

RSPO – Recertification Assessment

Sime Darby Plantation Sdn. Bhd.
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Strategic Operating Unit (SOU 20) - Chaah Palm Oil Mill Peti Surat 104, 85400 Chaah, Johor, Malaysia

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Section 1 Scope of the Recertification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Mill Address	Certification Unit: Strategic Operating Unit (SOU 20) - Chaah Palm Oil Mill Peti Surat 104, 85400 Chaah, Johor, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Pn. Sabarinah Marzuky (Head Office) Mr. Azhanizan R. Deni (Chaah Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	sabarinah.marzuky@simedarby.com kks.chaah@simedarby.com
Telephone	+603 – 78484371 (Head Office) +607-9342454 (Mill)	Facsimile	+603 – 78484363 (Head Office) +607-9341455 (Mill)

2. RSPO Certification Information			
Certificate Number	SPO 548299	Date	18.11.2010
Scope of Certification	Palm Oil and Palm Kernel Production from Chaah Palm Oil Mill and Supply Base (Chaah Estate, North Labis Estate and Simpang Kiri Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil			

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Chaah Palm Oil Mill (Capacity: 30mt/hr)	Peti Surat 104, Chaah Palm Oil Mill, 85400 Chaah, Johor, Malaysia.	102° 59' 47"	2° 10' 40"
Chaah Estate	Pejabat Ladang Chaah, 85400 Chaah, Johor, Malaysia.	102° 59' 53"	2° 10' 31"
North Labis Estate	Ladang North Labis, P.O. Box No.501, 85300 Labis, Johor, Malaysia.	103° 03' 00"	2° 23' 00"
Simpang Kiri Estate	Ladang Sg. Simpang Kiri, K.B. No. 103, 85400, Chaah, Johor.	103° 00' 10"	2° 08' 54"

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4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planted
Chaah Estate	2,685	0	2,685	257	2,942	91%
North Labis Estate	2,800	556	3,356	230	3,586	94%
Simpang Kiri	1,517	461	1,978	283	2,261	87%
TOTAL	7,002	1,017	8,019	770	8,789	

5. Plantings & Cycle								
Estate	Age (Years) & Ha					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (ASA4)	Actual (ASA4) (July 2014 – June 2015)	Forecast (July 2015 – June 2016)
Chaah	0	43	2,638	4	0	68,915	66,520	69,831
North Labis	556	841	1,548	411	0	32,902	35,080	46,383
Simpang Kiri	461	1,189	328	0	0	34,963	32,198	37,746
TOTAL						136,780	133,798	153,960

6. Certified Tonnage									
Mill	Estimated (Previous Year ASA4)			Actual (This Year July 2014 – June 2015)			Forecast (Next Year July 2015 – June 2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Chaah Palm Oil Mill	136,780	28,723	7,522	133,798	29,208	6,884	153,960	33,563	8,160
Total	136,780	28,723	7,522	133,798	29,208	6,884	153,960	33,563	8,160

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
B-08-01 (East), Level 8, Block B, PJ8,
No. 23, Jalan Barat, Seksyen 8,
46050 Petaling Jaya, Selangor, Malaysia.
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site recertification assessment was conducted from 26 - 29 August 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO P&C MYNI 2014 and RSPO SCCS 2014 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Public Stakeholder Notification was made on 15 July 2015, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss Chaah Certification Unit's environmental and social performance.

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

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

All the previous nonconformities are remains closed. The assessment findings for the recertification are detailed in Section 3.3.

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

This report was internally reviewed by Mr. Senniah Appalasy (BSI RSPO Scheme Manager) and externally by independent peer reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re-Cert)	Year 2	Year 3	Year 4	Year 5
Chaah Palm Oil Mill	√	√	√	√	√
Chaah Estate		√	√		√
North Labis Estate	√		√	√	
Simpang Kiri Estate	√	√		√	√

Tentative Date of Next Visit: 23 August 2016

Total No. of Mandays: 13.5

BSI Assessment Team:

Muhammad Haris B. Abdullah – Lead Assessor

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

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Hafriazhar Mohd Mokhtar – Team member

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Mohamed Hidhir Bin Zainal Abidin – Team member

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

Accompanying Persons: Not Applicable.

Section 3 Assessment Findings

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

- RSPO P&C MYNI 2014 Summary of the Assessment – Appendix A
- Sime Darby Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units.

There was a change of the Time Bound Plan (TBP) under Sime Darby Indonesia Operation due to the on-going mediation and DSF facilitation Process by RSPO DSF at PT Mitra Austral Sejahtera (PT MAS). This was the result from the mediation meeting held on 22 July 2014. PT MAS was audited as per the original TBP by RSPO accredited Certification Body in 2011. Due to the on-going mediation process, the CB that assessed PT MAS is yet to issue the certificate. BSI has accepted the revision as justified revision due to the commitment shown by all parties involves
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resolving the community issue. This is also accepted by the CB that assessed PT MAS. Discussion was held with the CB that assessed the PT MAS and Sime Darby.

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

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

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period and beginning 2015. BSI is also communicating with other Certification Bodies that auditing Sime Darby's other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

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

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

3.3 Details of findings

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

During the re-certification assessment there were one Major and three minor nonconformities raised. The Chaah Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1228987M1	<p>Requirements 4.7.1: A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>Evidence of Nonconformity Chaah Mill: a.) Permit to work (PTW) system: i) Referred PTW for confined space entry dated 16/3/15 (Contractor Dynaneca) for boiler overhaul work. - No gas testing carried out by a competent AGT. - Unauthorized personnel (contractor) for AESP had signed the PTW - No cancellation of PTW after completion of work - No health declaration for those involved in confined space entry for the said date. b.) Audiometric testing: i) The last audiometric testing was done on 25/2/14 and has exceeded 12 month period. Retest for STS cases were not done within 3 month from the date of testing.</p> <p>Statement of Nonconformity Health and safety plan was not effectively implemented and monitored</p> <p>Status: i) Training for Industrial Code of Practice for Confined Space 2010 was conducted on 14/9/15 for all staff and workers that involved in confined space entry programme. As for temporary measures, competent AGT-ES from neighbouring mill (KKS Ulu Remis) will assist to carry out any confined space entry programme. Internal staff training – to upgrade competency (level 1 and level 2 training) has been planned on January 2016. ii) Sample of confined space entry PTW for fibre cyclone trunking cleaning was verified; sample of PTW dated 15/9/15 together with health declaration endorsed by competent person. iii) Audiometric testing was conducted on 8-9/9/15. Refer to draft audiometric report dated 18/9/15, ref: AUDIO/MHA/NML/SMKKSCHAAH/SB1565(D). It was noted that total of 20 employees detected having the STS while 27 employees were suspected with hearing impairment. Retest for STS affected workers has been confirmed on 16 October 2015 by audiometric consultant, NM Laboratory Sdn. Bhd. iv) Total of 27 workers with hearing impairment was reported to DOSH using JKPP 7 form. JKPP 7 form dated 22/9/15 was verified. The Major nonconformity was closed on 28/9/2015.</p>	Major

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1228987N1	<p>Requirements 6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p>	Minor

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	<p>Evidence of Nonconformity Mill: Last Union meeting was done on 18/3/2014 and minutes available. However, updating of the action taken and person in-charge was missing in the minutes of meeting. This was raised as an observation during ASA4 assessment but no action was recorded. Interview with Union representatives confirmed that there were no meeting since the previous meeting. North Labis Estate: No union meeting minutes was sighted during the audit. Simpang Kiri Estate: No union meeting minutes was sighted during the audit.</p>	
	<p>Statement of Nonconformity Minutes of meetings with union was not adequately documented.</p>	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1228987N2	<p>Requirements 1) Indicator 4.4.1: An implemented water management plan shall be in place. 2) Sustainable Plantation Management System Ver. 1 01/11/2008 Appendix 7; SOP for taking water samples from streams/rivers; 4.3: Frequency of water sampling</p>	Minor
	<p>Evidence of Nonconformity North Labis estate: Water sample analysis record:- 1) Water Analysis Test letter to Water & Wastewater Lab Sime Darby Resource Sdn. Bhd. dated 4 April 2013 2) Water analysis test report ref. # IE401/2012 dated 7/5/2012 3) Pesticide analysis test report ref. # PL0105/2012 dated 8/5/2012</p>	
	<p>Statement of Nonconformity Estate has not been implementing its river water sample monitoring since 4 April 2013 until 25 August 2015.</p>	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1228987N3	<p>Requirements 4.7.5: Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>	Minor
	<p>Evidence of Nonconformity Simpang Kiri estate: i) Harvesting operation (field 2000B) - First aid equipment was not made available at worksite. ii) First aid kit (water management & manuring mandore) – Inadequate content in the first aid box and not following the 4th schedule of Safety, Health & Welfare (SHW) Regulation 1970. No hazard sign and expiry date for re-bottling of iodine and saline solution.</p>	
	<p>Statement of Nonconformity First aid equipment was not effectively monitored.</p>	

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	Safety signs are continuously maintained well and clearly marked with walkways.
2	The palm oil mill has maximised the use of renewable energy by consuming shell and fibre produced internally.
3	The Mill and Estates have maintained good relationship with internal and external stakeholders.

Issues raised by Stakeholders

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Chaah Certification Unit's environmental and social performance, legal and any known dispute issues.

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

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

IS #	Description
1	Issues Labour Department (Contacted by phone): Informed that there is no issue on legal compliance. Labour requirements are implemented in all estates and mill.
	Management Responses The management took note of the comment for continuous improvement.
	Audit Team Findings Positive feedback.
2	Issues Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.
	Management Responses The management treat all employees equally and no discrimination.
	Audit Team Findings No disputes were highlighted by foreign workers interviewed during field visit.
3	Issues Contractors: Contractors confirm payment is prompt as per agreed contract.
	Management Responses Payment is made as per the agreed terms.
	Audit Team Findings No other issues.
4	Issues School Headmaster and teacher: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	Management Responses Management assist wherever possible.
	Audit Team Findings

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	No other issues.
5	Issues Workers union secretary: No pending disputes or any wage issues. Company follow the NUPW/MAPA agreement and minimum wage requirement.
	Management Responses Management always encourage union representative and workers to meet them to resolve any issue immediately and open for discussion.
	Audit Team Findings No disputes were raised by workers interview with them which indicate that the freedom to join union and procedure to voice out grievances is implanted.
6	Issues Village Head: Management always assist whenever requested for assistance. The relationship is good. No other issues.
	Management Responses Management assist wherever possible.
	Audit Team Findings No other issues.
7	Issues NUPW State Secretary: Re-confirm that company follow the NUPW/MAPA agreement and minimum wage requirement. No pending disputes or any wage issues.
	Management Responses Management always encourage union representative and workers to meet them to resolve any issue immediately and open for discussion.
	Audit Team Findings No other issues.

3.3.1 Status of Nonconformities Previously Identified and Observations


All the previous Major nonconformities are remains closed. There was no Minor nonconformity raised during ASA4.

Observation	
OBS #	Description
1	4.6.4: Chaah Estate: All the MSDS are available. However, some are in English.
	Status: Chaah Estate: The management has obtained MSDS in Bahasa version from the supplier. Samples were verified during this visit.
2	6.6.1: Chaah Mill: The Union meeting was done on 18/3/2014 and minutes available. Updating of the action taken and person in-charge was missing in the minutes of meeting. North Labis Estate: Union meeting was schedule on 12/5/2014. Union meeting minutes will be followed up.
	Status: Chaah Mill: No action was recorded or further meeting conducted as to date. Upgraded to Minor nonconformity. North Labis Estate: Minutes of meeting was not available. Upgraded to Minor nonconformity.

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3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01: 2.1.1	Major	29/6/2009	Closed 06/07/2010
CR02 : 4.4.1	Major	29/6/2009	Closed 06/07/2010
CR03 : 5.2.2	Major	29/6/2009	Closed 06/07/2010
CR04 : 4.3.2	Minor	29/6/2009	Closed 19/12/2011
CR05 : 5.2.2	Major	12/07/2012	Closed 10/09/2012
CR06 : 5.2.3	Minor	12/07/2012	Closed 03/05/2013
CR07 : 6.1.3	Minor Upgraded to Major	12/07/2012 / 03/05/2013	Closed 02/07/2013
CR08 : 5.3.2	Minor	03/05/2013	Closed 25/04/2014
1047140M0: 2.1.1	Major	25/04/2014	Closed 26/05/2014
1047140M4: 4.6.5	Major	25/04/2014	Closed 26/05/2014
1047140M5: 4.7.3	Major	25/04/2014	Closed 26/05/2014
1228987M1: 4.7.1	Major	29/08/2015	Closed 28/09/2015
1228987N1: 6.6.2	Minor	29/08/2015	"open"
1228987N2: 4.4.1	Minor	29/08/2015	"open"
1228987N1: 4.7.5	Minor	29/08/2015	"open"

Assessment Conclusion and Recommendation:	
Based on the findings during the this recertification assessment of Chaah Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C Malaysian National Interpretation (MYNI-2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Chaah Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr. Shuhaimi Bin Dollah	Name: Muhammad Haris Bin Abdullah
Company name: Sime Darby Plantation Sdn Bhd Chaah Estate	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Senior Manager	Title: Lead Auditor
Signature:  SIME DARBY PLANTATION SDN. BHD. (0-7706-1) CHAHAH ESTATE HJ. SHUHAIMI BIN DOLLAH SENIOR MANAGER	Signature: 
Date : 29.09.2015	Date : 28/9/2015

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Commitment to Transparency			
Criterion 1.1:			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HGV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of request for information maintained in individual files by the chief clerk. Records of stakeholder requesting information recorded in the visitor's book.	Complied
Criterion 1.2:			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby Plantation Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantation Sdn Bhd website: http://www.simedarbyplantation.com/Sustainability.aspx Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> • Good Agricultural Practices • Social Enhancement • Sustainability Management Programmes • Complaint and Grievances procedure. • Environmental Conservation <p>These documents highlight current Sime Darby Plantation Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantation Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Committing to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations. The code of business conduct available since December 2011 includes elements of human right as well.</p> <p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p><u>Chaah POM</u> Mill and UPV inspection – 22/3/15 Boiler JK PMD762 STR – JH PMT 20336, JH PMT 20597 & JH PMT 21640 Vacuum deaerator : PMT 16799 BPR : PMT 9187 Other PMT was found satisfactorily. Engine driver: JKJ18: # J45/2000 & # J295/2007, 1st grade engine driver. Visiting electrical engineer: JK-T-2-B-0002-2006, latest visit 18/7/2015. Electrical charge man: PJ-T-4-B-0095-2011, PJ 10901636. CePPOME : CePPOME/14088 valid until 1/3/16. CePSWaM : CePSWaM/144557 valid until 1/3/16. MPOB license : 518940004000 valid until 29/2/16, capacity 168,000 MT EC license: 00120244 for 1662 kW, in progress of renewal, refer letter to EC dated 20/8/15. DOE license “Jadual Pematuhan”: 002153 valid until 30/6/16, disposal method (land application), BOD limit (5000 mg/l) <u>North Labis Estate</u> MPOB Sg Labis: 522496002000 valid until 31/7/16 MPOB Sg Labis: 520479102000 valid until 30/4/16 Weighbridge stamping : B811068 (01537766LP) valid until 24/9/16</p>	Complied
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p>	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>Evaluation of legal requirements and compliance status with legal requirement is monitored by operating units, PSQM team, OHS Department and head office Group Compliance Department (GCAD).</p>	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA seculars.</p>	Complied
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<u>North Labis Estate:</u> Sample of land title : Title# 132749, lot 627, 119.7362 Ha, freehold, agriculture, Mukim Labis, Segamat. Title# 333664, lot 2658, 206.4779 Ha, freehold,agriculture, Mukim Labis, Segamat. <u>SKE:</u> At Simpang Kiri estate sighted land titles to cover the plantation area (Title No. HSD 7747, HSD 14358, HSD 14359, HSD 14360 and HSD 14 361).	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Field visit to 91A noted that boundary is visibly maintained at Labis Forest reserve and verified during the visit. Legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside Chaah Estate and sharing the estate boundary. All the boundaries are visibly maintained as per company SOP.	Complied
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
Principle 3: Commitment to long-term economic and financial viability		
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	SOU20 had an annual budget for the financial year 2015/2016. The palm oil mill budget includes the projected FFB processed, CPO and PK production which projected for five years.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. <u>NLE:</u> 217.41ha will be replanted in current 2015/16 FY. The long range replanting programme is available till 2019/20 FY. <u>SKE:</u> The long range replanting plan shows there will be no replanting until FY 19/20. Next replanting will be in 20/21 FY for 104.96ha.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. The following are rating given by internal and external for FY2014/2015 at SOU 20: <u>Chaah Palm Oil Mill</u> MA visit report – SOU20/CAM/01/14-15 15-17/12/14 by MA PQR = 84% (previous report 80%) Safety= 84% (previous 74%) Noted improvement for PQR and safety rating compared to previous MA visit. Mill had achieve higher OER and improved on mill utilization for the last financial year.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. <u>Mill:</u></p> <p>The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> • Effluent monitoring records: Monthly Effluent Analysis Test Report; Test Report no. EP339/2015 dated 18/6/2015 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, TN, AN, O&G. All parameters were within allowable limit. • River water (Sungai Gerchang) water sampling analysis against Class IIA/IIB INWQS (Water analysis test report by Sime Darby Research Sdn. Bhd. test report ref. # IE590/2015 dated 27/7/2015). • Boiler stack sampling records: Report on Air Emission Monitoring for Boiler 3 by PAC Testing & Consulting Sdn. Bhd. Ref.: PAC-AE-150209; Sample monitoring date: 12/02/2015; Reported on February 2015 • Ambient air quality monitoring: Report by PAC Testing & Consulting Sdn. Bhd. Ref.: PAC-AA-150515; Sample monitoring date: 25-26/05/2015; Reported on May 2015 <p>Online scheduled waste inventory updated as of 25/8/2015; Consignment Ref. # 2015073011VY8FQZ for SW305, SW306, SW322, SW409, SW410 & SW430 where the quantity and storage period were within allowable limit.</p> <p>Internal RSPO audit was conducted on 2/6/2015 by the RSPO & Certification Unit, PSQM.</p> <p><u>NLE:</u> PA visit: 24-27/3/2015 Agronomist: 30 - 31 July 2015</p> <p><u>SKE:</u> PA visit was on going during the audit. Previous visit was on 11-14/8/2014 Report No. SOU 20/01/2014-15 Agronomist visited on 14-15 January 2015.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	<p>No third party FFB received. All the FFB are from own certificate scope.</p>	<p>Complied</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<u>NLE:</u> Fertilizer application follows the recommendation from the R&D department. Records verified shows that 3/8/2015 field 2000A applied with Ammonium Chloride covering 28.40ha at the rate of 2.50kg/palm. <u>SKE:</u> In estate, the application of fertilizer has been recorded in the application program form. The application of fertilizer for the Month of July 2015 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in July 2015 as per recommendation.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on April 2015 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last was done in June 2012.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application only applied to selected fields at the estates. Average about 45mt/ha EFB applied.	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as muccuna and soft grasses and ferns.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Complied

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4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no soil categorised as problematic or fragile soil at all estates visited.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p>The water management plan for both mill and estate were established based on Sime Darby Plantation’s Sustainable Plantation Management System Ver. 1 01/11/2008 Appendix 7; SOP for taking water samples from streams/rivers; especially for monitoring as well as other requirement by respective operating units.</p> <p><u>Chaah Oil Mill:</u> Has reviewed the Water Management Plan for financial year 2015/2016 on 8/7/2015 for consumption and monitoring of water and its sources based on its operational and DOE license requirements.</p> <p><u>North Labis Estate:</u> Water management plan – Monitoring and measuring of drinking water source. Latest sample of drinking water analysis for the parameters of Cl, pH, NTU, Total Coliform and E-Coli was done by Environment Health Officer from Pejabat Kesihatan Segamat on 23/4/2015. Results shown all parameters are within the limit of drinking water standard. However there was no record and evidence of its discharge/outgoing water monitoring except for the only available Water Analysis Test letter to Water & Wastewater Lab Sime Darby Resource Sdn. Bhd. dated 4 April 2013, Water analysis test report ref. # IE401/2012 dated 7/5/2012 and Pesticide analysis test report ref. # PL0105/2012 dated 8/5/2012. <i>Minor nonconformity was raised.</i></p> <p><u>Simpang Kiri Estate:</u> Water management plan – Contingency plan- Purchase water from SAJ for drinking water while monitoring of discharge water into river. Latest sample of Sungai Simpang Kiri & Sungai Sayong, water analysis result for the month of May 2015 shown that the mill has complied with the requirement of Class IIA/IIB INWQS (Water analysis test report by Sime Darby Research Sdn. Bhd. test report ref. # IE310/2015 dated 5/5/2015). Result: BOD river (Sungai Simpang Kiri) upstream = 2mg/l BOD river (Sungai Simpang Kiri) midstream = 1mg/l BOD river (Sungai Sayong) downstream = 1mg/l</p>	Minor Nonconformity

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Criterion / Indicator		Assessment Findings	Compliance												
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following: <table border="1" data-bbox="662 474 1300 660"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	Complied
River width	Buffer zone														
> 40 meters	50 meters														
20 to 40 meters	40 meters														
10 to 20 meters	20 meters														
5 to 10 meters	10 meters														
< 5 meters	5 meters														
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD allowed by DOE was 5000mg/l through land application. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point on monthly basis and water at the upstream, midstream and downstream of the river on quarterly basis. For final discharge, latest sample analysis result for the month of June 2015 shown that the mill has complied with the requirement for BOD limit of 5000mg/l (Effluent analysis test report by Sime Darby Research Sdn. Bhd. test report ref. # EP339/2015 dated 18/6/2015).	Complied												
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water consumption were monitored and measured for mill processing and domestic usage. Consumption for the month of July 2015 = 1.23m ³ /FFB processed.	Complied												
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.															
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	Similar to last assessment, the IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> (4.5.1 & 4.5.2). It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agriculture Reference Manual v.1 Section 15.	Complied												
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agriculture Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. training provided by the R&D department on 24/4/2015, Attended by 13 personnel including managers, assistants, staff and workers.	Complied												
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment															

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.1</p> <p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimise effect on non-target species.</p> <p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample):-</p> <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate <p>Mature planting:-</p> <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate <p>The selection is also evaluated by the agronomist during his visit to the estate.</p>	<p>Complied</p>
<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.</p> <p>Latest: Jun 2015: (0.105%), Ai used: Kenlon=70.4%, Supremo 41.0=262.4, Hextar Cyper=1.1%, Rat bait=0.335% and Basta=18.9%.</p>	<p>Complied</p>
<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	<p>Complied</p>
<p>4.6.4</p> <p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Methamidophos has been replaced by less hazardous chemical (class III) named Acephate for the trunk injection activities at SOU 20.</p>	<p>Complied</p>

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4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers. Complied
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5 Complied
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at SOU20. Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU20. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers. Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates. Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<u>North Labis Estate:</u> Medical surveillance was last conducted on 14/8/15 by registered OHD, HQ/08/DOC/00/545. Total of 27 workers were sent for medical surveillance. All were found to fit to work and no detrimental of health. <u>Simpang Kiri Estate:</u> Medical surveillance was last conducted on 30/5 to 1/6/15 and 20-29/7/15 by registered OHD, HQ/08/DOC/00/545. Total of 43 workers were sent for medical surveillance. All were found to fit to work and no detrimental of health. Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female operators but only for normal weeding work. However, based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding. Complied

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<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p> <p>SOU20 estates and mill has maintained an approved Health and Safety Policy dated April 2011 by Sime Darby Plantation Sdn Bhd, Vice President that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The latest ESH plan was made available during this assessment. Sample of Chaah Oil Mill ESH programme for FY2014/2015 were :</p> <p><u>Audiometric Testing:</u> Last audiometric was done on 25/2/14 for total of 80 employees by OHD (HQ/13/DOC/00/330) Specialist Mobility Safety Supplies Sdn Bhd. From the report, there were 7 Standard Threshold Shift (STS) case recorded and retest was not conducted after 3 month. <i>Thus, Major NC was raised.</i></p> <p><u>Personel Chemical Exposure Monitoring:</u> Last conducted in 2013 (baseline) for n-Hexane, Pottasium Chromate & welding fume by Global Safe-T Sdn Bhd (ref: GST/0113/3212(2), JKKP HIE 127/171-3/1(84). Results were found below the Permissible Exposure Limit (PEL).</p> <p><u>Medical Surveillance Programme:</u> As per CHRA recommendation dated November 2013 JKKP IH 127/171-(2)223), medical surveillance programme has been planned for those exposed to N-hexane. The latest medical surveillance was carried out on 7-12/11/14 by registered OHD, (HQ/08/DOC/00(545) under Klinik Segamat for 19 workers from boiler, laboratory, WTP and workshop personnel. From the results, all workers sent for medical surveillance are fit to work with no detrimental of heath.</p> <p><u>LEV inspection and testing:</u> LEV inspection and testing was conducted on 26/5/15 by JKKP HIE 127/171-3/2(27) and found comply with ACGIH requirements. Monthly inspection done by lab supervisor, latest inspection was done on 18/8/15.</p>	<p>Major Nonconformity</p>

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU 20 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to CHRA report for Chaah Palm Oil Mill ref: PAC1113-002, (JKKP IH 127/171-(2)223) dated November 2013. CHRA recommendation for 4 work unit were :-</p> <p><u>Laboratory:</u></p> <ul style="list-style-type: none"> - LEV testing (internal and external) - PCEM (N-hexane) - Medical surveillance & training <p><u>Workshop/Store/Operator:</u></p> <ul style="list-style-type: none"> - Training, PPE & medical surveillance. <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance. For mill operations, all key activities identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities. HIRARC was reviewed on the 13/7/15 after occurrence of accident at fruit handling area.</p> <p>Other changes of HIRARC noted at other estate:</p> <p><u>North Labis Estate:</u></p> <p>Last reviewed on 21/3/15 for cutting of FFB and fronds & loose fruit collection.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. Suitable PPE has been provided to the workers based on the information in the MSDS/CSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i) Sterilizer and boiler/power operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff ii) Lab operator – Respirator (double cartridge) 3M 6006, Nitrile Glove (chemical resistant), safety boots, Ear plug (NRR = 24 dB) iii) Field workers (sprayer, manurer & harvester) – N95 respirator/3m 9002, anti-mist goggles, Wellington boots, apron and sickle cover. 	<p>Complied</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc. The last meeting was conducted on the 30/6/15 at Chaah Palm Oil Mill. 27 members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><u>Chaah Palm Oil Mill:</u> SHC organization chart FY15/16 i) Chairman – Mill Manager ii) Secretary – AAO (#1: 31/3/15)</p> <p><u>North Labis Estate:</u> SHC org chart (FY15/16) Chairman – Estate Manager Secretary – Medical Asisstant) (#2: 10/7/15 #1: 27/4/15</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan was addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 7/5/15 at Chaah Palm Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits however were not made available for harvesting group at field 2000B, Simpang Kiri Estate. Further check for the manuring mandore first aid kit was found that contents were insufficient and without proper labelling of name, hazard sign and expiry date of the item.</p> <p><i>Minor nonconformity was raised.</i></p> <p>Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 & 8 forms. The previous nonconformity remains closed and the action plans implemented.</p>	<p>Minor Nonconformity</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme.</p> <p><u>Chaah Palm Oil Mill:</u> RHB Insurance Berhad Policy No. : FW145048 valid till 30/6/2016 covering15 workers.</p> <p><u>North Labis Estate:</u> RHB Insurance Berhad Policy No. : FW149459 valid till 30/6/2016 covering 118 workers.</p>	<p>Complied</p>

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4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT.	Complied
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.			
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training need analysis and program was made available for verification at all visited sites.	Complied
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and r estates visited covers all aspect of training and RSPO P&C. Samples of training conducted for FY14/15 and FY15/16 as follows: <ul style="list-style-type: none"> • Sterilizer operation training (20/8/15) • Scheduled Waste training (3/8/15) • Chemical Safe Handling Training (3/8/15) • Sexual Harassment Training (13/8/15) • First Aid Training (13/8/15) • Fire Drill Training (7/5/15) • Manuring Training (5/5/15) • Chemical handling training for WTP (17/2/15) • Sprayer training (11/2/15) • Chemical Handling (8/1/15) PSQM-ESH • Rat Baiting Training (11/2/15) 	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on Sime Darby Mill Quality Management System Standard Operation Manual (SOM) as following: <ul style="list-style-type: none"> • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009. • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009. • Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
5.1.2	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>Chaah Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 21/5/2015.</p> <p><u>North Labis Estate:</u> Environment Aspect and Impact Identification (EAI) reviewed on 28/7/2015 while the Environmental Impact Evaluation was reviewed on 4/8/2015. No changes identified.</p> <p>Simpang Kiri Estate: Environment Aspect and Impact Identification review meeting on 11 May 2015. No changes identified.</p> <p>It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p>	Complied
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>An environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year to reflect the results of monitoring operational changes that may have positive and negative environmental impacts.</p>	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Ecologist from the PSQM team conducted initial HCV assessment of the possible presence of HCVs within and adjacent to the estates in 2009. BSI audit team already assessed the HCV assessment in 2009 during the initial certification of the supply base. HCV Toolkit for Malaysia by WWF – Malaysia was used for the HCV assessment. Re-assessment of Biodiversity has been scheduled on 19-23/10/2015 Social & Environment Projects Units (PSQM). There was an appropriate consultation process for identification, management and monitoring of HCVs. Conservation area is maintained mainly water-log and steep area.</p>	Complied
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>There were no HCV area within the mill and plantation. Conservation area 8 ha is maintained mainly water-log and steep area. There is no any ERT identified within the plantation. There is no ERT in the conservation area. The surrounding areas are well developed for housing and occupied by smallholders. Boundary of Forest reserve were monitored and maintained. Common species found in the conservation areas are long tail monkeys, wild boar (<i>Sus scrofa</i>), Black Cobra (<i>naja sp.</i>) and monitor lizard.</p>	Complied

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5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signages as well as routine patrolling activities were utilised as part of creating awareness among employees and maintain at biodiversity areas.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	The management plan of monitoring plan for FY 15/16 was be prepared on the 1/7/15 by assistant and approved by manager. The plan includes monitoring of buffer zone area and conservation area in the estate and surrounding area. Regular patrolling by estate security personnel together with forestry officers were done.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p><u>Mill:</u> Type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas. Online scheduled waste inventory updated as of 25/8/2015; Consignment Ref. # 2015073011VY8FQZ for SW305, SW322, SW409 & SW410 where the quantity and storage period were within allowable limit. Estates: type of scheduled waste – SW102, SW305, SW306, SW409, SW410 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p><u>North Labis Estate:</u> SW425 –empty chemical container. Disposal done by Perniagaan Saudara Baru (Consignment ref. # 11087; quantity 10kg; dated 25/8/2015)</p> <p><u>Simpang Kiri Estate:</u> SW305 –Used Lubricants. Disposal done by Perniagaan Saudara Baru (Consignment ref. # 10849; quantity 600litres; dated 12/8/2015). SW404 Medical waste. Disposal done by Medivest (Consignment ref. # P567396; quantity 1.5kg; dated 25/3/2015)</p> <p>A waste management action plan has been established where the mill has identified few types of waste including scheduled waste, domestic waste and industrial waste as well as wastewater sources.</p>	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	Complied

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5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	An environmental management plan has been established by the mill and estate as part of the control of significant aspect identified and impact evaluated. Waste management plans as following: <ul style="list-style-type: none"> • Scheduled Waste – SW305, SW410 and SW102 – As stipulated in MQMS Standard Operating Procedure (SOP) Section VII-Handling of Scheduled Waste • Medical Waste – SW404 – disposal through appointed VMO – Klinik Chaah. • Recycled waste – disposal through appointed recycle waste contractor – Perniagaan Saudara Baru. • Used tires – disposal through registered purchaser. • Domestic waste - to maximize recycling – recycling training & provide recycling area at line site. • Industrial waste – scrap iron – to recycle. 	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of grid electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available. At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted during the field visit and facility visit. Based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc. Furthermore, the Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in North Labis and Simpang Kiri estates field showed no evidence of open burning.	Complied

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5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the zero burning policy for replanting at the estates. During the audit, there were no replanting activities carried out in the North Labis and Simpang Kiri estates. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment, identified source was boiler chimney. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler stack monitoring of dust particulate. Boiler stack sampling records: Report on Air Emission Monitoring for Boiler 3 by PAC Testing & Consulting Sdn. Bhd. Ref.: PAC-AE-150209; Sample monitoring date: 12/02/2015; Reported on February 2015. Result shown the stack emissions are below the limit of 0.4 g/Nm ³ .	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH ₄) emission through POME treatment. The company are in process of obtaining proposals to construct methane capture facilities in POME treatment pond. Project arrangement handled by HQ and the project expected to complete the construction of the biogas plant by 2016. Other less significant GHG emissions identified including CO _x , SO _x and NO _x from various sources including fossil fuel, chemical and fertilizer consumptions.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring of the GHG quantity was done through its licensed GHG calculator, "SD-Global Plantation Carbon Inventory Calculation Methodology calculator" where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including IPCC. These calculations were reported to RSPO-ERWG for confirmation of acceptance of calculation method. The GHG calculations were done separately between the mill and estates.	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			

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6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Re-assessment of social impact (SIA) was conducted by Sustainability Department (Social & Environment Projects Unit) from 6 - 9 April 2015 for Chaah Mill and Estate attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders. Based on the meeting feedback each estate prepared their specific Mitigation Plan with dates and person in-charges clearly stated. At North Labis estate, latest stakeholder meeting was conducted on 23/4/2015 attended by 8 people.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Assessment also covered social amenities, environment, road users, employee changes, safety and health issues, surrounding communities, government official, police, labour department, health department, contractors and suppliers	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Based on the SIA findings and recommendation from the PSQM executives, a timetable with responsibilities for mitigation and monitoring of the social impacts were developed and reviewed as necessary. The assistant manager is responsible for the social issues and communication with the stakeholders. Social action plan FY 15/16 is yet to be prepared. The previous action plan dated 1/9/14 was still maintained. The issues from the external and internal stakeholder such as government agency, contractor, village representative, Worker representative has been included in the plan and with the action plan.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plan last reviewed in September 2014. Social action plan for FY 15/16 is yet to be prepared. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Chaah Certification Unit.	Complied
Criterion 6.2:			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Documented consultation and communication procedures "Handling Social Issues" SOP dated 01 Nov 2008 was established and available.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsibility to ensure effective implementation of the SOP is the respective Mill and Estate Managers assisted by social officers. The Social Officer of the respective operating unit handles social issues of the mill and estates.	Complied

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6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	List of stakeholders updated and maintained. Records of meetings were maintained. The records are available in the Social Management Plan files at the respective operating units. Latest stakeholder meeting was conducted on 13/8/2015 at Mil together with Chaah estate attended by 14 people.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	SOP is as per in 6.4.1 above.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Documentation of pay and conditions such as pay slips shows gross pay, net pay, leave, medical leave pay etc are maintained by the company.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Employment contract are available in languages understood by workers. Pay and conditions explained to workers by the operating units. The contract follows MAPA/NUPW agreements. Basic daily pay was verified to be in accordance with the Minimum Wage Order 2012.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through piping. The water tanks are provided for storage purpose.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Accesses to food for the workers are considered adequately and sufficiently.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	<u>Mill:</u> Last Union meeting was done on 18/3/2014 and minutes available. However, updating of the action taken and person in-charge was missing in the minutes of meeting. This was raised as an observation during ASA4 assessment but no action was recorded or further meeting conducted as to date. <u>North Labis Estate:</u> No union meeting minutes was sighted during the audit. <u>Simpang Kiri Estate:</u> No union meeting minutes was sighted during the audit. <i>Minor nonconformity was raised.</i>	Minor nonconformity
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Operating units are complied with the minimum age requirement. No employees below the age of 18.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview confirmed that contractors/suppliers and workers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Contributions are regularly made to school activities and community activities. This was confirmed by school teachers and local community during interview. Company also allow access to local community to access through the estate roads. Consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No scheme smallholders.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
Principle 7: Responsible development of new plantings Chaah Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this recertification assessment.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. - Major compliance -	Similar to last assessment all estates are not using paraquat. This is one of the major commitments by all the operating units to stop using paraquat. Environmental impacts of the operations were identified. Environmental Impact Management details the impact mitigation measures and actions required to improve environmental performance for the identified significant impacts. Yield is optimised. Mill: KAIZEN PROJECT for: <ul style="list-style-type: none"> i) Process improvement – digester drainage system, level indicator ii) Process improvement – press tripping system iii) Boiler instrument control <u>Simpang Kiri Estate:</u> New earth bund project for water management.	Complied

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

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

TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010 (Recert. Completed)	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantation)	Certified 2010 (Recert. Completed)	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010 (Recert. Completed)	Sanggau District –West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera

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6	Sukamandang (PT. Kridatama Lancar)	Certified 2011	Seruyan and East Kotawaringin District – Central
7	Pematang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2011	Rokan Hilir District – Riau
9	Teluk Bakau (PT. Bhumireksa Nusa Sejati)	Certified 2011	Indra Giri Hilir District – Riau
10	Mandah (PT. Bhumireksa Nusa Sejati)	Certified 2014	Indra Giri Hilir District – Riau
11	Angsana Mini (PT Sajang Heulang)	Certified 2011	Tanah Bumbu District – South Kalimantan
12	AngsanaPT Ladangrumpun Suburabadi	Certified 2011	Tanah Bumbu District – South Kalimantan
13	Mustika (PT Sajang Heulang)	Certified 2013	Tanah Bumbu District – South Kalimantan
14	Gunung Aru (PT Bersama Sejahtea Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2011	Kotabaru District – South Kalimantan
16	Blang Simpo (PT Padang Palma Permai)	Certified 2013	Aceh Tamiang, Nangroe Aceh Darussalam
17	Pondok Labu (PT Paripurna Swakarsa)	Certified 2012	Kotabaru District – South Kalimantan
18	Selabak (PT Swadaya Andhika)	Certified 2012	Kotabaru District – South Kalimantan
19	Rantau (PT Laguna Mandiri)	Certified 2012	Kotabaru District – South Kalimantan
20	Betung (PT Laguna Mandiri)	Certified 2014	Kotabaru District – South Kalimantan
21	Ungkaya (PT Tamaco Graha Krida)	Certified 2012	Morowali District – Sulawesi Tengah
22	Ladang Panjang (PT Bahari Gembira Ria)	Certified 2012	Muaro Jambi District - Jambi
23	Rantau Panjang (PT Guthrie Pecconina Indonesia)	Certified 2012	Musi Banyuasin District – South Sumatera

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24	<p>MAS (PT Mitra Austral Sejahtera) The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Regular discussions is ongoing between Sime Darby Plantation and the project affected communities. RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> • The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved. Progress Update (Sept 2014 – March 2015) • Regular discussions is ongoing between Sime Darby Plantation and the project affected communities (PAC). The most recent SDP-PAC meeting was held on 23 Feb 2015. • SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities. • On the community request for DSF mediation (from 2 out of 9 villages), ref letter to RSPO 12 June 2014. SDP visited the communities on 27 August 2014 to listen and have a better understanding on the requests from these two communities and the subsequent meeting with the communities of Entapang and Kerunang was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee meetings and will continue to engage directly with SD. • SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint. • RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports. • To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters. 	2015	Sanggau District – West Kalimantan
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

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Appendix C: Sime Darby Plantation Sdn Bhd – Chaah Certification Unit RSP0 Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Chaah Palm Oil Mill
 Peti Surat 104, 85400 Chaah,
 Johor, Malaysia.

BSI RSP0 Certificate No: SPO 548299

Date of Initial Certificate Issued: 18 November 2010

Date of Expiry: 17 November 2015 (Recertification Completed)

RSP0 membership number: 1-0008-04-000-00

Applicable Standards: RSP0 P&C MYNI-2014; RSP0 Supply Chain Certification Standard November 2014 Module D
 - CPO Mills: Identity Preserved

Chaah Palm Oil Mill and Supply Base					
Location Address	Chaah Palm Oil Mill, Peti Surat 104, 85400 Chaah, Johor, Malaysia.				
GPS Location	Longitude: 102° 59' 47" E Latitude: 2° 10' 40" N				
CPO Tonnage Total	33,563 MT				
PK Tonnage Total	8,160 MT				
CPO Claimed for Certification	33,563 MT				
PK Claimed for Certification	8,160 MT				
Own estates FFB Tonnage	153,960 MT				
Scheme Smallholder FFB Tonnage	-				
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Chaah	2,685	0	257	2,942	69,831
North Labis	2,800	556	230	3,586	46,383
Simpang Kiri	1,517	461	283	2,261	37,746
TOTAL	7,002	1,017	770	8,789	153,960

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Mohd Hidhir	Hafri
Tuesday 25/8/2015	AM	Audit Team travelling to the site.	√	√	√
	PM	Meeting External stakeholders	√	√	√
Wednesday 26/8/2015	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√
	09.00 – 12.30	Chaah Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	09.00 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Chaah Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, SCCS, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Thursday 27/8/2015	08.30 – 12.30	North Labis Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	North Labis Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√
Friday 28/8/2015	8.30 – 12.30	Simpang Kiri Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.30 – 13.30	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Mohd Hidhir	Hafri
	13.30 – 16.30	Simpang Kiri Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 – 17.00	Interim Closing Briefing	√	√	√
Saturday 29/8/2015	8.30 - 11.00	Supply chain verification continues at POM. Verify any outstanding issues & Preparation for closing meeting	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√
	PM	Audit Team travelling back to KL.	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Chaah Certification Unit Management team and Staff Representatives from Sustainability Department On site compliance executives Mill Manager and Assistants Estate Managers and Assistants Facility Administrators Gender Committee Representatives Hospital Assistant Male and Female workers Kindergarten Teacher Workers Union Representatives Onsite NUPW secretary AMESU Representative Planting Advisor</p>	<p>Local Communities</p> <p>Kampung Haji Kamisan Representative</p>
<p>Government Departments</p> <p>Police Department Government School Headmistress Department of Safety and Health Department of Environment Department of Drainage and Irrigation Forestry Department</p>	<p>Contractors</p> <p>Construction contractor General Supplier FFB Transport contractor Engineering work contractor</p> <p>External Stakeholders</p> <p>GreenPalm Social NGO's AMESU NUPW UTZ</p>

Appendix F: Chaah Palm Oil Mill Supply Chain Assessment (Module D – CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Chaah mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Chaah Palm Oil Mill.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Chaah Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Chaah mill have system to verify at the weighbridge.</p>

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

Actual Certified Palm Production – July 2014 – June 2015 (ASA4)

MILL	CAPACITY & Supply Chain Model	CPO	PK
Chaah Palm Oil Mill	30mt/hr Identity Preserved (IP)	29,208	6,884

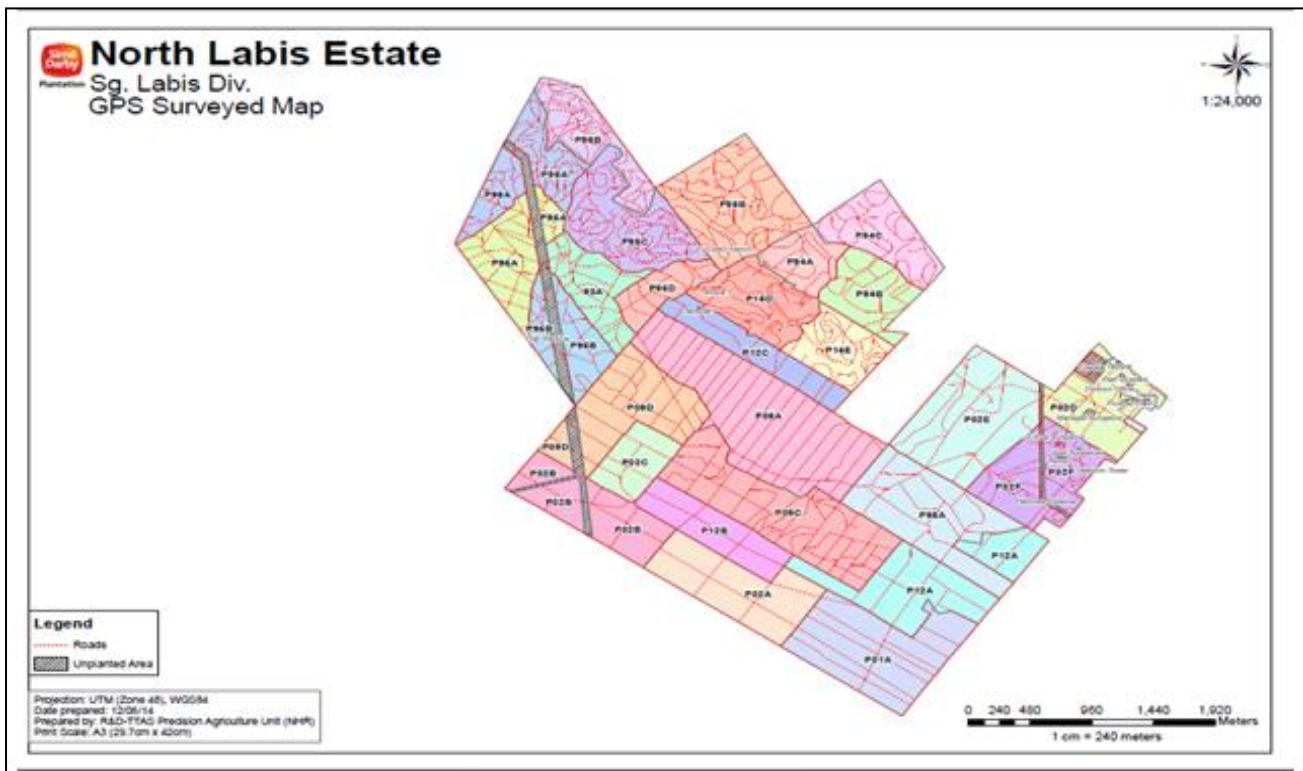
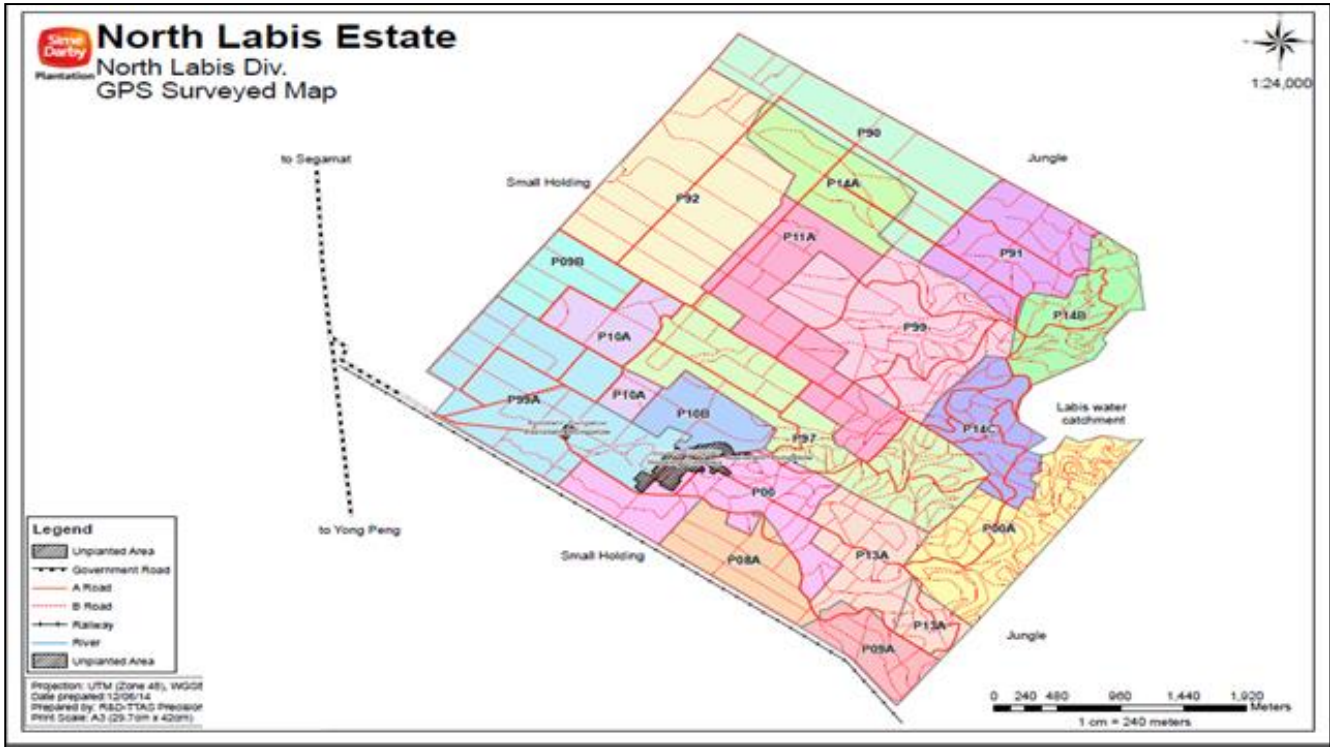
Actual Sales of Certified Palm Products – July 2014 – June 2015 (ASA4)

MILL	Certified CPO Sales	Certified PK Sales	Remarks
Chaah Palm Oil Mill	6,000mt (Confirmed sales through eTrace)	499.72mt	Transaction recorded in eTrace system. (Certificates sold: 4,000 Mt - CPO)

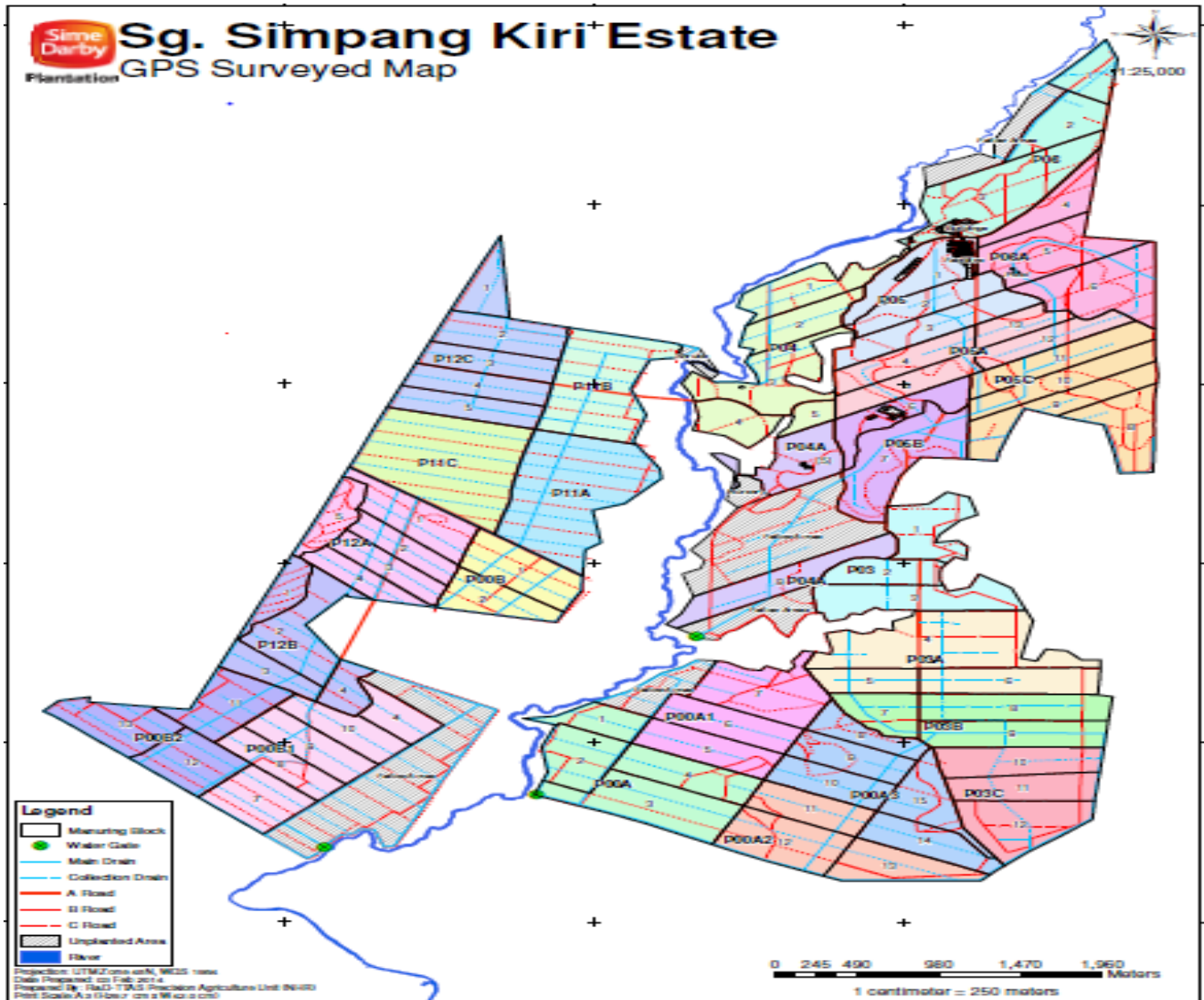
Actual Certified FFB Received Monthly – July 2014 – June 2015 (ASA4)

Month	Chaah	North Labis	Simpang Kiri	Total FFB/Month
Jul-14	4,739	2,402	2,793	9,934
Aug-14	6,955	2,756	3,930	13,641
Sep-14	6,439	2,505	3,425	12,369
Oct-14	7,491	2,664	3,254	13,409
Nov-14	6,723	2,778	2,872	12,373
Dec-14	4,271	2,324	2,117	8,712
Jan-15	4,261	2,716	2,007	8,984
Feb-15	4,667	4,262	2,178	11,107
Mar-15	3,813	3,440	1,755	9,008
Apr-15	5,980	3,657	2,832	12,469
May-15	5,688	2,958	2,590	11,236
Jun-15	5,493	2,618	2,445	10,556
Total	66,520	35,080	32,198	133,798

Appendix G: North Labis Estate Field Map



Appendix H: Sg. Simpang Kiri Estate Field Map



Appendix I: List of Abbreviations Used

AMESU	All Malaysian Estate Staff Union
AN	Ammoniacal Nitrogen
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malaysian Agriculture Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NLE	North Labis Estate
NUPW	National Union of Plantation Workers
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SKE	Simpang Kiri Estate
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids