Supply Base

The supply base is FFB from two SOU14 Estates and the crop that is diverted from adjacent Sime Darby Estates for processing at the Mill. The FFB production from Company owned Estates for the Initial Certificate, and actual production in the past year are listed in Table 3. As noted at ASA1, Tanah Merah Mill ceased receiving crop from Sua Betong Estate following the completion of commissioning of the new Sua Betong Mill in June 2011. Over the past 12 months, Tanah Merah Mill received 12,641 tonnes of crop from Padang Lukut Estate and small amounts diverted from nearby Sime Darby Estates. Approximately 15,000 tonnes are projected to be supplied from neighbouring Sime Darby estates in 2013.

Table 3: FFB Tonnages Processed

Source	At Initial Certification	Actual 01/02/12 – 31/01/13	Projected 01/02/13 – 31/01/14
<b>SOU14 Estates</b>			
Tanah Merah	93,600	81,211	84,193
Bukit Pelandok	12,198	37,755	41,531
Sua Betong	56,202		
<b>Sub-total</b>	<b>162,000</b>	<b>118,966</b>	<b>125,724</b>
<b>Adjacent Sime Darby Estates</b>			
Sua Betong	–	822	15,000
Labu	–	1,070	
New Labu	–	593	
Bradwall	–	1,940	
Salak	–	909	
Siliau	–	862	
Padang Lukut	–	12,641	
Sengkang	–	1,095	
Tampin Linggi	–	122	
Dusun Durian	–	100	
Sepang	–	252	
Diamond Jubilee	–	731	
Kempas	–	223	
Serkam	–	1,293	
Sungai Bahru	–	27	
Bukit Asahan	–	711	
<b>Sub-total</b>	<b>0</b>	<b>23,391</b>	<b>15,000</b>
<b>OVERALL TOTAL</b>	<b>162,000</b>	<b>142,357</b>	<b>140,724</b>

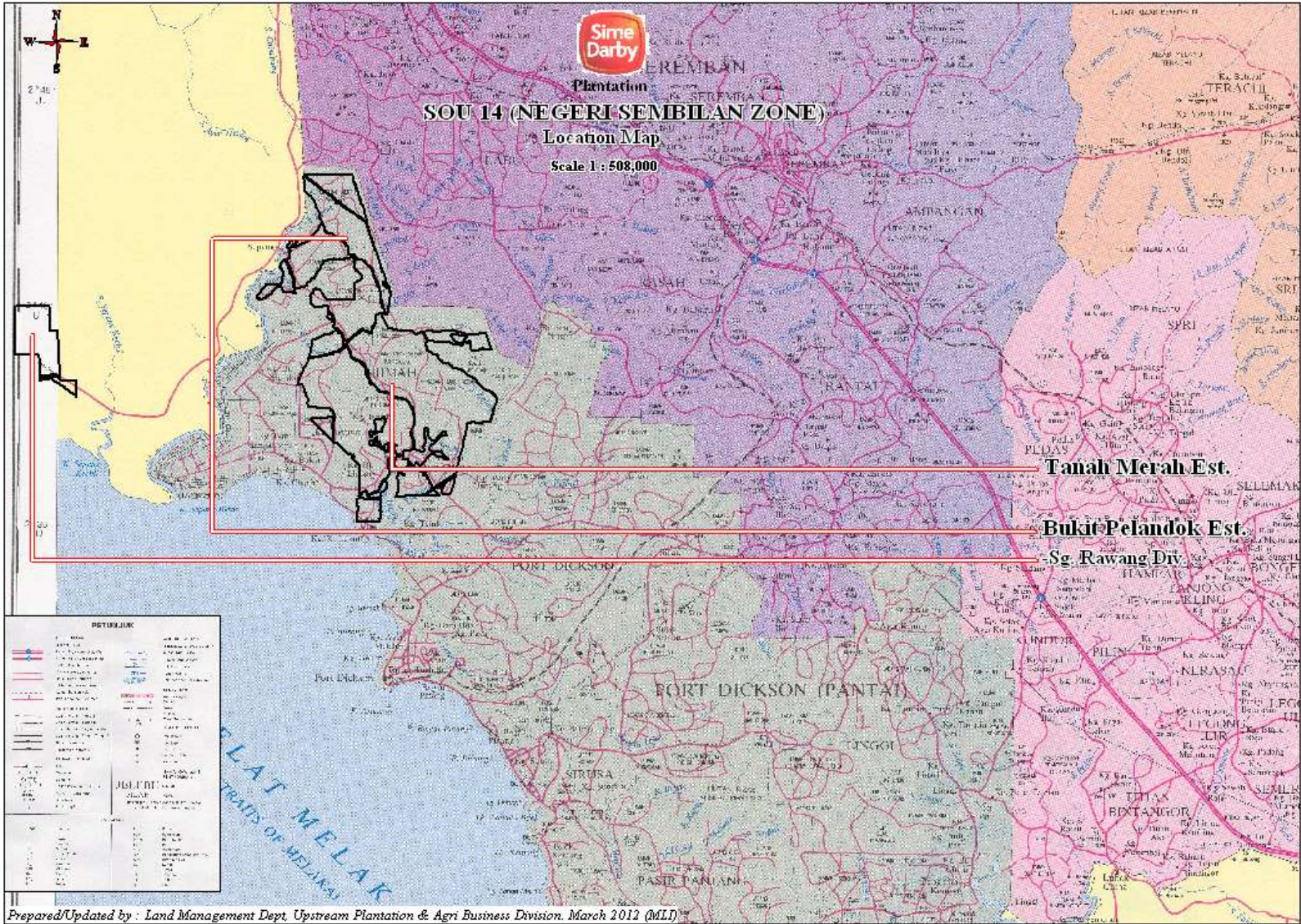


Figure 1: SOU14 Location of Estates and Divisions

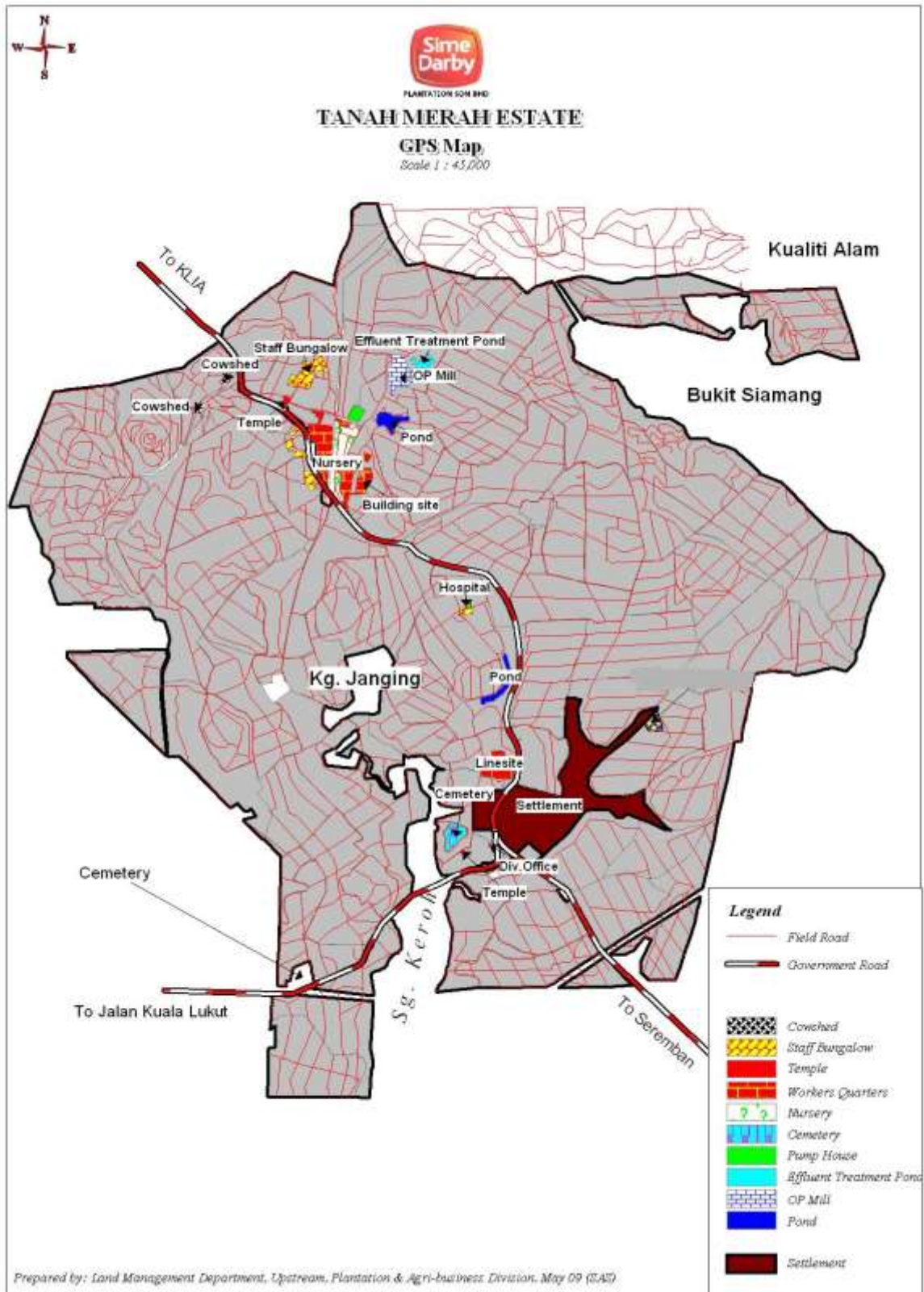


Figure 2: Tanah Merah Estate Layout

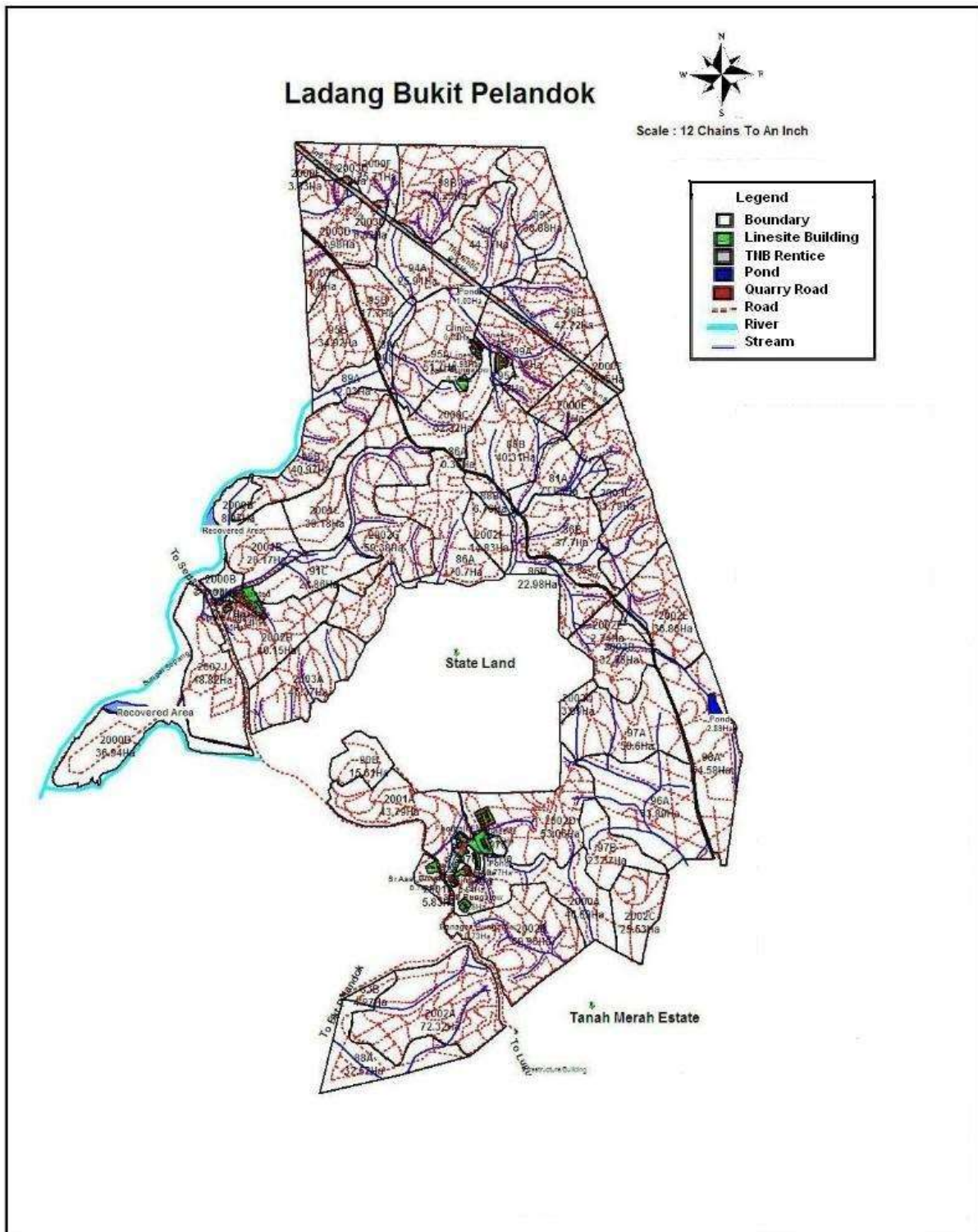


Figure 3: Bukit Pelandok Estate

The Company owned Estates were developed in 1924. Oil palms were first planted in 1963 and are in their second and third cycle. The age profile of the palms is shown in Table 4a.

**Table 4a: Age Profile of SOU14 Palms**

ESTATE	AGE (years)	% PLANTED AREA
Tanah Merah	31 – 35	21
	21 – 30	39
	11 – 20	13
	4 – 10	9
	0 – 3	18
Bukit Pelandok	31 – 35	-
	21 – 30	5
	11 – 20	73
	4 – 10	10
	0 – 3	12

The areas planted are shown in Table 4b.

**Table 4b: SOU14 Estates and Areas Planted**

Estate	Mature (ha)	Immature (ha)	Total
Tanah Merah	2,933	629	<b>3,562</b>
Bukit Pelandok	1,541	201	<b>1,742</b>
<b>TOTAL</b>	<b>4,474</b>	<b>830</b>	<b>5,304</b>

### Supply Chain

SOU14 processes only FFB from Sime Darby RSPO Certified Estates and uses the segregation mechanism for the supply chain. All deliveries of FFB to the Mill are issued with a weighbridge docket that records the details of the supplier Estate, Field, Block Number, number of bunches, truck registration number, driver's name and the tonnage. The weighbridge system is computerised and the FFB delivery and product despatch records are used as the basis for payment for deliveries and invoicing for shipments, respectively. Inspection of documents confirmed SOU14 maintains all of the documentation required for verification of implementing the RSPO Supply Chain Certification Standard : November 2011, Module D – CPO Mills : Segregation – Refer to Appendix A for details.

### 1.5 Progress against Time Bound Plan

Sime Darby Time Bound Plan (updated January 2013) is included as Appendix B. Sime Darby has closed down two of its mills – Sg Samak and Jeleta Bumi and due to strategic re-alignment has converted two mills (Sepang and Mostyn) to third-party operation and excluded these from Certification. This has reduced the total number of Strategic Operating Units to 36 in Malaysia and 22 in Indonesia. Sime Darby has achieved RSPO Certification of all 36 of the Management Units in Malaysia, and 19 of the 22 in Indonesia. Initial Certification Audits have been completed for the remaining 3 Management Units in Indonesia and the assessment reports are pending

review by the RSPO. Upon certification of the remaining 3 Management Units, Sime Darby will have achieved the Time Bound Plan.

BSi has continued involvement with assessments of 13 of the Sime Darby Management Units during the 2011/12 period. During this time, Sime Darby has kept BSi informed of issues and claims made against it, as indicated in Appendix B. Sime Darby is addressing the claims and issues through consultation and mediation as appropriate and is keeping the RSPO Secretariat informed of progress. At the time of preparation of this Report, BSi is not aware of:

- (1) any unresolved significant land disputes;
- (2) any replacement of primary forest or loss of HCVs;
- (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

SOU14 does not process any crop from Smallholders or Outgrowers.

### 1.7 Organisational Information / Contact Person

Sime Darby Plantation Sdn Bhd  
 Management Unit SOU14  
 Ladang Tanah Merah  
 71009 Port Dickson  
 Negeri Sembilan Malaysia  
 Contact Person: Mr Abdul Ghafar Sulaiman  
 Manager Tanah Merah Palm Oil Mill  
 Phone: 06-6673317  
 Fax: 06-6672506  
 Email: kks.tanah.merah@simedarby.com

## 2.0 ASSESSMENT PROCESS

### 2.1 Assessment Team Members

**Charlie Ross** – Lead Assessor RSPO  
 B.App.Sc. M.Sc (Env.Studies)  
 Lead Auditor EMS RABQSA Cert N<sup>o</sup>14370  
 Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability, Supply Chain

**Iman Nawireja** – Assessor RSPO  
 B.Ag.Sc. M.Sc. (Comm)  
 Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability

**Robyn Ross** – Social Assessor RSPO  
 Topics assessed: Legal, Social, Women and Families, Sustainability

**Dian Ekowati** – Facilitator (Women and Families)

CV for Ms Ekowati, a new team member, is included at Appendix C.

## 2.2 Assessment Programme

The ASA3 was carried out 7–8 February 2013. The Assessment Programme is included as Appendix D.

The Programme included assessments of Tanah Merah Oil Mill, Tanah Merah and Bukit Pelandok Estates against all of the RSPO P&C and applicable indicators and the Supply Chain requirements for Segregation.

The Nonconformities that were assigned during previous assessments and the Observations that were identified during ASA2 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, interview 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 ASA3 findings are detailed in Section 3.2 Page 14.

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 Aryo Gustomo, BSi RSPO Scheme Manager, 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 SOU14 environmental and social performance and any issues of concern 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 is included at Appendix E.

## 3.0 ASSESSMENT FINDINGS

### 3.1 Summary of Findings

No new Nonconformities were assigned. Six (6) Observations/Opportunities for improvement were identified – Refer Section 3.2 Page 14 for details.

Review of the nonconformities (CR01 – CR06) assigned during previous Assessments found the corrective actions were being effectively and consistently implemented and the nonconformities remain closed. In addition, the seven (7) observations that were identified during ASA2 were followed up to check the effectiveness of corrective actions – Refer Section 3.3 Page 14.

BSi recommends continuation of Certification for SOU14 as a producer of RSPO Certified Sustainable Palm Oil.

## PRINCIPLE 1: Commitment to Transparency

SOU14 has maintained up to date policies, procedures and action plans and these are available to stakeholders on request. The majority of requests for information are received at Head Office and are then forwarded to the Estates and Mills for provision of site-specific information. Records held on file showed that during the past year, requests were received only from government and statutory authorities and the requested information was provided in a timely manner.

**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.**

SOU14 has maintained the filing system for responding to requests for information. For example SOU14 received a request from MPOB on 22 May 2012 for information on a “Survey on Palm Oil Cost of Production”, which the Mill completed and replied electronically within one week of receipt.

**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.**

SOU14 has maintained all of the key documents up-to-date that are required by RSPO, and these are available to the public on request. These documents are referenced under the relevant RSPO Criterion, such as 6.1 for Social Impact Assessment.

## PRINCIPLE 2: Compliance with Applicable Laws and Regulations

SOU14 has maintained the internal management systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records confirmed 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. The boundaries of the Estates are well defined by trenches and boundary stones have been maintained so that they are clearly visible. Interview of local community representatives did not identify any land tenure issues.

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

Legal compliance was assessed by review of internal audit reports, such as the Mill Advisor’s Report (06 to 08 August 2012) and examination of key documents and operational data. The Mill and Estates display copies of licences in the offices, for example, the MPOB Mill License #532379004000 valid to 31 August 2013.

The Department of Labour has issued the mill with an extension for working overtime. Inspection of Mill pay



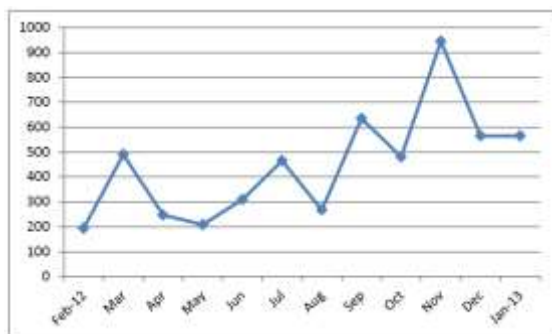
records showed overtime hours worked were consistently within the permitted approval level.

**Observation 01** – Tanah Merah Mill Labour Department approval of extension to the number of overtime hours worked each month will expire on 30.11.2013. It is important to ensure sufficient time to complete the renewal process – refer Section 3.2 Page 14.

A DOSH Officer made a visit to the Mill on 08 November 2012 and noted some items for the mill to follow up in relation to improving the lighting in the boiler-house. The most recent DOE site visit was 03 January 2013, but did not raise any specific concerns.

Boiler emission testing is carried out twice yearly. SEMC Sdn Bhd tested the boiler emissions on 27 June 2012. The tests confirmed emissions were well within the Malaysian Environmental Quality (Clean Air) Regulation 1978. The smoke density meters were calibrated six-monthly by ST Tech Engineering Sdn Bhd, with the most recent on 05 December 2012.

Approximately 50% of raw Mill effluent is applied to EFB in a composting plant adjacent to the Mill and the balance is treated in anaerobic ponds and applied to the palms in furrows. Treated Mill effluent complied with the license limits for land application, for example the BOD maximum was 945 mg/L during the previous 12 months (Figure 4). The housing provided for staff and workers meets minimum standards. Water from the government reticulation system is supplied to housing and is suitable for domestic use.



**Figure 4: BOD (mg/L) of Treated Mill Effluent February 2012 – January 2013**

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

The Estates are on Freehold land and original land title documents are held by Sime Darby Land Management Department, Head Office. A copy of land title documents are held on site. All of the Title Deeds have been converted for land use “perennial agriculture”. SOU14 complies with the land title terms and conditions.

Sime Darby has prepared maps showing locations of all boundary stones together with the Global Positioning System (GPS) position. Field inspection of a sample of boundary stones, such as Field 85A at Tanah Merah Estate confirmed these were painted red and white and were maintained.

**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.

All land is freehold title and is not encumbered by Customary Rights. SOU14 does not restrict access through the Estates, except in relation trucks in order to prevent theft of crop.

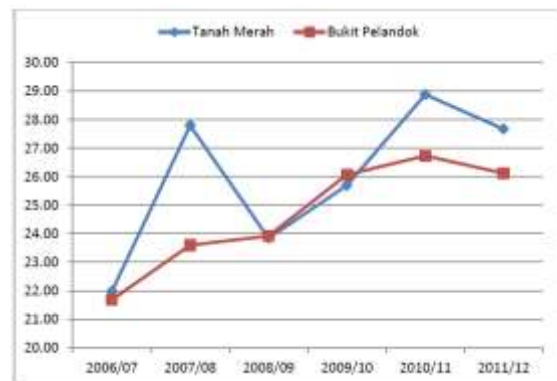
**PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability**

SOU14 has continued its commitment to sustainability by funding improvements at the Mill and Estates. The achievement of improved FFB Yield and OER over the past 5 years is a good indicator of more sustainable palm oil production. In addition to setting targets for production and product quality, the company has a focus on controlling costs to ensure the operations are economically viable.

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

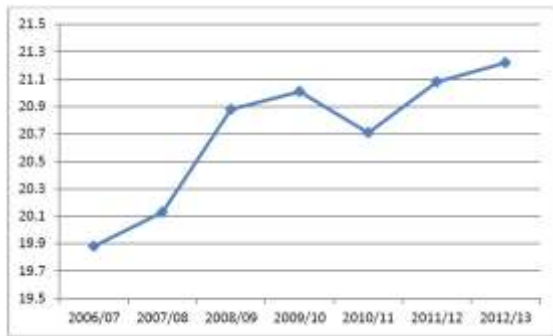
Sime Darby has an Annual Budget with a four year projection through to 2016. The Budget includes crop forecasts and performance targets for the Mill and Estates and production is reported monthly to Head Office against performance targets.

The Estates FFB Yields have been increasing over the past 5 years due to the replanting program and the palms are reaching the age for maximum production (Figure 5). There was a reduction of average yields over the past year, for example Tanah Merah FFB yield decreased from 28.88 t/ha in 2010/11 to 27.67 t/ha in 2011/12 due to declining yields of older palms and losses due to ganoderma.



**Figure 5: Average Annual FFB Yield (t/ha)**

The Mill OER has increased from 19.9% in 2006/07 to 21.22% in 2012/13 (Figure 6) due to improved fruit quality and collection of loose fruit. The target OER for 2012/13 is 21.6%.



**Figure 6: Average Annual OER (%)**

SOU14 has a five-year replanting programme projected to 2018 that is reviewed annually and Tanah Merah is half way through replanting 163 ha in 2012/13.

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

SOU14 has continued to maintain the Sime Darby management systems for monitoring and control of best practice implementation at its Mill and Estates. This includes a programme of regular internal audits by Mill Advisors and Plantation Inspectors and Agronomists for maintaining and improving production. The internal audits make assessments of the Mill and Estates performance against the required company standards. The Mill focus is on equipment maintenance and upkeep, while the Estates' focus is on maintaining palm and soil nutrients, efficient crop evacuation and FFB quality.

SOU14 environmental protection programme includes expansion of IPM which includes beneficial plants and the use of barn owls for control of rats. During the past year there was a minor outbreak of bagworm at Tanah Merah that required chemical treatment. The use of pesticides is based on information from pest census. The company gives high priority to employee health and safety and reducing the LTA Rate.

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

The Sime Darby Agriculture Reference Manual and the "Mill Quality Management System Manual" have been maintained as the standard reference documents for SOPs across the company and are used at SOU14.

Internal inspections of Estates are carried out by the General Manager monthly. In addition there are internal audits at least annually. The Plantation Advisor Report is followed up with action taken by the Estate Manager in relation to the expected results. (Most recent Plantation Advisor Report for Tanah Merah 10–14 October 2011). The Mill operates a Quality Management System with external checks by the General Manager and Mill Advisor and information is available on actions taken in response to Audit Reports. Inspection of the Estates and the Mill during the ASA3 visit and review of internal audit reports indicated the systems that have been implemented for checking SOPs are followed.

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

Agronomists from Sime Darby R&D Department carry out leaf sampling annually and soil sampling 5 yearly. For example, at Bukit Pelandok, leaf sampling was carried out in October 2011 and soil sampling in April 2010. At Tanah Merah, soil sampling also was carried out in 2010 – Report No. S81/2010 issued on 20 September 2010 by Sime Darby Research Sdn Bhd. The results from leaf and soil sampling and a follow-up field visit by the Agronomist were used for preparation of the annual fertiliser programme in January 2013.

Approximately 90% of EFB is composted then applied to the field. The remaining 10% of EFB is applied to replanting areas and some mature palms. Records are held on file of the areas and quantities applied. Sime Darby Extension Services Department monitors the nutrient status of these areas. Inspection of the 2011 replanted areas at Tanah Merah Field 12B confirmed fire has not been used during replanting. Palms are felled and chipped before replanting.

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

Approximately 60% of the total planted area at Bukit Pelandok is terraced. Field inspection indicated relatively consistent implementation of soil conservation practices, including maintenance of ground cover vegetation along the terrace inter-slope, U-shaped stacking of pruned fronds, silt pits that also serve for water conservation, and maintenance of a durable laterite surface on roads.

Observation of spray application and recently sprayed palm circles indicated appropriate techniques are applied to maintain ground cover vegetation and minimise bare soils. Sime Darby has implemented the practice of spraying only palm circles at areas where mechanical in-field collection is used, in order to minimise soil disturbance by tractors.

The Estates have continued to give priority to the prevention of soil erosion, particularly at replanting areas to prevent discharge of sediment with rainfall runoff. The development of drainage and water management on newly constructed terraces generally was consistently implemented. Planting of leguminous cover crop is done immediately following the planting of palm seedlings.

The Estate roads were well maintained and all areas visited were readily accessible, and roads had a durable surface of laterite.

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

There are no large rivers flowing through the Estates and waterways generally are small streams that originate within the Estates and often have no flow during the dry season. Reinstatement of riparian buffer strips is being carried out during replanting, which was confirmed by inspection of Block 12B at Tanah Merah. Inspection

showed the application of pesticide had ceased at the palms planted pre-2000 within the designated buffer strip width. Water sampling at Tanah Merah was carried out in 2012 at upstream, middle, and downstream by Sime Darby Research Sdn Bhd and all results indicated that no chemical or other contaminant substance was detected.

The Mill has continued to sample the monsoon drain monthly and the water quality results show low concentrations during the year for suspended solids (less than 30 mg/L) except in January and December), oil and grease ( less than 2 mg/L) and BOD (less than 10 mg/L).

The Estate has continued to monitor rainfall daily and the information is used for planning field operations such as the timing of the application of fertiliser.

The Mill monitors water consumption and reports monthly usage against an annual target of 1.2 t/t FFB. Water consumption has increased to 1.67 t/t FFB in 2012/13 year to date (Figure 7), which the mill explained was due to the need for cleaning following mill stoppages.

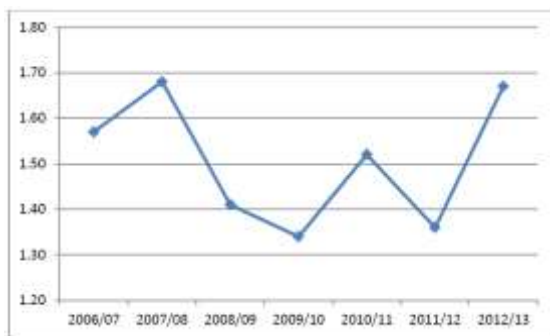


Figure 7: Annual Mill Water Usage (t/t FFB)

The mill produces premium quality oil and does not re-use steriliser condensate for dilution water. However, the Mill uses steriliser condensate to dilute centrifuge waste effluent.

Approximately 50% of the raw Mill effluent is being used for composting with EFB and the remainder is treated in effluent ponds and applied to the palms in furrows.

The Estate and Mill have various elements of a water management plan that have been documented and implemented. The Mill has revised the Water Management Plan (2012/13) to include conservation measures, such as improving the control of dilution water addition and ensuring all steam traps are in good condition to minimise steam wastage.

**Observation 02** – Effluent Treatment Pond #2 containment bund appears to have a low spot at the north-west corner and the freeboard is less than optimum to prevent the risk of overflow – refer Section 3.2 Page 14.

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

The Estates have continued to implement the IPM programme for control of palm pests that includes census of pest numbers and use of appropriate biological controls, such as barn owls, beneficial plants and pheromone traps. The beneficial plants (*Turnera subulata*, *Cassia cobanensis* and *Antigonon leptopus*) have been established along main roads at the estates. The Estates carry out a census of barn owls twice each year and at Tanah Merah, for example the August 2012 census recorded 54% occupancy of barn owl nesting boxes. In 2012/13 the estate has budgeted for the construction of wooden barn owl boxes to replace plastic drums that were trialed for a number of years, but continue to have low occupancy.

Each Estate carries out a fortnightly census for monitoring Bagworm populations. Records are available at the Estate on the quantity of chemical applied for each field. The information is aggregated as usage for each chemical on a monthly basis for the active ingredient applied. There has been no outbreak of bagworm since 2010 at Bukit Pelandok and there was no chemical intervention since that time. Tanah Merah Estate records showed chemical control of a bagworm outbreak was applied in 2012 to approximately 45 ha at Field 06A.

**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.**

The Estates have continued to use the Sime Darby Agriculture Reference Manual for guidance on the types and quantities of chemicals to be used for various field conditions. The Mandor inspects field conditions prior to spraying to identify the spray treatment required.

The Estates maintain a register of all chemicals being used. Inspection of the main store and divisional stores and records confirmed that only chemicals approved by the Pesticides Board were being used. Bukit Pelandok Estate has not used any Class 1 chemicals since the bagworm outbreak in 2010. Tanah Merah Estate holds permit No. NS/METHA(GL)/12/020 dated 14 June 2012 for use of Methamidophos.

Inspection confirmed the main Pesticide Store at each Estate meets best practice requirements, including security, spill containment, ventilation, labelling, separation by type of chemical, PPE, spill kits and work instruction.

Pictorial Work Instructions providing information on safe use of chemicals were displayed at the Pesticide Store and the chemical mixing area.

Health checks are carried out monthly at the SOU14 clinics for all pesticide operators. At the time of the ASA3 visit, the annual Medical Surveillance as per CHRA was being carried out by Dr T Sivapatham Klinik Port

Dickson for 37 Tanah Merah Estate pesticide operators. Bukit Pelandok Medical Surveillance is scheduled for March 2013.

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

The Sime Darby Safety and Health Policy is displayed prominently in Bahasa Malaysia and English at Muster areas and on Notice Boards. The Policy is implemented through an OSH Management Plan. Inspection of field operations and work places during ASA3 indicated the Policy was implemented consistently, except for the issues noted below: **Observation 03 – Safety at the Mill Workshop area could be improved by:**

- Ensuring lifting gear is clearly marked with the capacity
- Installing “flash-back arrestors” on the oxy-acetylene welding equipment
- Relocating the MSDS in the chemical store to a more accessible location for reference by the operator – refer Section 3.2 Page 14.

The Mill reviewed the HIRAC for all work stations on 21 January 2013. There has been no significant change to the mill equipment or process during the past year. The Estates reviewed and revised the HIRAC for all field tasks during the year, for example Tanah Merah held a HIRAC review meeting on 04 February 2013.

Sime Darby OSH Unit has developed Safety Training Programs and distributed training materials. The Mill and Estates maintain records of training for individual staff and workers. For example Tanah Merah Estate arranged training of 15 sprayers conducted by RB Spraytech on 10 July 2012. The training included spray technique and maintenance of spray equipment.

Field Inspection and observation of spraying tasks at Bukit Pelandok confirmed chemicals were being applied in accordance with product safety precautions and the Sime Darby SOP.

Field inspection and observation of tasks in the Estates and the Mill confirmed that correct PPE was issued to all workers and staff and was appropriate for the task being carried out.

The Estate Managers and the Mill Manager are the designated persons responsible for OSH.

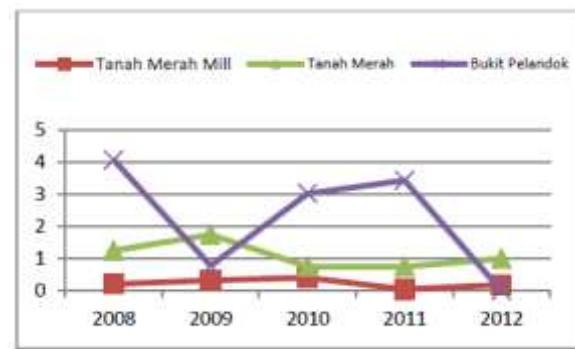
Estate OHS meetings are held quarterly and include worker representatives. The most recent OSH Meeting was held at the Mill 20 December 2012, attended by 20 staff and worker representatives; Tanah Merah Estate held OSHA Meetings quarterly, with the most recent on 10 January 2013 attended by staff, mandors, worker representatives and contractors. Meeting Minutes are held on file and detailed the discussions of safety issues, accidents and near misses.

The Accident and Emergency Procedures are documented and include the steps required to be taken for a range of potential emergencies, Site Plan and Emergency Callout List of Contacts. The Emergency Response Plan is reviewed annually and updated as required (Tanah Merah Estate January 2013) for any changes, such as contact phone numbers.

First Aid training has been conducted by Red Cross Malaysia, for example on 17 January 2013 for 17 Mill staff and workers.

SOU14 has ensured First aid kits are available and are taken into the field by Mandors as well as located in “spray trailers”. First Aid Kits were located at work stations in the Mill. Inspection of a sample of First Aid Kits at the Mill and Estates found these were appropriately stocked.

Accidents are investigated and details reported to Head Office who review records of all accidents and near misses monthly and identify corrective and preventive actions. The Mill and Tanah Merah Estate LTA Rates (Number of Lost Time Accidents per 200,000 hours worked) have remained static over the past 5 years (Figure 8), but Bukit Pelandok has been variable. The most recent LTA in the Mill was 24 November 2011 and at Bukit Pelandok Estate it was 28 March 2011.



**Figure 8: Annual Lost Time Accident Rate**

Malaysian workers are covered by Social Security Organisation (SOCSO) Insurance. Foreign workers are covered by RHB Insurance Berhad under Master Policy D08WFWC8606982KL, current to 30 June 2013.

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

The Mill and Estates have developed an annual training programme for the 2012/13 year that is based on information on training needs analysis. The training programme covers SOPs, OSH and sustainability and records are maintained of each training session, including a list of staff and workers. Observation of tasks and interview of workers and contractors at the Mill and Estate indicated good understanding of their tasks and that they had been appropriately trained.

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

SOU14 Mill and Estates have reviewed and updated the environmental aspects and impacts registers and revised the environmental improvement plans. The Mill has continued to focus on management of solid wastes and the treatment of wastewater. The Estates are continuing with the expansion of beneficial plants for biological control of leaf-eating palm pests as well as reinstatement of riparian buffer strips at replanting

along small streams. The estates are drained by small streams that originate within the palms.

Progress has been made with implementation of waste segregation at workshops, stores and at housing and this has reduced the quantity that requires disposal by landfill. There is good control of scheduled waste with workshop and pesticide wastes consistently stored in a secure area for disposal to a DOE licensed recycler. The company's zero burn policy has been consistently applied at replanting areas.

**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 Mill and Estate have maintained the elements of the Environmental Management System, such as the Aspects and Impacts Register and Management Programmes for control of the significant impacts. The Register was last reviewed and updated in December 2012. The Mill Improvement Plan for 2012/13 focuses mainly on improved control of wastes within the mill compound, such as boiler ash removal and covering the EFB lorry with a net to secure the load.

**Observation 04** – *There are no actions in the Environmental Improvement Plan to address water usage at the Mill, which had increased by 22% over the past year – refer Section 3.2 Page 14.*

The Estates have identified establishment of beneficial plants along roadsides as the main priority in the Plan for 2012/13.

**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.**

The Estates have reviewed and updated the Biodiversity Action Plan for the 2012/13 year. Tanah Merah has continued the protection of the mangrove area and reinstatement of riparian buffer zones during replanting. The trial planting of native tree species at Field 85A adjacent to a small stream has been very successful and the trees are now approximately 5 metres tall. This trial, known locally as the "River of Life" project, provides a good example for replication at other sites. At Bukit Pelandok Estate the main actions are to improve control of areas for future reinstatement of riparian buffer zones and training and awareness of staff and workers.

The Estates have continued with the awareness briefings to staff and workers during morning musters on the company policy to prohibit hunting and fishing within the Estates and to protect biodiversity. Signboards prohibiting hunting and fishing have been maintained at all entrances to the Estate and adjacent to conservation areas.

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

The Mill wastes and sources of pollution are identified in the Environmental Aspects and Impacts Register, and the Estates have a "Waste Management Plan 2012/13". The Plan describes the method of re-use or disposal for each type of waste generated, responsibilities for action and timeframe.

"Point Source" pollutants generally were well controlled at the petroleum hydrocarbon and chemical storage and use areas at the Mill and the Estates.

Inspection showed separation of wastes by type generally was consistently implemented at workshops and central stores and materials placed in the labelled bins.

The Estates and Mill have maintained the Scheduled Waste Stores and arrangements are made for collection of scheduled waste by DOE licensed contractors for disposal. The Mill and Estates have maintained up to date monthly scheduled waste inventories and held copies of manifests, for example, Kualiti Alam Sdn Bhd Consignment Note No. 0020268 dated 06 December 2012 for disposal of spent laboratory solvent and empty solvent containers, Vehicle Registration Number WQH7456.

Tanah Merah Estate disposed of used pesticide containers to Kualiti Alam Sdn Bhd on 25 January 2013, consignment Note No 070431R01 collected by vehicle registration No WTW7974.

**Observation 05** – *Field inspection of Bukit Pelandok Estate found one instance of an empty pesticide container being used for waste oil storage and one that had been discarded inappropriately. The Estate took immediate action by removing the containers to the Schedule Waste Store for disposal to the DOE licensed contractor and issued an instruction to improve control of used containers. – refer Section 3.2 Page 14.*

Approximately 90% of EFB is composted with mill effluent and used as organic fertiliser in the Estates. Fibre and nut shell that are excess to Mill boiler requirements for processing, are sold. Sludge oil is recovered from cooling ponds and sold to a recycler.

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

The Mill has continued to record daily energy usage from the steam turbine and standby power obtained from the government supply and reports the information monthly to head office. Average Annual energy usage (Figure 9) has increased since 2011/12 due to operation of the larger capacity boiler and increased throughput of FFB.

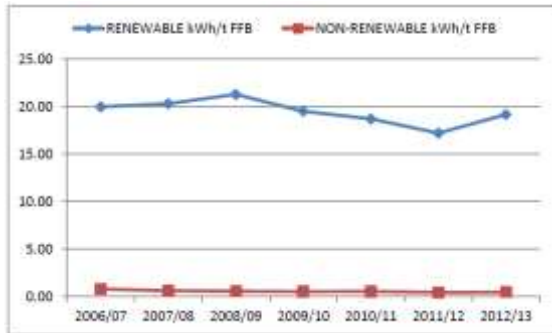


Figure 9: Mill Energy Usage (kWh/t FFB)

**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.**

Sime Darby has a policy of zero burning at its plantations. Inspection of mature and replanted areas did not find any evidence of open burning.

At replant, the old palms are chipped, windrowed and mulched. Inspection of replanted areas confirmed the felled palms had been chipped and mulched in accordance with the SOP.

Inspection of housing and workshops confirmed no evidence of use of fire used for disposal of wastes.

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

Sime Darby has a programme of investigating the feasibility of recovering methane from Mill effluent treatment ponds and anaerobic digestion tanks at its Mills. Although an initial scoping investigation has been carried out at SOU14 Mill, there has been no further progress on this issue. The Mill and Estates have reviewed the Pollution Prevention Plan for the 2012/13 year. The current Plan focuses on reducing water usage and improving the separation and storage of wastes.

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

SOU14 has held meetings with stakeholders and used this information to review and update the SIA and Social Action Plans for the Estates and the Mill. Local communities have good infrastructure and government and commercial services are readily accessible and the company responds positively to community requests for assistance.

Operation of the Gender Committees continues to provide female staff and workers the opportunity to raise any issues of common concern. The Committee Meetings also are used as a venue to organise social events and activities.

The company continued to maintain a good relationship with Contractors and Suppliers, with one of the Contractors interviewed having worked with SOU14 for

more than 40 years. No issues were raised during the interview process.

**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.**

SOU14 met with stakeholders in May 2012 then revised the SIA and included information on the results of the consultation. The Mill and Estates also revised the Social Action Plan in response to the input received from stakeholders. **Observation 06 – The Mill and Estates Social Action Plans could be improved by removing any issues already completed and including new issues raised during Stakeholder Meetings and Gender Committee Meetings and also by recording the status of actions taken to date – refer Section 3.2 Page 14.**

**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.**

The Estates carried out a meeting with stakeholders on 14 May 2012 attended by local village representatives, school representatives, a neighbouring company, public health centre, police and NUPW.

Interview of community representatives confirmed the relationship with the company was open because of the informal meetings and exchange of information.

The Mill and Estates have up-to-date lists of stakeholders, for example the Mill updated theirs 1 January 2013. Inspection confirmed the Mill and Estates lists included all relevant stakeholders.

**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.**

Records held at the Mill and the Estates showed that SOU14 did not receive any complaints or grievances that required handling through the formal grievance process.

**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.**

There is no Customary Land within the Estates. There has not been any claim for land compensation since the Initial Certification assessment.

**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.**

The Company has continued to observe the two Collective Labour Agreements NUPW (Workers) and

AMESU (Staff), which document pay and conditions. Interviews of staff and workers and inspection of a sample of pay records found payments were consistent with the current agreements.

A good standard of housing is provided for staff and workers. Water is supplied from the Government Reticulation System. Electricity is supplied from the Government. Free medical treatment is provided to workers and dependants. Government Malay, Tamil, Chinese Primary and Secondary Schools are available. Management advised that a van passes the front entrance of the Estate (approximately 400m distance from the housing) to transport children to school.

**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.**

SOU14 maintains records of minutes of meetings with Union Worker Representatives and Union Officials. The NUPW representatives participated in the stakeholder consultation meeting on the 30 January 2013 attended by 3 NUPW representatives. The issues discussed were mostly in relation to housing.

A statement recognising Freedom of Association is included in the Corporate Social Policy approved 1 April 2008 and a copy in Bahasa Malaysia is displayed on the wall the Mill and Estate muster areas. Workers and staff interviewed stated they are free to join a union if they wish.

**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 before hiring, for example Malaysian workers - National Identity Card and Foreign workers - Passport. Children were not observed at any workplace during Mill and field inspections.

**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.**

An Equal Opportunities Statement is included in the Corporate Social Policy approved by top management April 2008. The Policy is displayed prominently at offices and muster areas. Similar to previous assessments, interview of staff and workers indicated understanding of the Policy and advised there was no discrimination. Examination of Personnel files and pay records did not identify any inconsistencies that may be attributed to discrimination.

**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.**

The Policy for the prevention of sexual harassment and violence is displayed at offices and muster areas. A Gender Committee operates successfully and all female staff and workers interviewed were aware of their Committee Member representatives.

Sime Darby has a specific Grievance Procedure for gender related issues. Female staff and workers interviewed were aware of the procedure to raise issues but stated they had not had occasion to use it.

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

The SOU14 Mill processes only FFB from company owned Estates and the Indicators relating to smallholders are not applicable.

Interview of contractors confirmed contract terms and conditions were explained to them prior to signing and they did not have any issues in relation to the payment of invoices. Most of the contractors had a long-term association with SOU14, one of them for more than 40 years.

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

SOU14 is located in an area close to Kuala Lumpur International airport where public infrastructure and government services are readily accessible. The Mill and Estates respond to requests from communities such as donations for places of worship and for local schools, which are considered appropriate for the circumstances.

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

*SOU14 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.*

**PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity**

SOU14 has continued with improvement projects that contribute to overall sustainability of the operations. For example, gains have been made over the past 5 years in the average FFB yield per hectare as well as the OER which are important indicators of efficient palm oil production. The replanting programme also provides evidence of the company's commitment to long term financial viability.

Gradual progress continues to be made on environmental and social improvement projects. The Estates have expanded the plantings of beneficial plants, which together with pest census are important for the IPM programme. SOU14 has continued giving priority to safe work practices and safety training and the LTA rate has decreased over the past year. The company has continued to build on the open relationship with internal and external stakeholders.

**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.**

IPM techniques have been implemented to aid control of palm pests and to reduce the use of chemical treatment. Only one Class 1A chemical, Methamidophos, has been used over the past year and the treatment was based on pest census information and exceedance of trigger values.

The Mill has continued to focus on reducing water usage, while the Estates give priority to soil conservation, especially at areas of replanting.

Hazardous wastes, such as petroleum hydrocarbons and scheduled wastes are well controlled and the wastes removed by DOE licensed recyclers.

The SOU14 Social Action Plan has continued to aim at improving stakeholder relations and in particular, communication with local communities.

**3.2 Identified Nonconformities and Noteworthy Positive and Negative Observations (ASA3)**

No new Nonconformities were assigned during ASA3. Six (6) Observations/Opportunities for improvement were identified. The progress with the Observations/Opportunities for Improvement will be checked at the next Annual Surveillance Assessment (ASA4).

**01 (2.1.1)** Tanah Merah Mill Labour Department approval of extension to the number of overtime hours worked each month will expire on 30/11/2013. It is important to ensure sufficient time to complete the renewal process.

**02 (4.4.6)** Effluent Treatment Pond #2 containment bund appears to have a low spot at the north-west corner and the freeboard is less than optimum to prevent the risk of overflow.

**03 (4.7.1)** Safety at the Mill Workshop area could be improved by:

- Ensuring lifting gear is clearly marked with the capacity;
- installing “flash-back arrestors” on the oxy-acetylene welding equipment; and
- relocating the MSDS in the chemical store to a more accessible location for operator.

**04 (5.1.2)** There are no actions in the Environmental Improvement Plan to address water usage at the Mill, which had increased by 22% over the past year.

**05 (5.3.2)** Field inspection of Bukit Pelandok Estate found one instance of an empty pesticide container being used for waste oil storage and one that had been discarded inappropriately. The Estate took immediate action by removing the containers to the Schedule Waste Store for disposal to the DOE licensed contractor

and issued an instruction to improve control of used containers.

**06 (6.1.3)** The Mill and Estates Social Action Plans could be improved by removing any issues already completed and including new issues raised during Stakeholder Meetings and Gender Committee Meetings and also by recording the status of actions taken to date.

**Noteworthy Positive Components**

- Mill OER % has been increasing gradually since 2007 and averaged 21.2% in 2012 due to improved crop quality supplied from the Estates and reduction of oil losses.
- FFB yields have been increasing since 2006 due to the replanting programme and improved upkeep and crop recovery and averaged over 27 t/ha in 2012.
- The LTA rate has decreased over the past year to less than 1 per 200,000 hours worked.

**3.3 Status of Nonconformities (Major and Minor) Previously Identified**

Corrective Actions for the Nonconformities (CR01 – CR06) identified during previous Assessments have been effectively and consistently implemented and the nonconformities remain closed.

**Review of Progress with Observations/Opportunities for Improvement Identified (during ASA2)**

**01 (4.7.1)** A worker at the Kernel Station area was not wearing hearing protection which indicates lack of the enforcement of wearing PPE at areas identified by Safety Signs.

**ASA3 Findings:** *Hearing protection was being worn consistently throughout the mill. Noise Exposure Monitoring has been carried out, signs installed and training carried out.*

**02 (4.6.4)** Some of the MSDSs at the Mill Water Treatment Plant and the Estates Pesticide Stores were in English, which may not be understood by the operators.

**ASA3 Findings:** *All of the MSDS inspected were in Bahasa Malaysia.*

**03 (5.3.2)** Empty lubricant containers and spent grease were stored outside the Auxiliary Store at the Mill when there is available storage capacity in the Scheduled Waste Store.

**ASA3 Findings:** *Inspection of the mill area did not identify any incorrectly stored hazardous materials.*

**04 (4.3.2)** Inspection of Bukit Pelandok identified minor areas at Field 98A with reduced groundcover of *Nephrolepis spp.*, that appeared to be due to previous over-spraying of frond stacks along palm inter-rows.



**ASA3 Findings:** Inspection showed improved groundcover where *Nephrolepis* spp had been planted, except at locations with high density of palms and closed canopy conditions.

**05 (5.3.2)** Sediment control could be improved at the Bukit Pelandok vehicle wash bay by installing a trap on the drain before the water/oil separator.

**ASA3 Findings:** A sediment trap had been installed on the drain at the vehicle wash bay.

**06 (4.3.1)** A minor section of the terracing at the Bukit Pelandok Field 2011A had insufficient back-slope for control of rainfall runoff and erosion of the outer face had occurred, indicating closer control of the contractor is needed to achieve construction compliance with the company specifications.

**ASA3 Findings:** Inspection showed a dense groundcover of *Mucuna bracteata* was now established and there was no sign of erosion.

**07 (5.5.3)** Inspection found evidence of fire used for waste disposal at the Tanah Merah contractor's construction area.

**ASA3 Findings:** All locations visited found no evidence of fire being used for waste disposal.

### 3.4 Issues Raised by Stakeholders

The issues raised by stakeholders during ASA2 were followed up during this Assessment and found to have been actioned appropriately by the company.

Stakeholders interviewed during ASA3, both internal and external, had mainly positive comments. Issues raised during the interview process and the Company's response are detailed below.

The Hospital Assistant stated that his female Assistant resigned several months ago and he has requested another suitable female be engaged to assist at the Clinic, especially for when he treats female patients.

**Company Response:** A replacement will be recruited but as an interim measure, the HA will ensure that another female is present during consultation with female patients.

The Assessment Team considered the above response appropriate and will follow up during the next visit (ASA4).

## 4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

### 4.1 Date of Next Surveillance Visit

The next Surveillance Assessment (ASA4) will be scheduled within twelve months of RSPO approval of continuation of Certification.

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

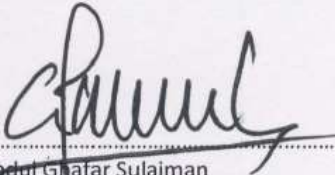
Table 5: Status of Nonconformities

CAR	CLASS	ISSUED	STATUS
CR01 6.1.1	Major	11/09/2008	Closed 26/10/2008
CR02 6.1.2	Minor	11/09/2008	Closed 26/10/2008
CR03 6.1.3	Minor	11/09/2008	Closed 26/10/2008
CR04 6.5.2	Minor	11/09/2008	Closed 05/05/2011
CR05 5.3.2	Minor	05/05/2011	Closed 24/03/2012
CR06 6.2.3	Minor	05/05/2011	Closed 24/03/2012

### 4.3 Sign-off of Surveillance Assessment Findings

SOU14 acknowledges and confirms acceptance of the Assessment Report contents, including assessment findings. SOU14 accepts the responsibility for implementing the corrective actions and addressing the opportunities for improvement detailed in the Assessment Report.

Signed for on behalf of  
Sime Darby Plantation Sdn Bhd (SOU14)



Mr Abdul Ghafar Sulaiman  
Manager Tanah Merah Mill  
Date: 7/3/2013

Signed for on behalf of  
BSi Group Singapore Pte Ltd



Mr Charlie Ross  
Lead Auditor

Date: 11/03/2013

# ***Appendix “A”***

## ***Supply Chain Assessment***

**APPENDIX A – SUPPLY CHAIN ASSESSMENT REPORT – SOU14 – SEGREGATION****TANAH MERAH OIL MILL****Certified Mill Production – 01 February 2012 – 31 January 2013**

CAPACITY	CSPO	CSPK
30 t/hr	29,935	6,955

**Physical Sales of Certified Mill Products (UTZ) – 01 February 2012 – 31 January 2013**

CSPO	CSPK
NIL	NIL

**Sales Certified CPO (GreenPalm Certificates)****01 February 2012 – 31 January 2013**

Month	BUYER (CPO)	Tonnes/ Certificates
Feb-12	GreenPalm Certificates	21,515
Mar	GreenPalm Certificates	35,263
Apr	GreenPalm Certificates	197,319
May	GreenPalm Certificates	35,088
Jun	GreenPalm Certificates	218,694
Jul	GreenPalm Certificates	32,065
Aug	GreenPalm Certificates	11,263
Sep	GreenPalm Certificates	134,406
Oct	GreenPalm Certificates	14,537
Nov	GreenPalm Certificates	52,165
Dec	GreenPalm Certificates	59,525
Jan-13	GreenPalm Certificates	22,660
<b>TOTAL</b>		<b>834,500*</b>

**Sales Certified PK (GreenPalm Certificates)****01 February 2012 – 31 January 2013**

Month	BUYER (PK)	Tonnes/ Certificates
Feb-12	GreenPalm Certificates	1,000
Mar	GreenPalm Certificates	7,130
Apr	GreenPalm Certificates	20,000
May	GreenPalm Certificates	1,700
Jun	GreenPalm Certificates	34,085
Jul	GreenPalm Certificates	25
Aug	GreenPalm Certificates	0
Sep	GreenPalm Certificates	15,077
Oct	GreenPalm Certificates	595
Nov	GreenPalm Certificates	18,715
Dec	GreenPalm Certificates	8,633
Jan-13	GreenPalm Certificates	3,228
<b>TOTAL</b>		<b>110,188*</b>

\*GreenPalm Certificates are the total overall for the 58 Sime Darby Mills. Certificates are not allocated to individual Mills

Sime Darby Commodities Trading and Marketing Department sold GreenPalm Certificates on behalf of all the company mills, but these were not recorded against the individual mills. The monthly sales of CSPO and CSPK are summarised in the tables below. The total numbers of GreenPalm Certificates sold for CSPO and CSPK did not exceed the total production of CSPO and CSPK.

**Certified FFB Received Monthly - 01 February 2012 – 31 January 2013**

Month	Tanah Merah	Bukit Pelandok	Sua Betong	Labu	New Labu	Bradwall	Salak	Siliau	PD Lukut	Sengkang	Tampin Linggi	Dusun Durian	Sepang	Diamond Jubilee	Kempas	Serkam	Sungai Bahru	Bukit Asahan	Monthly Totals FFB
Feb-12	5,746.85	2,732.51	393.19	-	-	209.71	-	-	415.75	-	-	-	-	-	-	-	-	-	9,498.01
Mar	6,376.94	2,952.90	428.93	-	-	243.75	-	-	344.56	-	-	-	-	-	-	-	-	-	10,347.08
Apr	5,930.62	2,680.00	-	397.59	235.21	-	-	-	-	-	-	-	-	-	-	-	-	-	9,243.42
May	6,942.63	3,032.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,975.48
Jun	7,800.02	3,517.50	-	-	-	-	-	-	-	-	-	100.15	252.09	-	-	-	-	-	11,669.76
Jul	6,726.45	2,613.69	-	-	-	-	100.65	-	1,582.04	-	-	-	-	-	-	-	-	-	11,022.83
Aug	6,305.10	3,966.75	-	-	-	491.94	294.67	42.51	2,274.78	-	60.48	-	-	-	-	-	-	-	13,436.23
Sep	7,512.31	3,771.95	-	-	-	-	215.64	177.48	2,123.13	358.81	-	-	-	322.86	223.32	302.74	26.81	-	15,035.05
Oct	8,151.75	3,648.64	-	410.22	78.12	241.39	196.39	258.75	2,301.78	341.80	61.62	-	-	408.63	-	961.89	-	597.17	17,658.15
Nov	7,235.96	3,226.20	-	-	-	211.83	38.32	382.76	2,044.93	394.04	-	-	-	-	-	28.35	-	113.35	13,675.74
Dec	6,589.71	2,977.63	-	108.53	149.86	541.65	63.25	-	670.80	-	-	-	-	-	-	-	-	-	11,101.43
Jan-13	5,892.86	2,634.66	-	153.70	129.88	-	-	-	882.81	-	-	-	-	-	-	-	-	-	9,693.91
<b>TOTAL</b>	<b>81,211.20</b>	<b>37,755.28</b>	<b>822.12</b>	<b>1,070.04</b>	<b>593.07</b>	<b>1,940.27</b>	<b>908.92</b>	<b>861.50</b>	<b>12,640.58</b>	<b>1,094.65</b>	<b>122.10</b>	<b>100.15</b>	<b>252.09</b>	<b>731.49</b>	<b>223.32</b>	<b>1,292.98</b>	<b>26.81</b>	<b>710.52</b>	<b>142,357.09</b>

**Certified Company Details**

Sime Darby Plantation Sdn Bhd  
Management Unit SOU14  
Ladang Tanah Merah  
71009 Port Dickson  
Negeri Sembilan Malaysia

Contact Person: Mr Abdul Ghafar Sulaiman  
Manager Tanah Merah Palm Oil Mill  
Phone: 06-6673317  
Fax: 06-6672506  
Email: kks.tanah.merah@simedarby.com

RSPO Membership No: 035-04(O)

**RSPO Supply Chain Certification System for Sime Darby Plantation (SDP)**

No	Business Unit	RSPO SCCS Certification Y/N	Trading Option	Certification Body	Date of Certification
1	Unimills B.V., Netherlands	Yes	SG, MB	Control Union (CUC)	Interim self-assessment in March 2009. Certified by CUC on 28 June 2011. Annual Surveillance Audit May 2013
2	SD Biodiesel, Malaysia	Yes	SG, MB	SIRIM	Interim self-assessment in March 2010. Certified by SIRIM on 25 March 2011. Annual Surveillance Audit February 2013
3	SD Jomalina, Malaysia	Yes	SG, MB	SIRIM	Certified by SIRIM on 10 March 2011. Annual Surveillance Audit February 2013
4	SD Kempas, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 19 Aug 2011. Annual Surveillance Audit July 2013
5	SD Austral, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
6	NURI Edible Oil Refinery, Malaysia	Yes	MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
7	NURI Edible Oil Kernel Crushing Plant, Malaysia	Yes	SG, MB	SIRIM	Certified by SIRIM on 13 April 2012. Annual Surveillance Audit March 2013
8	Hudson & Knights Boksburg, South Africa	Yes	MB	-	Certified on 14th December 2012. Annual Surveillance Audit November 2013
9	SDEPL, Singapore	No	-	-	Planned for Certification in FY 12/13
10	Morakot, Bangkok, Thailand	Yes	MB	-	Certified on 10th September 2012. Annual Surveillance Audit August 2013
11	GH Nhabe, Ho Chi Minh City, Vietnam	No	-	-	Planned for Certification in FY 12/13.
12	Emery, Selangor Malaysia	Yes	MB	SIRIM	Certified on October 2012. Annual Surveillance Audit September 2013

**Certification Body Details**

BSi Group Singapore Pte Ltd  
(Co. Reg. 1995 02096-N)  
3 Lim Teck Kim Road #10-02  
Genting Centre  
SINGAPORE 088934

Contact Person: Mr Aryo Gustomo  
BSi RSPO Scheme Manager  
Phone: +65 6270 0777  
Fax: +65 6270 2777  
Email: Aryo.Gustomo@bsigroup.com

**Summary**

Supply Chain assessment was made at Tanah Merah Mill that is owned and operated by Sime Darby. The assessment included site visits to Tanah Merah Oil Mill and Tanah Merah and Bukit Pelandok Estates, review of records and interviews of staff. The assessor concluded SOU14 has implemented an appropriate management system for controlling the purchase of certified FFB, processing of same and sales of certified CPO and PK. SOU14 maintains adequate records for confirming compliance with the RSPO supply Chain requirements and staff were able to demonstrate an appropriate knowledge of the requirements.

**Conclusion**

The SOU14 management system and records meet the requirements of the RSPO Supply Chain Standard: November 2011, Module D-CPO Mills: Segregation.

## Certificate Details

### Background to the Report

#### (a) Report authors

##### Assessor

Mr Charlie Ross, BSi RSPO Lead Auditor

##### CB Management Representative

Mr Aryo Gustomo, BSi RSPO Scheme Manager

#### (b) Previous assessments ASA2

#### (c) On-Site Visits

##### Visit Itinerary

Thursday 7 February 2013 – Tanah Merah Mill – Opening Meeting held at Mill Meeting Room; Weighbridge Station; examined weighbridge records; daily records of FFB deliveries, CPO and PK production; CPO Bulk Tank and PK Silo records; shipments of CPO and PK. Closing Meeting Friday 8 February 2013.

People consulted: Abdul Ghafar Sulaiman (Mill Manager); Muhammad Shahairie (Assistant Engineer); Solahaddin Jasmi (Assistant Engineer); Weighbridge Operator.

## Scope

The scope of the assessment covered the Tanah Merah Palm Oil Mill and the supply base of Sime Darby owned Tanah Merah and Bukit Pelandok Estates. The Supply Chain mechanism used is Segregation. The SOU14 operations were assessed against the RSPO Supply Chain Standard : November 2011, Module D – CPO Mills : Segregation.

## Description of Operation's Management System

SOU14 uses the Segregation mechanism for the supply chain. All consignments of FFB despatched from the Estates to the Mill are accompanied by a Consignment Note with a unique consecutive number and includes details of: Field Number Harvested; block Number; No of Bunches; Date Harvested; Estimated Tonnage; Vehicle Registration Number; Driver's Name and Bin Number.

All deliveries of FFB received at the Mill are issued with a Weighbridge Docket that records the Name of the supplier; Field Number Harvested; block Number; No of Bunches; Date Harvested; Truck Registration No; Driver's Name and the Tonnage. The weighbridge system is computerised and delivery records are used as the basis for payment for FFB deliveries. A sample of weighbridge dockets was checked at the Mill against the summaries of FFB deliveries from each Sime Darby Estate supply source. This confirmed the details of the source and quantity of FFB were recorded accurately and could be verified by tracking. The source of the FFB can be traced back to the Estate and the oil palm block from which it was harvested.

The Mill summarises and reports daily to Sime Darby Head Office: the quantity of FFB received from the Estates; the tonnage of FFB processed; the tonnages of CPO and PK produced; shipment tonnages; and the quantities of materials held in storage. The Mill and Estates also report the above quantities monthly to Sime Darby Head Office.

Checks of records and the eTrade platform confirmed SOU14 did not make any physical sales of CSPO or CSPK. Inspection of documents confirmed SOU14 maintains all of the documentation required for supply chain verification (RSPO Supply Chain Standard November 2011, Module D – CPO Mills : Segregation).

## Certified Volume Purchased and Claimed

The following certified FFB material was received from SOU14 and adjacent Sime Darby Estates during the 01 February 2012 – 31 January 2013 year and processed at Tanah Merah Mill: 142,357.09 t/FFB.

## 1 Documented Procedures

- 1.1 The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:
- Complete and up to date procedures covering the implementation of all the elements in these requirements. *Complies – Procedures are current and include all elements of the Supply Chain for controlling the receipt, sale and dispatch of palm products. For example, SPMS: 2012 Draft/ Appendix 15 - Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System.*
  - The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard. *Complies – The Mill Manager has responsibility for the Supply Chain aspects of FFB receipts, processing and shipping of palm products. Interview confirmed his knowledge of the RSPO Supply Chain requirements for the respective areas of the operations.*
- 1.2 The facility shall have documented procedures for receiving and processing certified and non- certified FFBs. *Complies – the Mills Weighbridge SOP covers the receiving of FFB and recording details of the Supplier and Transporter. All deliveries of FFB are subject to verification of documentation and quality checks. For example: MQMS/V1:2008/Level 3/Standard Operating Procedure/Station No. 1/Reception Station/1.3.1:Weighbridge MQMS/V1:2008/Level 3/Standard Operating Procedure/Section V:Introduction/Crop Quality Standards.*

## 2 Purchasing and Goods In

- 2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received. *Complies – the Mill records tonnages received at the weighbridge and these are reported to Head Office in the Daily Production Report.*
- 2.2 The facility shall inform the CB immediately if there is a projected overproduction. *Complies – the company has a mechanism for advising the CB of production variations, which are monitored internally.*

## 3 Record Keeping

- 3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements. *Complies – Inspection of records at the Mill confirmed these were updated daily.*
- 3.2 Retention times for all records and reports shall be at least five (5) years. *Complies – Records archived and stored for >5 years.*
- 3.3 The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. *Complies – these are updated monthly and reported to Head Office.*
- 3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. \*product name\*/SG or Segregated. The supply chain model used should be clearly indicated. *Complies – The company uses the prefix SG on the Product Code.*

## 4 Sales and Goods Out

- 4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:
- The name and address of the buyer; *Complies*
  - The date on which the invoice was issued; *Complies*
  - A description of the product, including the applicable supply chain model (Segregated) *Complies*
  - The quantity of the products delivered; *Complies*
  - Reference to related transport documentation. *Complies – all of these items (a-e) included in company's invoices to buyers*

## 5 Processing

- 5.1 The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non-certified material including during transport and storage and be able to demonstrate that it has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material, up to 5 % contamination, is allowed. *Complies – Tanah Merah Mill processes only crop sourced from Sime Darby Estates, all of which are RSPO Certified.*
- 5.2 The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material. *Complies - the Estate Delivery Docket system enables the FFB received at the Mill to be traced back to the Field and the Oil Palm Block where it was harvested.*
- 5.3 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that:
- The crush operator conforms to these requirements for segregation *Complies – The Mill does not outsource any activities.*
  - The crush is covered through a signed and enforceable agreement *Complies – The Mill does not outsource any activities.*

## 6 Training

- 6.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems. *Complies – The company maintains records of training. The Sime Darby RSPO & Certifications Unit of PSQM Department conducted Supply Chain & Traceability training on 03 January 2013 at Sua Betong Mill attended by the Tanah Merah Mill Manager and two Assistant Managers. Interviews of Mill Staff confirmed knowledge of the Supply Chain requirements.*

## 7 Claims

- 7.1 The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communication and Claims. *Complies – To the best of the Assessor's knowledge, the company has not made claims outside of the RSPO rules for Communications and Claims for Segregated CSPO and CSPK.*

## ***Appendix “B”***

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



**Table 1: Time Bound Plan and Summary of RSPO Certification Status as at 31 Dec 2012**

Financial year (July –	Targeted	Achieved/Status	Attachments
Jun-08	5 SOUs	Sime Darby Plantation has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment.	Details please refer to Worksheet below (Table 2) for SDP - RSPO Certification Status for <i>Malaysia</i> and <i>Indonesia</i> .
2008/2009	20 SOUs ( from Malaysia and Indonesia)	CSPO: To date (as at 31 Dec 2012) <b>55</b> SOUs have been certified with RSPO (36 Malaysian SOUs and 19 Indonesian SOUs). Refer to Table 2: RSPO Certification Status as at 31 Dec 2012.	
2009/2010	20 SOUs ( from Malaysia and Indonesia)	The total number of SOUs have been revised from 62 SOU to <b>58</b> SOUs with effect from 1st July 2012 due to strategic alignments/closure of mills.	
2010/2011 (End Dec 2011)	17 SOUs ( from Malaysia and Indonesia)		

**Table 2: Details of RSPO Certification Status as at 31 Dec 2012**

Status	Malaysia	Indonesia	Total	Remarks
<b>Certified</b>	36*	19	55	* Effectively only 36 SOUs: Sg Samak and Jeleta Bumi POM has been closed down. Due to strategic alignment, there are mills (Mostyn, Sepang POM) converted to third party oil mill and not included in the RSPO Certification timebound plan.
<b>RSPO EB Review</b>	0	3	3	• Pending review by RSPO EB. * Tamiang POM ceased operations and combined with Blang Simpo POM
<b>Total SOUs</b>	36	22	58	Note: Revised number of SOUs for SDP is <b>58</b> beginning July 2012.

**Sime Darby Plantation's (SDP) Status in Compliance to Land/Social Issues**

Please find below the updates of the previous grievance cases filed against SDP which have been addressed and the necessary actions taken by SDP to resolve the matters. All cases/issues are progressing as planned also reported to the RSPO Secretariat accordingly.

	Issues/Background	Status
1	<p><b>A) Indonesia Operations</b></p> <p>1.1 PT MAS has been facing fourteen claims made by the Project Affected Community (PAC) since 2007 and a few remain relevant currently.</p> <p>1.2 The PAC has requested for a meeting with Sime Darby management (31<sup>st</sup> October 2012) facilitated by Sawit Watch in the 10<sup>th</sup> RSPO Roundtable Meeting (RT 10, 29 Oct – 2<sup>nd</sup> Nov 2012), and the Secretary General of RSPO was also present during the meeting.</p> <p>1.3 After the meeting with the PAC, a complaint was officially filed by the PAC to RSPO on the unresolved claims. SD has responded to RSPO on 7 December 2012 in regards to the letter of complaint filed on 5th November 2012 to the Secretary-General of RSPO against PTMAS by the PAC through the RSPO Grievance mechanism.</p> <p>1.4 SDP has officially responded to RSPO on 7 December 2012 in regards to the letter of complaint filed to the Secretary-General of RSPO against PT MAS by the PAC through the RSPO Grievance mechanism.</p>	<ul style="list-style-type: none"> <li>• SDP carried out a full Social Impact Assessment (SIA) in November 2009. It was followed by a review on the claims through a Social Management Planning by LINKS in May 2011, with recommendation to formulate a strategy on resolving social claims by SPKS and to establish an SOP in social engagement.</li> <li>• Engagement of LINKS was extended into the 2<sup>nd</sup> phase of Social Management Plan in August 2012 on Social Engagement Facility with a timeframe of 12 months.</li> <li>• Subsequent from the complaint, a series of meeting held on 22 Nov 2012 and 19 Feb 2013 was conducted between SD and the PAC.</li> <li>• OXFAM has also requested for a meeting with Sime Darby on 3<sup>rd</sup> November 2012. Both meetings highlighted result of a study by Asep Yunan Firdaus on PT MAS fourteen claims made in 2007. SDP has engaged LINKS to conduct similar study. Findings from both studies are comparable and recommendations especially from LINKS have been considered in producing action plan for moving forward.</li> <li>• As an outcome of the meeting, Sime Darby has agreed to send progress reports on the matter to RSPO on a quarterly basis.</li> <li>• RSPO Main Assessment report for PT MAS is currently under the review by RSPO EB pending RSPO certification.</li> </ul>

	Issues/Background	Status
2	<p><b>B) Liberia Operations</b></p> <p>2.1 SDP received comments by Forest People’s Programme on Parcel 2 – 20,000ha at Bopolu District, Gbarpolu County in July 2011(during NPP public consultation period). Following that, SDP has:</p> <p>2.1.1. Conducted the necessary investigation</p> <p>2.1.2. Provided a response to the RSPO on the complaints made</p>	<ul style="list-style-type: none"> <li>• NPP completed.</li> <li>• In January 2013, Forest Peoples Program officially informed RSPO that in its opinion SDPL made good progress in addressing PAC’s grievances, although the remedial activities could be conducted more expeditiously; in response to the above, RSPO requested SD to provide additional, detailed information on the status of negotiations between PAC and SDPL and supporting documents, all of which was forwarded to RSPO.</li> </ul>
3	<p><b>C) Others</b></p> <p>3.1 For responses/clarification on media reports/releases for the period 2011-2012, please refer to the following websites:</p> <p>3.1.1 <a href="http://www.simedarbyplantation.com/False_and_Inaccurate_Reports_on_Liberian_Operations.aspx">http://www.simedarbyplantation.com/False_and_Inaccurate_Reports_on_Liberian_Operations.aspx</a></p> <p>3.1.2 <a href="http://www.simedarbyplantation.com/Sime_Darby's_Response_to_New_York_Times_Article.aspx">http://www.simedarbyplantation.com/Sime_Darby's_Response_to_New_York_Times_Article.aspx</a></p> <p>3.1.3 <a href="http://www.simedarbyplantation.com/Sime_Darby_Plantation's_Response_To_Oxfam's_Press_Release.aspx">http://www.simedarbyplantation.com/Sime_Darby_Plantation's_Response_To_Oxfam's_Press_Release.aspx</a></p>	<ul style="list-style-type: none"> <li>• Media reports/releases have been clarified and responses are published in the Sime Darby Plantation website.</li> </ul>

SDP is committed to conform to the RSPO requirements for partial certification, and during the period under review, SDP management has not identified any new/outstanding issues related to the following (besides the above reported cases):

- (1) unresolved significant land disputes;
- (2) replacement of primary forest or loss of HCVs;
- (3) labour disputes that are not being resolved through an agreed process;
- (4) evidence of non-compliance with any law at any of the landholdings.

## ***Appendix “C”***

### ***CV for New Team Member***

**DIAN EKOWATI****ADDRESS**

Ciomas Cluster Residence, Jalan Gabus 5, Blok A No. 3A  
 Rt. 6/10, Kelurahan Padasuka, Kecamatan Ciomas, Kabupaten Bogor  
 Phone +62 812 2219 162

Personal Email: [dee.ekowati@gmail.com](mailto:dee.ekowati@gmail.com)

**EDUCATION BACKGROUND**

- |      |   |
|------|---|
| 2012 | Graduate Degree: Bogor Agricultural Institute Graduate School (Master Level), Faculty of Human Ecology, Rural Sociology Study Program, Majoring in Gender and Social Demography. Thesis: Fertility and Gender Relation in Neglasari Village, Jasinga, Bogor, West Java. |
| 2006 | Bachelor Degree: Bogor Agricultural Institute, Communication and Community Development Study Program. Thesis: Community Empowerment in Ecotourism Development; Pesisir Krui, West Lampung.  |

**PROFESSIONAL HISTORY**

- |            |   |
|------------|---|
| 2010 - now | Facilitator for British Standards Institution (BSI) auditors in conducting RSPO (Roundtable on Sustainable Palm Oil) audits.  |
| 2011-2012  | Research on Landless Farmers Livelihood in West Java rural areas, Neglasari Village, Jasinga Sub-District, Bogor, West-Java, Sajogyo Institute (SAINS).   |
| 2011-2012  | Research on Gender Relation and Women's Decision on the Number of Children, Neglasari Village, Jasinga Sub-District, Bogor, West-Java. Rural Sociology, IPB Graduate School.  |
| 2011       | Co-researcher on research; Farmers Movement to Defend their Land, Atenco, Mexco. SEPHIS.  |
| 2010-2011  | Desk Study on Indonesian Land Reform Initiative – SAINS, Asian NGO Association and International Land Coalition.  |
| 2010       | Study on Women Participation in Government Program aimed for Women Empowerment (Program Pemberdayaan Wanita Keluarga Sehat Sejahtera), Research Institution of IPB, Bogor District, West Java.  |
| 2010       | Impact Study of Government Assistance on Farmers: Superior Rice and Corn Seedlings, Chemical and Organic Fertilizer, Pasuruan and Situbondo Districts, East Java, Indonesia. IPB Research Center.                                     |
| 2010       | Agrarian Systematic Research; "HGU and its Implications: Tajau Pecah Village, Batu Ampar Sub District, Tanah Laut District and Hayup Village, Harau Sub District, Tabalong District, South Kalimantan Province. Sajogyo Institute and |

- National Land Academy.
- 2009-2010 Research on Community Satisfaction on PT Antam Tbk's Community Development Program. Bogor. West Java. IPB Research Center.
- 2009 Agrarian Systematic Research; "Agricultural Institution of Production and Distribution in Rural Households Post Land Reform in Gender Perspective: a Case Study in Banjaranyar and Pasawahan Village, Ciamis, West Java." Sajogyo Institute and National Land Academy.
- 2008 Study on Adaptation and Ecological Conflict: Kasepuhan Sinar Resmi (Abah Asep), Sirna Resmi Village, Ciselok Sub District, Sukabumi District, West Java. Rural Sociology Study Program, IPB Graduate School.
- 2008 PT. Aqua Transportation Impact in Social Economic Aspect of the Community, Part of PT. Aqua CSR Research, Sukabumi, West Java.
- 2007 Facilitating community to manage program from the government in PPK-IPM project (West Java Provincial Government Program to Increase the People's Human Development Index).
- 2005 Research on the Potency to Develop Community Based Ecotourism as an Effort in Empowering Rural-Agro forest Community, Lembaga Alam Tropika Indonesia (LATIN), West Lampung.
- 2005 Research on Local Participative Technology, Petungkriyono Sub District, Pekalongan District, Central Java, LATIN.
- 2004 Facilitating community to establish and manage their own Community Radio, LATIN NGO (Lembaga Alam Tropika Indonesia), West Lampung.
- 2003 Research on Rural Community's Social Economic Potency, Pamijahan Sub District, Bogor, IPB.

#### TRAINING AND FELLOWSHIP

- 2011 Tailor Made Short Course Agrarian Transition For Rural Development in Institute of Social Studies (ISS), Erasmus University The Netherland - a cooperation of ISS and Sajogyo Institute.
- 2010 International Workshop on Agrarian Transition in Indonesia, Department of Anthropology, Faculty of Cultural Science, Gadjah Mada University, Jogjakarta.
- 2009 Workshop on Methodology and Public Lecturer with Tania Muray Li and Ben White – SAINS – Agrarian Research Center of IPB and STPN
- 2008 Training on Analyzing Village Potency Data, Sajogyo Institute.
- 2007 Workshop on Character Building – Teacher Institute, Sampoerna Foundation, Jakarta
- 2004 Facilitator Techniques Training, LATIN NGO, WALHI (Wahana Lingkungan Hidup Indonesia) and West Lampung Government.

**PAPER PRESENTED IN CONFERENCES**

- 2010 "Negotiating Space of Critical Collaboration" Presented in Yale International Forum: Interdisciplinary Conference, Social Justice and Rule of Law: Addressing the Growth of a Pluralist Indonesian Democracy, Diponegoro University and Yale University, Semarang, Indonesia.
- 2010 "Gender and Fertility in Plantation". Presented in the International Workshop on Agrarian Transition in Indonesia, Department of Anthropology, Faculty of Cultural Science, Gadjah Mada University, Yogyakarta.
- 2009 "Return to Local Knowledge to Achieve Resilient Agriculture to Climate Change". Presented in the International Seminar on Achieving resilient-agriculture to climate change through the development of Climate-Based Risk Management Scheme, on November 2009, held by Indonesian Association of Agricultural Meteorology.
- 2009 "Poverty and Disparity between Upland and Lowland; Indonesian Case". Presented in the 2nd IRSA (Indonesian Regional Science Association) International Institute (July 2009), held By IRSA and IPB.
- 2005 "The Potency to Develop Community Based Ecotourism; Pekon Pahlungan, Krui, West Lampung" Presented in the Meeting of Petani Repong Damar (P2RD), West Lampung Government.

**BOOK CHAPTERS IN BAHASA INDONESIA**

- 2010 "Membaca Ulang Keberadaan Hak Guna Usaha dan Kesejahteraan Rakyat". (Second Author) in Pengembangan Kebijakan Agraria Untuk Keadilan Sosial, Kesejahteraan Masyarakat dan Keberlanjutan Ekologis. Yogyakarta, Indonesia: SAINS dan STPN Press.
- 2009 "Kelembagaan Produksi-Distribusi Pasca Okupasi dalam Perspektif Gender, Studi Kasus Dua Desa di Kabupaten Ciamis". (First Author) in Memahami dan Menemukan Jalan Keluar dari Problem Agraria & Krisis Sosial Ekologi. Yogyakarta, Indonesia: SAINS dan STPN Press.

**ARTICLE IN NATIONAL JOURNAL**

- 2009 "Poverty and Disparity between Upland and Lowland Communities". (First Author) in Economic Journal of Emerging Markets. Special Edition on Regional Economics. Yogyakarta: Faculty of Economics, Universitas Islam Indonesia.

## *Appendix “D”*

### *ASA3 Programme*



**ASA3 PROGRAMME 07 – 08 February 2013**

**TEAM: CR: Charlie Ross; RR: Robyn Ross; IN: Iman Nawireja; DE: Dian Ekowati**

DATE	TIME	ACTIVITY	CR	RR	DE	IN
Thursday 7 February 2013	AM	Opening Meeting (Mill and Estates)	√	√	√	√
		Document Review including Supply Chain	√			
<b>TEAM 1 MILL</b>	AM	Interview Contractors/Suppliers	√		√	
		Interview Female/Male Staff/Workers		√	√	
<b>TEAM 2</b>	PM	Review Pay Documentation		√	√	
		Inspect Mill, Effluent Ponds, Land Application, Workshop, Stores, Landfill	√			
<b>TEAM 2</b>	PM	Visit Clinic Interview Staff		√	√	
		Inspect Housing Interview Residents		√	√	
<b>TEAM 2</b>	AM	Closing Briefing	√	√	√	
		Opening Briefing				√
<b>BUKIT PELANDOK ESTATE</b>	AM	Inspect Estate including Buffer Zones				√
		Interview Male Fieldworkers				√
<b>TEAM 2</b>	AM	Inspect Stores, Workshop, Landfill				√
		Interview Contractors/Suppliers				√
<b>TEAM 2</b>	AM	Inspect Housing				√
		Government Offices DOSH, DOE, Labour Department, NUPW Regional Office, AMESU, NGOs				√
<b>TEAM 2</b>	PM	Visit any Local Communities				√
		Document Review				√
<b>TEAM 2</b>	PM	Closing Briefing				√
		Opening Briefing	√	√	√	√
Friday 8 February 2013	0800	Inspect Estate including Buffer Zones	√	√	√	√
		Interview Male/Female Fieldworkers	√	√	√	√
<b>TANAH MERAH ESTATE</b>	0800	Inspect Stores, Workshop, Landfill, Land Application	√			
		Interview Female Staff/Workers		√	√	
<b>TEAM 2</b>	0800	Review Pay Documentation		√	√	
		Inspect Housing Interview Residents		√	√	
<b>TEAM 2</b>	PM	Visit any Local Communities				√
		Document Review	√			
<b>TEAM 2</b>	PM	Prepare Visit Report and Closing Presentation		√		
		Closing Meeting	√	√	√	√

## ***Appendix “E”***

### ***Stakeholders Contacted***

**LIST OF STAKEHOLDERS CONTACTED**

<p><b><i>Internal Stakeholders</i></b>  3 Local Male Mill Workers  3 Foreign Male Mill Workers  2 Foreign Harvesters (Tanah Merah Estate)  7 Female Staff (Tanah Merah Estate)  4 Female Daily Rated Workers (Tanah Merah Estate)  Hospital Assistant (Mill/Tanah Merah Estate Clinic)</p>	<p><b><i>Internal Stakeholders</i></b>  4 Female Mill Staff/Workers  Residents Mill &amp; Estate Housing  11 Foreign Harvesters (Bukit Pelandok Estate)  Residents Bukit Pelandok Estate Housing  Hospital Assistant (Bukit Pelandok Estate Clinic)  Tanah Merah Estate NUPW Worker Representative</p>
<p><b><i>Contractors</i></b>  Mill machinery repair Contractor  Mill Civil work contractor  Mill engineering contractor  Estate Transport Contractor  Estate General Contractor</p>	<p><b><i>Local Communities</i></b>  Kampong Baru (Site A) Representatives  Kampong Baru (107 Ekar) Representatives</p>
<p><b><i>Government Departments</i></b>  Department of Labour  Department of Environment  Lands Department</p>	<p><b><i>NGOs and others</i></b>  AMESU  NUPW (Negeri Sembilan)</p>