

**RSPO PRINCIPLE AND CRITERIA –
2nd ANNUAL SURVEILLANCE ASSESSMENT (ASA1_2)
Public Summary Report**

Sime Darby Plantation Berhad
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 7) Bukit Kerayong Palm Oil Mill Bukit Kerayong Road 42200 Kapar, Klang, Selangor, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	06 September 2004
Parent Company Name	Sime Darby Plantation Berhad		
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
Subsidiary	Strategic Operating Unit (SOU 7) – Bukit Kerayong Palm Oil Mill		
Address	Bukit Kerayong Road 42200 Kapar, Klang, Selangor, Malaysia		
Contact Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Senthikumaran Gopal (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	kks.bk.kerayong@simedarby.com
Telephone	+603-78484379 (Head Office) +6013-2086959 (Mill)	Facsimile	03-78484356 (Head Office)

2. Certification Information			
Certificate Number	RSPO 550181	Date of First Certification	15/04/2011
		Certificate Start Date	15/04/2016
		Certificate Expiry Date	14/04/2021
Scope of Certification	Palm oil and Palm Kernel Production from Bukit Kerayong Palm Oil Mill and Supply Base (Bukit Kerayong Estate & Bukit Cheraka Estate)		
Applicable Standards	RSPO P&C 2013 or National Interpretation ; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
-Nil-			

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4. Location(s) of Mill & Supply Bases				
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates		
		Latitude	Longitude	
Bukit Kerayong Palm Oil Mill	KKS Bukit Kerayong, Jln Bukit Kerayong 4200 Kapar, Klang, Selangor	101° 22' 29.6" E	3° 11' 12.7" N	
Bukit Kerayong Estate	Bk Kerayong Estate, PO Box 204 42200 Kapar, Selangor	101° 21' 00.5" E	3° 10' 31.3" N	
Bukit Cheraka Estate	Bk Cheraka Estate, PO Box 202 45809 Jeram, Selangor	101° 22' 01.7" E	3° 13' 38.6" N	

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bukit Cheraka Estate	3388.70	55.52	203.40	3647.62	92.90%
Bukit Kerayong Estate	2797.76	3.00	211.33	3012.09	92.88%
Total	6186.46	58.52	414.73	6659.71	92.89%

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bukit Cheraka Estate	466.30	1040.36	1527.26	287.26	67.52	2922.40	466.30
Bukit Kerayong Estate	390.50	1998.45	258.73	93.17	56.91	2407.26	390.50
Total (ha)	856.80	3038.81	1785.99	380.43	124.43	5329.66	856.80

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Jan 17-Dec 17)	Actual (Jan 17 – Dec 17)	Forecast (Jan 18–Dec 18)
Bukit Cheraka Estate	76,494.00	67,939.09	69,547.62
Bukit Kerayong Estate	40,216.96	54,446.38	58,356.50
Total	116,710.96	122,385.47	127,904.12

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8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Jan 17-Dec 17)	Actual (Jan 17 – Dec 17)	Forecast (Jan 18–Dec 18)
Elmina Estate	N/A	11.46	N/A
B. Talang Estate		126.95	
Sg Buloh Estate		52.33	
Total		190.74	

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Jan 17-Dec 17)	Actual (Jan 17 – Dec 17)	Forecast (Jan 18–Dec 18)
-Nil-			
Total			

10. Certified Tonnage			
	Estimated Jan 17 – Dec 17	Actual (This Year) Jan 17 – Dec 17	Forecast (Next Year) Jan 18- Dec 18
	Mill Capacity: 30 MT/hr	FFB	FFB
129,968.49		122,576.21	127,904.12
SCC Model: IP/MB	CPO (OER: 20.50 %)	CPO (OER: 19.56 %)	CPO (OER: 20.19 %)
	34,435.43 mt*	23,977.82	25,823.84 mt
	PK (KER: 5.50 %)	PK (KER:4.95 %)	PK (KER: 5.50%)
	8,907.74 mt*	6,072.34	7,034.72 mt

* Volume Extension

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	7,675.76	-	-	16,202.66	23,878.42

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		

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PK (MT)	2,900.00	-	-	3,131.39	6,031.39
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13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	n/a	
IS-CSPKO	n/a	
IS-CSPKE	n/a	

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
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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-067) 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.

2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 16-18 January 2018. 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 (Bukit Kerayong & Bukit Cherakah Estate). 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 audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates (*Note: This is applicable until 30th June 2018*).
- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment (*Note: This is applicable starting from 1st July 2018*).
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

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.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Bukit Kerayong Palm Oil Mill	√	√	√	√	√
Bukit Kerayong Estate	√	√	√	√	√
Bukit Cheraka Estate	√	√	√	√	√

Tentative Date of Next Visit: January 15, 2019 – January 17, 2019

Total No. of Mandays: 9 mandays

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2.2 BSI Assessment Team:

Team Member Name	Role	Qualification
Mohd Hafiz Mat Hussain	Lead auditor	<p>He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, 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 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in ISO9001, ISO14001 and OHSAS 18001 auditing since May 2013 within Malaysia, Brunei, Indonesia and RSPO auditing within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, SCC for CPO mill, estate best practices, safety and health, environmental and workers and stakeholders consultation.</p>
Valence Shem	Team member	<p>He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 14001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental and biodiversity and best practices. Able to communicate in Bahasa Malaysia and English.</p>
Elzy Ovktafia	Team member	<p>She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing the AISP level (professional certificate and recognition from the Incorporated Society of Planters). She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA, ETI, etc) for 2 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as</p>

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		conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. Able to communicate in Bahasa Malaysia and English.
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Accompanying Persons:

No.	Name	Role
1	Titi Susanti	Observer from BSI Malaysia

2.3 Assessment Plan

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

Date	Time	Subjects	MH	VS	EO	TS
Tuesday 16/01/2018 Bukit Kerayong Palm Oil Mill	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). Verification on previous audit findings 	√	√	√	√
	09:00-12:30	Bukit Kerayong 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, meeting stakeholders etc.	√	√	√	√
		RSPO Supply Chain for CPO mill, weighbridge and storage area.	√	-	-	-
	12:30-13:30	Lunch	√	√	√	√
	13:30-16:30	Bukit Kerayong POM: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, 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	√	√	√	√
Wednesday 17/01/2018 Bukit Cherakah Estate	08:30-12:30	Bukit Cherakah 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.	√	√	√	√

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	09:00-12:30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	√
	12:30-16:30	Lunch	√	√	√	√
	13:30-16:30	Bukit Cherakah 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	√	√	√	√
Thursday 18/01/2018						
Bukit Kerayong Estate	08:30-12:30	Bukit Kerayong 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.	√	√	√	√
	09:00-12:30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-
	12:30-13:30	Lunch	√	√	√	√
	13:30-15:30	Bukit Kerayong 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).	√	√	√	√
	15:30-16:00	Verify any outstanding issues & Preparation for closing meeting	√	√	√	√
	16:00-17:00	Closing Meeting	√	√	√	√

Section 3: Assessment Findings

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

- Sime Darby Plantation Berhad Time Bound Plan
- RSPO Supply Chain Certification Checklist June 2017
- RSPO P&C MY-NIWG 2014 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Sime Darby Plantation’s time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP’s is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes

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<p>Have there been any changes since the last audit? Are they justified?</p>	<p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007.</p>	<p>Yes</p>
<p>If there have been changes, what circumstances have occurred?</p>	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. 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. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016. Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019. Liberia- A new mill to be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps completed. External pre-</p>	<p>Yes</p>

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	assessment also completed end 2017. Main assessment planned to be conducted on Mar 2018.	
Have there been any stakeholder comments?	Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Yes
Have there been any newly acquired subsidiaries?	In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified. A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. External pre-assessment also completed end 2017. Main assessment planned to be conducted on Mar 2018.	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. External pre-assessment also completed end 2017. Main assessment planned to be conducted on Mar 2018.	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in	Yes

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Procedure.	<p>progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p>	
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	<p>Sime Darby (Liberia) Plantation Inc. Status: Box H - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No stakeholder comments or complaints received.	Yes
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Yes
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes	Yes

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	Not applicable	

3.4 Details of findings

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

During the Certification Assessment there were eight (8) Major & one (1) Minor nonconformities raised. The Bukit Kerayong Palm Oil Mill Certification Unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M1	Clause & Category (Major/Minor)	4.7.1 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	OSH Plan was not fully implemented.		
Requirement Reference	4.7.1: A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence	No audiometric test carry out in 2017 for 35 workers as per recommendation by assessor from the last audiometric test.		
Corrections	Mill Management has identified the affected workers and to carry out the audiometric test on 9 Feb 2018		
Root Cause Analysis	The quotation to conduct the audiometric have received from consultant, however it was delayed due to selection and approval of new consultant.		
Corrective Action	The annual audiometric program will be included in the ESH yearly program.		
Assessment Conclusion	The audiometric was done on 9/2/2018. The OHS program was include the annual audiometric program. Hence, major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M2	Clause & Category (Major/Minor)	SC 5.3.1 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	The written procedure (SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016) was not adequate and implemented.		
Requirement Reference	SC 5.3.1: The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 		
Objective Evidence	1. Some of the latest requirements under RSPO SCC System and Standard revised June 2017 have not been incorporated in the SOP such as the requirements of internal audit and etc. 2. The internal audit for Supply Chain yet to be conducted by Bukit Kerayong Palm Oil Mill 3. No specific training related to Supply Chain requirement was conducted at BKPOM		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017. However, for the internal audit mentioned in the Internal Audit Procedure (IAP) as RSPO (audit) and no specific mention for SCCS.		
Corrective Action	1) The PSQM responsible to up to date the any requirement related in the SCCS. 2) The Internal audit for SCCS will be conducted during the RSPO P&C audit by the PSQM Team. 3) The specific training related with the SCCS has incorporated in the latest SOP.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The training was conducted by PSQM accordingly on 15/2/2018. The Internal audit for SCCS was done on 26/2/2018. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M3	Clause & Category (Major/Minor)	SC 5.3.2 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	The written procedure (SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016) was not adequate and implemented.		
Requirement Reference	SC 5.3.2: The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization		
Objective Evidence	i) The procedure for internal audit was not established. ii) The internal audit for Supply Chain yet to be conducted by Bukit Kerayong Palm Oil Mill		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of SCCS revised June 2017. However, for the internal audit mentioned the RSPO in the Internal Audit Procedure (IAP) as RSPO (audit) and no specific mention for SCCS.		
Corrective Action	1) To review and include the internal audit procedure in the existing SOP which is specific for the SCCS. 2) The Internal audit for SCCS will be carried out during the RSPO P&C audit by the PSQM Team.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The training was conducted by PSQM accordingly on 15/2/2018. The Internal audit for SCCS was done on 26/2/2018. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M4	Clause & Category (Major/Minor)	SC 5.8.1 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	Training plan was not adequate.		
Requirement Reference	SC 5.8.1: The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.		
Objective Evidence	The plan was not include specific training for RSPO Supply Chain Standards requirements		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
Corrective Action	To include the SCCS training in the operating unit training plan.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The training was conducted by PSQM accordingly on 15/2/2018.The training plan was include training for SC. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M5	Clause & Category (Major/Minor)	SC 5.8.2 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	Training for Supply Chain was not conducted.		
Requirement Reference	SC 5.8.2: Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.		
Objective Evidence	Specific training for RSPO Supply Chain Standards requirements yet to be conducted		
Corrections	The training for new requirement has been arranged with PSQM on 21 Feb 2018.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
Corrective Action	To include the SCCS training in the operating unit training plan.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The training was conducted by PSQM accordingly on 15/2/2018. The training plan was include training for SC. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M6	Clause & Category (Major/Minor)	SC 5.13.1 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	Management Review was not conduct accordingly as per requirement.		
Requirement Reference	SC 5.13.1: The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.		
Objective Evidence	Bukit Kerayong Palm Oil Mill yet to conduct the management review meeting		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
Corrective Action	1) The Management Review meeting, will be conducted after completed the internal audit. 2) To incorporate the specific output or issues need to be concern during the management review meeting process.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The MRM was conducted accordingly on 5/3/2018. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M7	Clause & Category (Major/Minor)	SC 5.13.2 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	The review input was not evident since the management review was not conduct accordingly as per requirement.		
Requirement Reference	SC 5.13.2: The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 		
Objective Evidence	Bukit Kerayong Palm Oil Mill yet to conduct the management review meeting		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017. The management review meeting will be conducted on 1 mac 2018.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
Corrective Action	1) To include the clause of the Management Review. 2) To incorporate the specific output or issues need to be concern during the management review meeting process.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The MRM was conducted accordingly on 5/3/2018. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-M8	Clause & Category (Major/Minor)	5.13.3 Major
Date Issued	18/01/2018	Due Date	18/03/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	18/03/2018
Statement of Nonconformity	The review output was not evident since the management review was not conduct accordingly as per requirement.		
Requirement Reference	SC 5.13.3: The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 		
Objective Evidence	Bukit Kerayong Palm Oil Mill yet to conduct the management review meeting		
Corrections	PSQM in the midst preparation to develop the latest SOP and to include the latest requirement as mention in the SCCS standard revised June 2017.		
Root Cause Analysis	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
Corrective Action	1) To include the clause of the Management Review. 2) To incorporate the specific output or issues need to be concern during the management review meeting process.		
Assessment Conclusion	SOP for Sustainable Supply Chain and Traceability was revised on Feb 2018. The MRM was conducted accordingly on 5/3/2018. Hence, the Major NC was closed.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1581966-201801-N1	Clause & Category (Major/Minor)	5.1.2 Minor
Date Issued	18/01/2018	Due Date	17/01/2019
Closed (Yes/No)	No	Date of nonconformity closure	N/A
Statement of Nonconformity	The management plan established by the estates to mitigate the negative effects was not based on identification of impacts.		
Requirement Reference	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.		
Objective Evidence	BCE and BKE have established and documented their mitigation measures and action plan in Pollution Mitigation Measures (PPP). However, the establishment of the PPP was not based on the Environmental Impact Evaluation (EIE) as required by their procedures which referred to its "Guidance of Action Plan Required" scoring table.		
Corrections	The EIA / EIE will be reviewed with the assistance of SQM regional.		
Root Cause Analysis	The existing Pollution Preventive Plan only focus on the issues raised by the external party.		
Corrective Action	<ol style="list-style-type: none"> 1. The implementation the PPP will be reviewed during the internal audit and management review meeting. The potential of non-compliance to be included in the EMP. 2. SQM regional will provide coaching to the Management Team of estates. 		
Assessment Conclusion	The effectiveness of the implementation of correction action will be verified during next surveillance assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Good commitment from management

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1426255- 201701- M1	Clause & Category (Major/Minor)	6.5.2 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	14/04/2017
Statement of Nonconformity	Labour laws, union agreements or direct contracts of employment and extension contract 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.) was not implemented effectively.		
Requirement Reference	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.		
Objective Evidence	Bukit Kerayong POM and Bukit Cheraka Estate: There was sampled worker with Employee No. 6854 in Bukit Kerayong POM and in Bukit Cheraka Estate, there is total 10 contractor’s workers were found without contract of employment. Besides, there were workers without extension contract of employment in Bukit Kerayong POM as below: a. Employee No.: 85351 who expired on 30/11/2015 b. Employee No.: 97974 who expired on 16/12/2016		
Corrective Action	1. Mill management will ensure all the workers have contract of employment. 2. Estate management will ensure all contractors have contract employment between them prior work in the estate and get a copy of it.		
Assessment Conclusion	During ASA2, it was found that the sampled worker for all 3 sites are having the valid employment contract/extension contract. Sampled the workers below: a. Estate worker ID (Malaysian): 000086911 (Bukit Kerayong POM) b. Estate worker ID (Indonesian): 0000136094 (Bukit Kerayong POM) c. Estate worker ID (Nepal): 000085351 (Bukit Kerayong POM) d. Estate worker ID (Bangladesh): 000006854 (Bukit Kerayong POM) e. Hamayun (Contract/Bangladesh): (Bukit Kerayong POM) f. Estate worker ID (Bangladesh): 0000 (Bukit Kerayong POM) g. Estate worker ID (Malaysian): 0000119090 (Bukit Cheraka Estate) h. Estate worker ID (Indonesian): 0000126899 (Bukit Cheraka Estate) i. Estate worker ID (Bangladesh): 0000119853 (Bukit Cheraka Estate) j. Estate worker ID (Nepal): 0000120544 (Bukit Cheraka Estate) k. Estate worker ID (India): 000094672 (Bukit Cheraka Estate) l. Mohammad Full (Contract/Bangladesh): (Bukit Cheraka Estate) m. Estate worker ID (Malaysian): 0000118725 (Bukit Kerayong Estate) n. Estate worker ID (Indonesian): 000052585 (Bukit Kerayong Estate) o. Estate worker ID (Nepal): 0000108090 (Bukit Kerayong Estate) p. Estate worker ID (Bangladesh): 00000101993 (Bukit Kerayong Estate) q. Estate worker ID (India) : 0000096901 (Bukit Kerayong Estate) No recurrence non-conformity occurred.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1426255- 201701- M2	Clause & Category (Major/Minor)	2.1.1 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	14/04/2017
Statement of Nonconformity	The management did not comply with Immigration Act 1959/63.		
Requirement Reference	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence	Document reviewed on the passport and permit of the contractor's workers found that 5 workers were without permit, 2 workers' permits were found expired on 12/9/2016 and 5/6/2016, and 2 workers were in the midst of application for permit on 24/11/2016.		
Corrective Action	<ol style="list-style-type: none"> 1. Estate management will ensure that the contractor give a copy of their workers' work permit. 2. Permit to work (PTW) will be issue by weekly basis. 		
Assessment Conclusion	<p>During the ASA2 visit, it was found that contractor's workers for Bukit Cheraka Estate and Bukit Kerayong POM are having the valid employment contract and the sampled workers are as below:</p> <ol style="list-style-type: none"> 1. Hamayun from Lotus Two Enterprise (Bukit Kerayong POM) 2. Safikul Islam from Lotus Two Enterprise (Bukit Kerayong POM) 3. Mohd Full AE0537971 from RCLS Enterprise (Bukit Cheraka Estate) 4. Murugan/L Muniyandi H3199031 from RCLS Enterprise (Bukit Cheraka Estate) <p>No contract workers in Bukit Kerayong Estate and no reoccurrence non-conformity occurred.</p>		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1426255-201701-M3	Clause & Category (Major/Minor)	5.3.3 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	14/04/2017
Statement of Nonconformity	Waste and pollutants was identified but implementation to avoid or reduce pollution is lacking.		
Requirement Reference	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence	During the site visit it was found that: 1. Traces of oil inside the drains at the workshop area (BKPOM, BKE & BCE). 2. Traces of oil escaped from oil traps and flow into drain leading outside the estates (BKE & BCE). 3. Spillage of lubricants at the workshop lubricant storage area (BKPOM). 4. There is no bund to block any spillage from going out in case of accidental spillage at the workshop lubricant storage (BKPOM). Corrective action was not effectively implemented.		
Corrective Action	The oil trap will be maintained weekly basis by appointed person in charge. The Work Place Inspection (WPI) will be conducted quarterly basis.		
Assessment Conclusion	During site visit, it found that the oil trap was maintained accordingly at all site visited. The management has creating awareness among the employees through 3R activities. No reoccurrence non-conformity occurred. Thus, the major was closed effectively.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1426255-201701-N1	Clause & Category (Major/Minor)	6.9.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	18/01/2018
Statement of Nonconformity	Gender committee meeting was not conducted as per the handbook developed by PSQM Department.		
Requirement Reference	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.		
Objective Evidence	According to the Gender Committee Handbook, First Edition developed by PSQM Department, meeting shall be conducted on quarterly basis. However, it was only sighted one meeting was conducted during Y2016 which was on 9/9/2016 at Bukit Kerayong Estate and 14/11/2016 at Bukit Cheraka Estate.		
Corrective Action	1. To conduct training to the Gender Committee.		
Assessment Conclusion	<p>During the ASA2 visit, SDPSB has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability & Quality Management (PSQM) Department. It explained the types of gender-based violence & grievance procedures. Meeting was conducted quarterly according to the handbook. A Gender Committee was established by the mill and estates' management. The last meeting was conducted on 09/01/18, 11/10/2017, 11/7/2017, 11/4/2017 and 26/01/17 for all 3 sites combined.</p> <p>Thus, the Minor NC was closed on 18/1/2018.</p>		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1426255-201701-N2	Clause & Category (Major/Minor)	4.6.10 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	18/01/2018
Statement of Nonconformity	The practice of reduce, reuse and recycle of materials was not effectively implemented.		
Requirement Reference	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated.		
Objective Evidence	During the site visit it was found that contaminated/used cloths/rags/ gloves were seen thrown inside the general rubbish bins (BKPOM, BKE & BCE).		
Corrective Action	Estate will ensure there is no contaminated/used cloths/rag/PPE inside the general dustbin.		
Assessment Conclusion	During site visit, there is no contaminated/used cloths/rag/PPE inside the general dustbin at workshop area for BKPOM, BKE and BCE. Thus, the Minor NC was closed on 18/1/2018.		

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/MINOR)	ISSUED	STATUS & DATE (Closure)
CR01	Major: 1.2.5	IAV: 31/07/2009	Closed on 20/09/2010
CR02	Major: 2.1.1	IAV: 31/07/2009	Closed on 03/01/2011
CR03	Major: 4.7.1	IAV: 31/07/2009	Closed on 03/01/2011
CR04	Major: 5.5.1	IAV: 31/07/2009	Closed 20/09/2010
CR05	Minor: 2.1.3	IAV: 31/07/2009	Closed on 20/09/2010
CR06	Minor: 4.4.6	IAV: 31/07/2009	Closed on 20/09/2010
CR07	Minor: 4.4.7	IAV: 31/07/2009	Closed on 20/09/2010
CR08	Minor: 4.5.4	IAV: 31/07/2009	Closed on 20/0/2010
CR09	Minor: 5.3.2	IAV: 31/07/2009	Closed on 20/09/2010
CR10	Minor: 5.4.2	IAV: 31/07/2009	Closed on 20/09/2010
CR11	Minor: 5.5.3	IAV: 31/07/2009	Closed on 14/04/2010
CR12	Major: 4.6.3	ASA1: 14/04/2012	Closed on 31/05/2012
CR13	Minor: 5.2.3	ASA1: 14/04/2012	Closed on 22/02/2013
CR14	Minor: 6.1.3	ASA1: 14/04/2012	Closed on 22/02/2012
A848470/1 (465344-1M)	Major: 4.6.5	ASA2: 22/02/2013	Closed on 05/04/2013

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A848470/2 (465344-2M)	Major: 4.7.1	ASA2: 22/02/2013	Closed on 05/04/2013
A848470/3 (465344-3M)	Major: 4.8.1	ASA2: 22/02/2013	Closed on 05/04/2013
A848470/4 (465344-4M)	Major SCCS D.6	ASA2: 22/02/2013	Closed on 05/04/2013
A848470/1 (465344-1)	Minor: 5.3.2	ASA2: 22/02/2013	Closed on 19/02/2014
A848470/2 (465344-2)	Minor: 6.5.2	ASA2: 22/02/2013	Closed on 19/02/2014
1021303N3	Minor: 6.2.3	ASA3: 21/02/2014	Closed on 20/1/2015
1147372M1	Major: 2.1.1	ASA4 : 23/1/2014	Closed on 22/3/2015
1147372N1	Minor: 6.5.3	ASA4: 23/1/2014	Closed on 20/1/2016
1147372N2	Minor: 5.3.3	ASA4: 23/1/2014	Upgraded to Major on 22/1/2016
1288557M1	Major: 4.7.1	RAV: 22/1/2016	Closed on 20/3/2016
1288557M2	Major: 5.3.3	RAV: 22/1/2016	Closed on 20/3/2016
1288557M3	Major: 5.6.2	RAV: 22/1/2016	Closed on 20/3/2016
1288557M4	Major: 6.5.2	RAV: 22/1/2016	Closed on 20/3/2016
1288557M5	Major: 4.6.11	RAV: 22/1/2016	Closed on 20/3/2016
1288557M6	Major: 4.1.1	RAV: 22/1/2016	Closed on 20/3/2016
1288557N1	Minor: 5.6.3	RAV: 22/1/2016	Closed on 19/1/2017
1288557N2	Minor: 6.2.3	RAV: 22/1/2016	Closed on 18/1/2017
1288557N3	Minor: 4.7.5	RAV: 22/1/2016	Closed on 19/1/2017
1426255-201701-M1	Major: 6.5.2	ASA1_1: 19/01/2017	Closed on 14/4/2017
1426255-201701-M2	Major: 2.1.1	ASA1_1: 19/01/2017	Closed on 14/4/2017
1426255-201701-M3	Major: 5.3.3	ASA1_1: 19/01/2017	Closed on 14/4/2017
1426255-201701-N1	Minor: 6.9.3	ASA1_1: 19/01/2017	Closed on 18/01/2018
1426255-201701-N2	Minor: 4.6.10	ASA1_1: 19/01/2017	Closed on 18/01/2018
1581966-201801-M1	Major: 4.7.1	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M2	Major: SC 5.3.1	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M3	Major: SC 5.3.2	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M4	Major: SC 5.8.1	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M5	Major: SC 5.8.2	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M6	Major: SC 5.13.1	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M7	Major: SC 5.13.2	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-M8	Major: 5.13.3	ASA2_1: 18/01/2018	Closed on 18/03/2018
1581966-201801-N1	Minor: 5.1.2	ASA2_1: 18/01/2018	"Open"

3.5. Stakeholders Consultation

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

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

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

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>NUPW Representative Gender Committee Mill Operators Sprayer Harvester</p>	<p>Union/Contractors/Local Communities</p> <p>EFB Transporter Head of Village, Bukit Kerayong POM Head of Village, Kampung Simpang Tiga</p>
<p>Government Departments</p> <p>SMK Jeram representative SJK (T) Ldg Bukit Cheraka Representative</p>	<p>NGO</p> <p>No complaint by NGO for Bkt Kerayong CU. Therefore, NGO was not contacted.</p>



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IS #	Description
1	<p>Feedbacks: <u>SMK Jeram</u> Appreciate the management’s cooperation in giving contribution, donation and assistance for the school activities.</p> <p>Management Responses: The management noted the appreciation and will continue to support the school activities.</p> <p>Audit Team Findings: Positive finding. No further issue.</p>
2	<p>Feedbacks: <u>SJK(T) Ladang Bukit Cheraka</u> So far received the good cooperation from estate, however there is one pending issue regarding blocked drain near the school canteen which lead to have a bad smell. SJK(T) LBC has request the estate assistance on this matter since the past one year but no action taken. Apart from that, SJK(T) LBC would like to suggest to estate to provide the transport for the school children for the safety reason and to reduce children absence in school because of distance between housing complex and the school for children to walk is more than 1km using field road.</p> <p>Management Responses: The management noted on the issue and will arrange the necessary action to solve the issue. For the school transport, the management has provide the yearly school children transport allowance RM100 to the parents since long time. Management couldn’t promise the changes can be done as this practice has been practising since years ago. Parents should use the allowance for their children transportation.</p> <p>Audit Team Findings: To be verified in the next surveillance audit.</p>
3	<p>Feedbacks: <u>EFB Transporter</u> The transporter faced the difficulty in long waiting time (sometimes up to 45 minutes with frequency of 3-4 times/month) at the mill during EFB collection in morning time. This is affecting the daily productivity as the worker paid based on the piece rate/day. The transporter request for the management to act to solve this issue to avoid delay in EFB application works.</p> <p>Management Responses: The management will liaise with Bukit Kerayong POM to find the best solution to avoid delay in EFB transportation for estate.</p> <p>Audit Team Findings: To be verified in the next surveillance audit.</p>
4	<p>Feedbacks: <u>Head of Village, Bukit Kerayong POM</u> The road maintenance properly maintained and no other issue raised.</p> <p>Management Responses: The management noted on the information and will continue to maintain good road with the villagers.</p> <p>Audit Team Findings: Positive finding. No further issue.</p>
5	<p>Feedbacks: <u>Head of Village, Kampung Simpang Tiga</u></p> <ol style="list-style-type: none"> 1. When there is wet season coming, the main drain is blocked by the debris which contains FFB/EFB, palm fronds, etc coming from estate. 2. There is also a suggestion to extend the current gate installed in field near the new highway constructed to avoid cattle across the main road which lead to accident 3. The head of village also would like to request the details list of foreign workers worked in estate. <p>In some cases, the head of village validation and recommendation is needed as the supporting document for local worker request donation, contribution or school register requirement to government. The pay</p>

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	<p>slip showed from Sime Darby worker sometimes having the irrelevant amount which is RM33/month, hence it was not approved. The head of village need clarification upon this matter.</p> <p>Management Responses:</p> <ol style="list-style-type: none"> 1. The blocked drain is located in border within estate and government road. If the blocking is coming from estate, estate will do the cleaning, however for other site which is located under government road, estate will not do anything as government will maintain the condition. 2. The current gate installed for replanting area only as per budgeted. 3. The details of foreign worker list was shared with Balai Polis Jeram previously and Head of Village can also refer to the Police Station alternatively. <p>The estate management is always welcome the Head of Village to come and check for the pay slip if any doubt arise.</p>
6	<p>Audit Team Findings: No further issue.</p>
	<p>Feedbacks: <u>NUPW Representative</u> No complaint made from the workers so far and company has been treating workers without discrimination.</p>
	<p>Management Responses Estate will continue maintain the harmonization for its employees and treating them fairly.</p>
	<p>Audit Team Findings No further issue.</p>
7	<p>Feedbacks: <u>Gender Committee</u> So far, there is no critical or any sexual harassment reported for both Bukit Kerayong Palm Oil Mill, Bukit Kerayong Estate and Bukit Cherakah Estate.</p>
	<p>Management Responses Management will continue to maintain the mechanism in grievance and complaint regarding sexual harassment.</p>
	<p>Audit Team Findings No further issue.</p>
8	<p>Feedbacks: <u>Contractors</u> So far, payment was made in timely manner and accurate to all the contractors engaged with Bukit Kerayong POM, Bukit Kerayong Estate and Bukit Cheraka Estate.</p>
	<p>Management Responses Management will maintain good relationship with the contractors.</p>
	<p>Audit Team Findings No further issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Bukit Kerayong Palm Oil Mill Certification Unit has complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Bukit Kerayong Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohd Hafiz Mat Hussain	Name: Syed Muzharel Azhar b. Syed Mohamad .
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Sime Darby Plantation Berhad
Title: Lead Auditor	Title: Acting Senior Manager - Sou T Chairman .
Signature: 	Signature: (I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.) 
Date: 1/5/2018	Date: 14-5-18

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 -	Sime Darby Plantation Sdn. Bhd. continued to implement an External Communication Procedure dated 1/11/2008. 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. Restricted information such as account & cost data and personal privacy are not allowed to be shared publicly. Stakeholders can access to the group's website (www.simedarby.com) or plantation's website (www.simedarbyplantation.com) to obtain information related to RSPO.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of external stakeholder requesting for information was recorded in the visitor book and maintained accordingly. For internal workers, the management has maintained individual file and request form to record any requests. All the records were available at mill and estate office.	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.			
1.2.1	Publicly available documents shall include, but are not necessary limited to: • 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). - Major compliance -	There was no restriction noted as to the documents made available to the public except private and confidential information. The public can browse through the internet to access to public information such as policies and corporate social responsibility. Other than that, 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.	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			

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Criterion / Indicator	Assessment Findings	Compliance
<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. -Minor compliance</p>	<p>SDPSB has implemented policy on code of ethical conduct and integrity (Code of Business Conduct- COBC) which covered all operations in the plantation operation. Briefing session was given to all workers at visited operating units.</p> <p>For example, briefing of policies were given to the mill workers on 10.08.15 and during induction training prior to work for the new workers.</p> <p>During morning briefing, BKPOM has conducted the SDP Policy refreshment and COBC Sime Darby on 02.1.18 and 18.12.17 attended by 49 workers.</p> <p>For Bukit Cheraka Estate, the COBC briefing was conducted on 16.01.17 to all 20 attendees and for Bukit Kerayong Estate was on 17.01.17 to all 12 attendees.</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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Criterion / Indicator	Assessment Findings	Compliance
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	Complied
<p>SOU7 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU7 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were: <u>BCE:</u> 1) MPOB license: 508324102000, <i>Menjual dan Mengalih FFB</i>, 2,028.29 Ha, licence holder: Ladang Bukit Cloh (validity period 01/03/2018 – 28/02/2019). 2) MPOB license: 526188002000, <i>Menjual dan Mengalih FFB</i>, 1,604 Ha, licence holder: Ladang Bukit Cheraka (validity period 01/02/2018 – 31/01/2019). 3) MPOB license: 589377011000, <i>Menghasilkan, Menjual dan Mengalih, and Menyimpan SLGBIJI, SLGTISU</i>, licence holder: Ladang Bukit Cheraka (validity period 01/10/2017 – 30/09/2018). 4) Diesel Permit # B024362, ref B.PGK.SEL/5300 (validity 20/01/2017 – 19/01/2018) Quantity: 10,000 litre. 5) Diesel Permit # B024363, ref B.PGK.SEL/2018 (validity 7/3/2017 – 6/3/2018) Quantity: 9,100 litre. 6) DOA Permit to Purchase of Acephate Quantity: 1,000kg, ref#: SEL/2017/ACP/0050(GL), validity period 14/11/2017 – 4/12/2017, supplier: Hextar Chemicals Sdn Bhd. Purchase has been made – DO#00157448, dated 2/12/2017, quantity: 500 kg, received on 5/12/17, GRN#5004143351</p> <p><u>BKE:</u> 1) MPOB license: 525572002000 (validity period 01/01/2018 – 31/12/2018), <i>Menjual dan Mengalih FFB</i>, holder: Ladang Bukit Kerayong, 3,368.5 Ha. 2) Diesel Permit # B010109, ref B.PGK.SEL/00533 (validity 8/1/2018 – 7/1/2019) Quantity: 14,000 litre. 3) Diesel Permit # B010108, ref B.PGK.SEL/00533 (validity 8/1/2018 – 7/1/2019) Quantity: 3,000 litre. 4) CF for unfired pressure vessel, SL PMT 21473, valid until 11/4/2018 5) DOA Permit to Purchase of Acephate, Quantity: 200kg Ref#: SEL/2017/ACP/0053(GL) (validity period 8/12/2017 – 28/12/2017) – 13/12/2017, supplier: Hextar Chemicals Sdn Bhd. Purchase has been made – DO#00157977, dated 13/12/2017, quantity: 200 kg, received on 15/12/17, GRN#5004155980</p>		

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Criterion / Indicator	Assessment Findings	Compliance
	<p>BKPOM:</p> <ol style="list-style-type: none"> 1) MPOB license: 562906004000 (validity period 21/12/2017 – 31/07/2018) for 180,000MT. 2) Diesel Permit # B024357, validity 19/12/2016 – 18/12/2017), quantity: 15,000 liter. Application form to renew has been submitted and pending approval. 3) Energy commission license no: 2017/01033; serial no: 21487 (validity period 25/05/2017 – 24/05/2018) for 2,640 kW installation capacity. 4) Electrical Charge-man BO, PJ-T-6-B-0088-2016 5) Steam Boiler & Steam Engine Driver and steam engineer <ol style="list-style-type: none"> i. JKJ 18 – SL/104/90 (2nd Grade) ii. JKJ 18 – SL/08/Est/02/292 (2nd Grade) iii. JKJ 18 – SL/11/EID/01/5 (1st grade) iv. JKJ 18 – SL/53/2004 (1st grade) v. JKJ 19 – 023/2014 (1st grade steam engineer) 6) There are 24 CFs belonged to the mill covering various equipment such as air receivers, steam separators, softener vessel, vacuum flash tank, crane, sterilisers, multitubular underfired, unfired multitubular, etc. [ref.: Lampiran – SL/BIL/17/14903 – myKKP system]. The mill has completed the renewal process of renewing all its CFs. However, due to some technical difficulties the CFs were unable to be downloaded yet. 7) Authorized Entrant & Standby Person for Confined Space NW-HQ-AE-0887-P (valid until 14/02/2019). 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	A special department (PSQM) which is based in Kuala Lumpur was responsible in tracking the changes to the Acts and Regulations in their legal register by communicating with the publisher of the documents. This mechanism was outlined in its procedure. The revision of the legal register was done from time to time and shall there be any update, it would be communicated to the respective CUs. As to-date no change to the CU activities and no new legal requirements associated to their operation.	Complied
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.		
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 -	Bukit Kerayong CU was able to demonstrate the evidence of legal ownership if its lands through possession of land titles. The CU has a list of all its land titles which have the information about names of leasee, hectare, terms & conditions, lease period and grant numbers. Bukit Kerayong Estate has 21 land titles while Bukit Cheraka has 105 land titles. Copies of the land titles were available at the CU's offices while the original were kept at headquarter.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Whenever the land boundaries are adjacent with third party (smallholders, villages, other oil palm companies, etc.) the normal practice of SDPSB to indicate the legal boundaries are through construction of trenches. This was confirmed through the field visit at Bukit Kerayong and Bukit Cheraka estates. Apart from that, erection of pegs painted with red and white along the boundaries was also commonly practiced.	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 recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	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 recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	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 recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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	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 -	Complied
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 -	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	Complied

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Criterion / Indicator		Assessment Findings	Compliance																			
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	There is no customary land for the portion of land.	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 -	BKPOM has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget and 5 years management plan (projections 17/18- 21/22) was verified during the audit. BKPOM and supply bases have made progress towards achieving their performance production targets for the current financial year 17/18.	Complied																			
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 -	The replanting programme was established. Sighted Replanting Programme 2016-2038: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year</th> <th>Estate</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>17/18</td> <td rowspan="5">BCE</td> <td>142.33</td> </tr> <tr> <td>18/19</td> <td>161.84</td> </tr> <tr> <td>2019</td> <td>88.55</td> </tr> <tr> <td>2020</td> <td>138.98</td> </tr> <tr> <td>2021</td> <td>109.54</td> </tr> <tr> <td>17/18</td> <td rowspan="2">BKE</td> <td>176.46</td> </tr> <tr> <td>18/19</td> <td>45.8</td> </tr> </tbody> </table>	Year	Estate	Ha	17/18	BCE	142.33	18/19	161.84	2019	88.55	2020	138.98	2021	109.54	17/18	BKE	176.46	18/19	45.8	Complied
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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 Oil Mill holds two SOPs: 1. Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) to includes mill SOPs. Sighted SOP for laboratory, effluent treatment plant etc. 2. 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 which is SOP EQMS, Pictorial Safety Standard, Estate Quality Management System and Agricultural reference Manual that covered planting material, nursery techniques, replanting, land preparation, planting density, canopy management, water management, harvesting, loose fruit collection, weed control and transport.	Complied																			

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Criterion / Indicator	Assessment Findings	Compliance
4.1.2 A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	There is an audit conducted by planning and monitoring department to confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators. The following are rating given by internal and external for FY2017/2018 at SOU 07: Bukit Kerayong Palm Oil Mill: Structured Oil Recovery Assessment = 81% on 23-26/10/2017 MSPO Internal Audit conducted on 8/11/2017 Bukit Cherakah Estate: Nursery Rating = 4.1/5 Immature Assessment = 4/5 Manuring Assessment = 4/5 Bukit Kerayong Estate: Immature Assessment = 4/5 Manuring Assessment = 4.4/5 There were also internal consultative audits done by SQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.	Complied
4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	The records of monitoring were available and maintained at estate and mill office.	Complied
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	No third party FFB received. All the FFB are from own certificate scope and adjacent Sime Darby certified estates.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.		
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

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Criterion / Indicator		Assessment Findings	Compliance																												
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<p>Bukit Cherakah Estate: The records of agronomic and fertilizer recommendation report by agronomist shown application date, filed number, dosage applied per palm, type of fertilizer and number of application. Sampled fertilizer recommendation (dated 20/10/2016) for field 2006A area, MOP (1.50kg/palm) was completed on 2/11/17.</p> <p>Bukit Kerayong Estate: The records of agronomic and fertilizer recommendation report by agronomist shown application date, filed number, dosage applied per palm, type of fertilizer and number of application. Sampled fertilizer recommendation for field 2010A area, MOP (0.750kg/palm) was completed on 25/11/17.</p>	Complied																												
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>Bukit Cherakah Estate: Latest agronomist visit was done during agronomist visit on 23-24/10/2017. Soil sampling and analysis was last done on 21/10/2014. Sighted Soil Analysis Test Report (S56/2014) dated 21/10/2014.</p> <p>Bukit Kerayong Estate: Latest agronomist visit was done during agronomist visit on 16-17/5/2017. Soil sampling and analysis was last done on 10/4/2014. Sighted Soil Analysis Test Report (S26/2014) dated 11/07/2014.</p>	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 -	<p>All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied for immature area.</p> <table border="1"> <thead> <tr> <th>Tonnage</th> <th>Type</th> <th>Month</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>1475.45 mt</td> <td>EFB</td> <td>Dec 17</td> <td>BCE</td> </tr> <tr> <td>142.65 mt</td> <td>EFB</td> <td>Dec 17</td> <td>BKE</td> </tr> </tbody> </table>	Tonnage	Type	Month	Estate	1475.45 mt	EFB	Dec 17	BCE	142.65 mt	EFB	Dec 17	BKE	Complied																
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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 -	<p>Soil series map available for both estates visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at Bukit Cherakah Estate and Bukit Kerayong Estate.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Type of Soil</th> </tr> </thead> <tbody> <tr><td>1</td><td>Bernam</td></tr> <tr><td>2</td><td>Bungor</td></tr> <tr><td>3</td><td>Colluvium</td></tr> <tr><td>4</td><td>Jawa</td></tr> <tr><td>5</td><td>Local Alluvium</td></tr> <tr><td>6</td><td>Malacca</td></tr> <tr><td>7</td><td>Munchong</td></tr> <tr><td>8</td><td>Sedu</td></tr> <tr><td>9</td><td>Serdang</td></tr> <tr><td>10</td><td>Tongkang</td></tr> <tr><td>11</td><td>Briah</td></tr> <tr><td>12</td><td>Kangkong</td></tr> <tr><td>13</td><td>Sedu</td></tr> </tbody> </table>	No.	Type of Soil	1	Bernam	2	Bungor	3	Colluvium	4	Jawa	5	Local Alluvium	6	Malacca	7	Munchong	8	Sedu	9	Serdang	10	Tongkang	11	Briah	12	Kangkong	13	Sedu	Complied
No.	Type of Soil																														
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Criterion / Indicator		Assessment Findings	Compliance
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 -	Soil series map available for both estates visited. There are no peat soils or soil categorized as problematic or fragile soil at all estates. At Bukit Cherakah estate, there is area above 25°, however that area was abandoned.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road maintenance programme. Example of programme checked at both estates shows the map indicating road repairs and maintenance for the whole estate roads includes resurfacing, grading, compacting and lateriting application to strengthen the road surface. Sighted the records of road maintenance at both estates.	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
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 or soil categorised as problematic or fragile soil at all estates visited.	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 peat soil or 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 visited estates have their water supply from state government through Syarikat Bekalan Air Selangor (Syabas). Nonetheless, water management plan was still maintained. Among the water management plan established by the estates are, rain water harvesting especially for washing purpose, awareness training among workers to use water efficiently such as use wastewater for watering plant and regular checking of piping. E.g. at Bukit Kerayong Estate, water reduction plan FY 2017/18 has been established to control the water consumption. Among the plans were</p> <ul style="list-style-type: none"> to put a limit level i.e. 250 m3/unit house/month. In case of limit exceeded, workers will be charged regular inspection of pipelines to tackle any leakage issues to provide a tank at the workshop for rainwater harvesting <p>The estates have also allocated buffer zone along the natural water ways. Based on their policy, agrichemical application is prohibited at the allocated buffer zone.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.2</p> <p>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 -</p>	<p>As spelt out in their Slope and River Protection Policy, buffer zone shall be allocated at both sides of the natural water ways which size is depending on the width of the river/water ways. Oil palms which are happened to be inside the buffer zone are marked with red paints and no agrichemical application is allowed in this area.</p> <p>Monitoring of based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ rivers, version 1, year 2008, issue no. 1, dated 1/11/2008. The water sampling exercise for river samples as well as water for domestic usage requirements need to be carried out on quarterly basis by Sime Darby Research Sdn. Bhd. Among the parameters analysed were pH, BOD, COD, SS, AN, DO and P. E.g. of reports verified at Bukit Kerayong Estate were:</p> <p>Report no. IE1296/2017 dated 20/11/2017 Report no. IE831/2017 dated 10/8/2017 Report no. IE544/2017 dated 24/5/2017 Report no. IE104/2017 dated 27/1/2017</p> <p>At Bukit Kerayong Mill, quality of monsoon drain discharge before & after the silt pit was adequately monitored. Report no. IE951/2017 (28/08/2017) and IE36/2018 (15/1/2018) by Sime Darby Research Sdn. Bhd. Among the parameters tested were pH, CaCO₃, BOD, COD, TS, SS, TN and AN. Report showed that results of some parameters were high e.g. for report #IE36/2018, CaCO₃=162ppm, BOD=150ppm, COD=240ppm, TS=906, SS=280. The mill acknowledged the results and therefore established an action plan to channel the claybath waste/residue from kernel extraction process, to ETP system through piping and drainage system. As at to-date, the progress is already reaching 75% and expected to be completed at the end of the month.</p>	<p>Complied</p>
<p>4.4.3</p> <p>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 -</p>	<p>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. Results of effluent final discharge analysis were submitted to the DOE on quarterly basis as required. Among the parameters tested -: T, pH, BOD, COD, SS, TS, AN, TN. Based on the results, the mill complied with the regulated BOD limit in all tests. Highest reading was recorded in Jan 2017 i.e. 950 ppm.</p>	<p>Complied</p>
<p>4.4.4</p> <p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>Recorded on monthly basis in "Monitoring Water Use per Ton of FFB". Mill water use per tonne of FFB monitoring done accordingly as following:</p> <p>Water used: Average water consumed for the period from Jul 16 – Jun 17 = 1.40 m³/FFB processed, whereas from Jul 17 to Dec 17 is 1.31 m³/FFB processed.</p>	<p>Complied</p>
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		

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Criterion / Indicator	Assessment Findings	Compliance																				
<p>4.5.1</p> <p>Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -</p>	<p>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 Tyto Alba 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 Cassia cobanensis and Turnera subulata and Antigonon leptopus. It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.</p> <p>Records of planting of new areas and maintenance of existing areas of beneficial plants, location maps and barn owl census are available.</p> <table border="1" data-bbox="660 981 1289 1077"> <thead> <tr> <th></th> <th>Distance</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>Beneficial Plant</td> <td>16,585.18 m</td> <td>Bukit Cherakah Estate</td> </tr> <tr> <td></td> <td>27,970 m</td> <td>Bukit Kerayong Estate</td> </tr> </tbody> </table> <p>The report occupancy rate for Barn owl box census was sighted:</p> <table border="1" data-bbox="660 1160 1289 1397"> <thead> <tr> <th></th> <th>Occupancy rate</th> <th>Estate</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Barn owl</td> <td>64.52 %</td> <td>Bukit Cherakah Estate</td> <td>Aug 17</td> </tr> <tr> <td>73.53%</td> <td>Bukit Kerayong Estate</td> <td>Aug 17</td> </tr> </tbody> </table>		Distance	Estate	Beneficial Plant	16,585.18 m	Bukit Cherakah Estate		27,970 m	Bukit Kerayong Estate		Occupancy rate	Estate	Remark	Barn owl	64.52 %	Bukit Cherakah Estate	Aug 17	73.53%	Bukit Kerayong Estate	Aug 17	<p>Complied</p>
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<p>4.5.2</p> <p>Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -</p>	<p>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 Agricultural Reference Manual v.1 Section 15 on census.</p> <p>#cross refer with indicator 4.8.2</p>	<p>Complied</p>																				
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>																						
<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. - Major compliance -</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.</p>	<p>Complied</p>																				

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Criterion / Indicator	Assessment Findings	Compliance																		
<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. - Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate.</p> <p>Bukit Cherakah Estate / Bukit Kerayong Estate (FY2017/2018)</p> <table border="1" data-bbox="660 591 1297 775"> <thead> <tr> <th>Chemical Name</th> <th>Active Ingredient (a.i)</th> </tr> </thead> <tbody> <tr> <td>Kenlon</td> <td>Triclopyr methyl 32%</td> </tr> <tr> <td>Kenyon</td> <td>Metsulforon methyl 20%</td> </tr> <tr> <td>Monex</td> <td>Glyphosinate Ammonium 13.50%</td> </tr> <tr> <td>Ebor bait</td> <td>Warfarin 0.05%</td> </tr> <tr> <td>sodium chloride</td> <td>Sodium chloride 99%</td> </tr> </tbody> </table> <p>The record of pesticides used was sighted.</p> <table border="1" data-bbox="660 855 1177 994"> <tbody> <tr> <td></td> <td>Dec 17</td> </tr> <tr> <td>Bukit Cherakah Estate</td> <td>1.95 % a.i/ha</td> </tr> <tr> <td>Bukit Kerayong Estate</td> <td>3.08 % a.i/ha</td> </tr> </tbody> </table>	Chemical Name	Active Ingredient (a.i)	Kenlon	Triclopyr methyl 32%	Kenyon	Metsulforon methyl 20%	Monex	Glyphosinate Ammonium 13.50%	Ebor bait	Warfarin 0.05%	sodium chloride	Sodium chloride 99%		Dec 17	Bukit Cherakah Estate	1.95 % a.i/ha	Bukit Kerayong Estate	3.08 % a.i/ha	<p>Complied</p>
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<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. - 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. - Minor compliance -</p>	<p>Paraquat was eliminated. At the time of assessment there was no class 1a or 1b pesticide. Alternatives such as Glyphosate were used with the elimination of Paraquat. For trunk injector, Acephate (class III) chemical was used as alternative for methamidophos.</p>	<p>Complied</p>																		
<p>4.6.5</p> <p>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 -</p>	<p>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.</p> <p>#cross refer with indicator 4.8.2</p>	<p>Complied</p>																		

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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 all estates.	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 -	There is no associated smallholder at Bukit Kerayong POM Certification Unit. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures. #cross refer with indicator 4.8.2	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 -	The management disposed the empty containers as per scheduled waste regulations.	Complied																				
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Annual medical surveillance for sprayers and pesticide operators were demonstrated. Medical examination programme established for sprayers which conducted by Klinik Kapar (HQ/08/DOC/00/329). <table border="1" data-bbox="657 1489 1289 1765"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>680202105856</td> <td rowspan="3">23/11/17</td> <td>Not Fit *</td> <td rowspan="3">BCE</td> </tr> <tr> <td>690203107285</td> <td>Fit</td> </tr> <tr> <td>641101108302</td> <td>Fit</td> </tr> <tr> <td>BM0119758</td> <td rowspan="3">1/12/17</td> <td>Fit</td> <td rowspan="3">BKE</td> </tr> <tr> <td>AT77465</td> <td>Fit</td> </tr> <tr> <td>J692587</td> <td>Fit</td> </tr> </tbody> </table> * Low cholinesterase-removal from spraying activities to field worker.	ID No	Date of Medical check up	Result	Estate	680202105856	23/11/17	Not Fit *	BCE	690203107285	Fit	641101108302	Fit	BM0119758	1/12/17	Fit	BKE	AT77465	Fit	J692587	Fit	Complied
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4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female pesticide operators at Bukit Cherakah Estate only. 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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Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		

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<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>SOU 07 estates and mill has maintained an approved Health and Safety Policy dated January 2015 by Sime Darby Plantations Sdn Bhd, Managing Director 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.</p> <p><u>Bukit Cherakah Estate</u> CHRA The assessment was last conducted on 6/8/2015 by National Institute of Occupational Safety & Health (JKKP HIE 127/171-2(353)). Sighted CHRA report, 03-04/02/CHRA/2015/3.</p> <p><u>Bukit Kerayong Estate</u> CHRA The assessment was last conducted on 3/8/2015 by National Institute of Occupational Safety & Health (JKKP HIE 127/171-2(353)). Sighted CHRA report, 03-04/02/CHRA/2015/3.</p> <p><u>Bukit Kerayong POM</u> CHRA The assessment was last conducted on 21/5/2015 by Env & IH Services (JKKP/HIE/127/171-2(166)). Sighted the CHRA report (SLK23) dated 21/5/2015.</p> <p>Baseline Examination and Testing of Local Exhaust Ventilation was carried out by Env Consultancy & Monitoring Services Sdn Bhd (JKKP HIE 127/171-(161)) on 8/12/2017 and found that the company had complied with the USECHH 2000 Regulations.</p> <p>The Chemical Exposure Monitoring including personal monitoring was carried out by Env Consultancy & Monitoring Services Sdn Bhd (JKKP HIE 127/171-(161)) on 8/12/2017 for 3 personnel. The report (PR16-CHM-0017) was sighted and found that the concentration of Inhalable Dust and n-Hexane does not exceed the PEL as specified under USECHH Regulation 2000.</p> <p>Audiometric Testing: The last audiometric was done on 11/11/2016 for total of 69 employees by OHD (HQ/08/DOC/00/641) Procoma Environmental (M) Sdn Bhd. From the report, there were 3 Standard Threshold Shift (STS) case recorded. Retest for STS was done on 11/1/2017 by Procoma Environmental (M) Sdn Bhd.</p> <p>No annual audiometric test carry out for 35 workers as per last audiometric test. Thus, major non-conformance was raised.</p>	<p>Major nonconformance</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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. - Major compliance -</p>	<p>The risk of all operations were assessed and documented under HIRARC. The HIRARC for the mill operations was last reviewed on 03/08/2017.</p> <p>HIRARC for the following stations/activities were sighted; Steriliser/ security checking tanks/boilers/storage tanks/nut silos/kernel silo/ kernel storage/kernel station/oil room/workshop operation.</p> <p>HIRARC for both estates are available. HIRARC revision (Bukit Kerayong Estate) as sighted was made on 01/09/2017 for harvesting involving the frond stalk and loose fruit collector.</p> <p>HIRARC revision (Bukit Cherakah Estate) as sighted was made on 06/11/2017 following an accident while sharpening the sickle where injury to the finger happened. Therefore an accident sharing session during morning muster was conducted and a review on done for the SOP for sharpening of sickle.</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. - Minor compliance -</p>	<p>Extracted at random from the training are the following session;</p> <ol style="list-style-type: none"> 1. Date: 20/11/2017; Title: EAI/EIE Training 2. Date: 17/11/2017; Title: Biodiversity & HCV Training 3. Date: 29/09/2017; Title MSPO Training 4. Date: 17/02/2017; Title: Boiler Chemical Procedure, Handling and Usage Training by Woodsol. <p>PPE issued to the workers is safety helmets, safety shoes. Special PPE for workers assigned to height, confined space. Safety shoes issued on a 6 monthly basis and recorded.</p> <p>SOP of handling of chemicals is available. The document was dated 26/02/2017 titled "chemical safety management" 17 pages. Therein is shown requirement & selection of chemicals, assessment of chemicals hazards, selections of supplier and transportation of chemicals. Storage, handling and training of such is also stated therein.</p> <p>#cross refer with indicator 4.8.2</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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. - Major compliance -</p>	<p>The management appointed En Muhammad Iszat Bin Mohamed Isa through a letter dated 02/07/2017 as the secretary of safety & health/ESH MR.</p> <p>Communications are made through safety meeting /site supervision/ dialogue/briefing during the weekly muster; The safety meeting was held 3 monthly having a total of 4 meeting in a year.</p> <p>The dates of meeting organised in 2017 are on 11/10/2017, 19/07/2017, 17/05/2017 & 27/03/2017.</p> <p>There were standard agenda discussed as provided by PSQM. Additional issue where deemed important by the committee will be included in the discussion.</p> <p>Minutes of last 2 meeting which was conducted on 11/10/2017 & 19/07/2017 was sighted. Among others the agenda discussed in the safety meeting are:</p> <ol style="list-style-type: none"> 1. Workplace inspection 2. Line site visit report 3. Accident statistics/report 4. Unsafe act 5. Legislative requirement / update 6. GCAD/PSQM Audit highlight <p>Bukit Kerayong Estate appointed Assistant Manager for ESH-Secretary for period of 01/01/2017 – 31/12/2018, sighted the appointment letter dated 01/01/2017.</p> <p>Bukit Cheraka Estate appointed Assistant Manager for ESH-Secretary, sighted the appointment letter dated 30/06/2017.</p> <p>Both estates management conduct regular two-way communication with their employees. There are made quarterly during the OSH meeting.</p> <p>Bukit Kerayong Estate held meeting on 04/10/2017, 21/07/2017, 15/05/2017 and 16/02/2017.</p> <p>Bukit Cheraka Estate held meeting on 12/10/2017, 12/07/2017, 12/04/2017 & 09/01/2017.</p> <p>Among others the agenda discussed during the safety meeting at both estate are workplace inspection, Line site visit report, Accident statistics/report, Unsafe act, Legislative requirement / update and GCAD/PSQM Audit highlight</p>	<p>Complied</p>

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<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>Accident and emergency procedures are available. There is a formation of ERP Team & ERP for all the identified incidences. The organisation chart for the ERP team was appointed and displayed for information of the Employees.</p> <p>At BKPOM, Drill for fire ERP and chemical spillage was organised on 18/11/2016. An in-house first aid training was conducted on 25/10/2016. Records of evacuation exercise/drill was sighted.</p> <p>Bukit Kerayong Estate had the fire drill on 10/01/2017 attended by 15 people.</p> <p>Bukit Cherakah Estate had the fire drill on 14/10/2016. Sighted formal request to BOMBA was submitted on 09/08/2017 & 10/10/2017 to conduct the fire drill but still waiting for date from BOMBA.</p>	<p>Complied</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> <table border="1" data-bbox="660 1016 1299 1406"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>SOCSO</td> <td>Nov 17, Dec 17</td> <td>BKPOM</td> </tr> <tr> <td>RHB Insurance Bhd (AJ-BG144626)</td> <td>16/9/16-15/2/18</td> <td></td> </tr> <tr> <td>SOCSO</td> <td>Nov 17, Dec 17</td> <td>BCE</td> </tr> <tr> <td>RHB Insurance Bhd (AJ-BG133346)</td> <td>27/1/17-26/7/18</td> <td></td> </tr> <tr> <td>SOCSO</td> <td>Nov 17, Dec 17</td> <td>BKE</td> </tr> <tr> <td>RHB Insurance Bhd (AJ-BG144309)</td> <td>11/9/16-10/3/18</td> <td></td> </tr> </tbody> </table>	Insurance	Period	Remark	SOCSO	Nov 17, Dec 17	BKPOM	RHB Insurance Bhd (AJ-BG144626)	16/9/16-15/2/18		SOCSO	Nov 17, Dec 17	BCE	RHB Insurance Bhd (AJ-BG133346)	27/1/17-26/7/18		SOCSO	Nov 17, Dec 17	BKE	RHB Insurance Bhd (AJ-BG144309)	11/9/16-10/3/18		<p>Complied</p>
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<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Accidents records were sighted for 01/04/2017 at the workshop area.</p> <p>Records on Lost Time Accident (LTA) metrics was maintained and based on JKPP 6, 7 & 8. Sample of accident statistic as shown below :</p> <table border="1" data-bbox="660 1688 1177 1749"> <thead> <tr> <th>Year</th> <th>BKPOM</th> <th>BCE</th> <th>BKE</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>14</td> <td>178</td> <td>73</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days</p>	Year	BKPOM	BCE	BKE	2017	14	178	73	<p>Complied</p>													
Year	BKPOM	BCE	BKE																				
2017	14	178	73																				

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

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Criterion / Indicator	Assessment Findings	Compliance																																																
4.8.1	<p>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.</p> <ul style="list-style-type: none"> - Major compliance - 	Complied																																																
4.8.2	<p>Records of training for each employee shall be maintained.</p> <ul style="list-style-type: none"> - Minor compliance - <p>The records of training were available at mill and estate office. Sample training checked:</p> <table border="1" data-bbox="660 938 1289 1688"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>20/11/17</td> <td>EAI/EIE</td> <td rowspan="4">BKPOM</td> </tr> <tr> <td>17/11/17</td> <td>Biodiversity & HCV Training</td> </tr> <tr> <td>29/09/17</td> <td>MSPO Training</td> </tr> <tr> <td>17/02/17</td> <td>Boiler Chemical Procedure, Handling and Usage Training by Woodsool.</td> </tr> <tr> <td>21/11/2017</td> <td>HIRADC</td> <td rowspan="10">BKE</td> </tr> <tr> <td>14/10/17</td> <td>Process</td> </tr> <tr> <td>3/11/17</td> <td>Hearing conservation</td> </tr> <tr> <td>12/1/17</td> <td>RSPO Training</td> </tr> <tr> <td>01/11/2017</td> <td>First Aid Training</td> </tr> <tr> <td>07/10/2017</td> <td>Safety Townhall Selangor Zone</td> </tr> <tr> <td>17/08/2017</td> <td>Acephate Training</td> </tr> <tr> <td>17/07/2017</td> <td>Inter Pump Training by MyCrop</td> </tr> <tr> <td>06/06/2017</td> <td>Bagworm census training</td> </tr> <tr> <td>21/11/2017</td> <td>Training for Contractor</td> <td rowspan="5">BCE</td> </tr> <tr> <td>20/11/2017</td> <td>EAI/EIE Training</td> </tr> <tr> <td>17/11/2017</td> <td>Biodiversity & HCV Training</td> </tr> <tr> <td>13/10/2017</td> <td>Safety Townhall 5.0</td> </tr> <tr> <td>05/10/2017</td> <td>Planting Palm – Replant FY17/18</td> </tr> <tr> <td>03/10/2017</td> <td>Nursery Training Shower Head – T&C Indomal</td> <td></td> </tr> <tr> <td>29/09/2017</td> <td>MSPO Training</td> <td></td> </tr> </tbody> </table>	Date	Training	Remark	20/11/17	EAI/EIE	BKPOM	17/11/17	Biodiversity & HCV Training	29/09/17	MSPO Training	17/02/17	Boiler Chemical Procedure, Handling and Usage Training by Woodsool.	21/11/2017	HIRADC	BKE	14/10/17	Process	3/11/17	Hearing conservation	12/1/17	RSPO Training	01/11/2017	First Aid Training	07/10/2017	Safety Townhall Selangor Zone	17/08/2017	Acephate Training	17/07/2017	Inter Pump Training by MyCrop	06/06/2017	Bagworm census training	21/11/2017	Training for Contractor	BCE	20/11/2017	EAI/EIE Training	17/11/2017	Biodiversity & HCV Training	13/10/2017	Safety Townhall 5.0	05/10/2017	Planting Palm – Replant FY17/18	03/10/2017	Nursery Training Shower Head – T&C Indomal		29/09/2017	MSPO Training		Complied
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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.

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Criterion / Indicator	Assessment Findings	Compliance								
5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	The assessment of environmental impact is documented in the following documents: <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; Register Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI Appendix 5.4.1d - Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE 	Complied								
5.1.2 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. - Minor compliance -	Environment Aspect and Impact Identification for various activities- construction work, compound, dispensary, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop. After the EAI is completed, the Environmental Impact Evaluation is conducted to evaluate the impact severity using a format (Environmental Impact Evaluation Form). There are 3 classifications of impact established in order to justify the action plan (mitigations) required i.e.: <table border="1" data-bbox="660 1093 1289 1272"> <thead> <tr> <th colspan="2">Guidance of Action required</th> </tr> </thead> <tbody> <tr> <td>100 ~ 199</td> <td>No action required</td> </tr> <tr> <td>200 ~ 249</td> <td>To initiate corrective and preventive actions</td> </tr> <tr> <td>250 and above</td> <td>To develop environmental objective and programme</td> </tr> </tbody> </table> Mitigation measures were documented in Pollution Preventive Plan (PPP). Among the environmental issues identified at BCE are: <ul style="list-style-type: none"> Leakage of pesticides during chemical premixing and washing direct contact to land Leakage of lubricant fluids from aged vehicles parked at parking bay Uncollected scheduled wastes exceed 190 days or 20 mt and against the EQA regulations However, the relation/connection between the PPP and the EIE was not evident. Therefore, a non-conformity was assigned due to this lapse.	Guidance of Action required		100 ~ 199	No action required	200 ~ 249	To initiate corrective and preventive actions	250 and above	To develop environmental objective and programme	Minor nonconformance
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250 and above	To develop environmental objective and programme									

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Criterion / Indicator	Assessment Findings	Compliance
5.1.3	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. - Minor compliance -	Updating of the progress of plan is carried out by the assistant managers and the results of the monitoring effectiveness are reviewed in the management units operating meetings. Mitigation measures were included in the environmental management plan and reviewed from time to time. Complied
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 operations managed to best ensure that they are maintained and/or enhanced.		
5.2.1	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). - Major compliance -	Ecologist from the PSQM team had conducted the 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. Reassessment of Biodiversity has been conducted in December 2015 by Social & Environment Projects Unit (PSQM). There was an appropriate consultation process for identification, management and monitoring of HCVs. Conservation area is maintained mainly water-log and steep area. At Bukit Cheraka Estate, slope area of 55.52 ha which is more than 25 degree has been maintained as Biodiversity area (HCV 4), whereas at Bukit Kerayong Estate, 3.00 Ha of pond was classified as HCV4. Complied
5.2.2	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. - Major compliance -	Based on the HCV assessment report, there was no RTE species identified within the plantation nor in the conservation area. Complied
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 -	Although there is no RTE species identified at this SOU, there is evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities. Signage as well as routine patrolling activities were carried out as part of the efforts to create awareness among employees about biodiversity. Complied

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Criterion / Indicator	Assessment Findings	Compliance
5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • 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 17/18 has been prepared on the 1/7/17 by assistant and approved by manager. The plan includes monitoring of buffer zone area and conservation area in the estate and surrounding area. Monitoring of action plan was carried out at appropriate frequency as a mechanism to ensure effectiveness of implementation. Report of the monitoring was adequately recorded by the person in-charge..	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.		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	Sources of pollution and waste have been adequately identified by the mill and estates. Generally, the wastes identified were of general, recyclable and scheduled wastes. Waste management plan has been established and reviewed by respective operating units in order to manage the handling of all the identified wastes.	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Based on policy to reduce, reuse and recycle, the management of spent chemicals and containers were done in accordance Scheduled Waste regulations. For estates, the empty chemical containers are categorised as non-scheduled wastes after the process of triple rinsing is undergone. The practice was based on the triple rinse procedure. The containers were mainly disposed through SS Setia Teknologi Enterprise (verified receipt from SS Setia #0998 dated 27/10/2017 – collected 270 kg). The mill and estates have designated scheduled waste stores for keeping the scheduled wastes safely. E.g. of disposal of empty containers at BCE (ref.: consignment notes) <ul style="list-style-type: none"> • SW409 – disposed on 12/1/2018 to Tex Cycle Sdn Bhd, quantity 110 kg of 5 lt containers and 118 pieces of 18 lt containers • SW409 – disposed on 5/9/2017 to Tex Cycle Sdn Bhd, quantity 82 kg of 1-5 lt containers, 17 pieces of 200 lt drums and 298 pieces of 18 lt containers E.g. of disposal of clinical wastes at BKE (ref.: consignment notes) SW404 – disposed on 3/11/2017 to Kualiti Alam Sdn Bhd, quantity 4.2 kg	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Action plan to manage the disposal of wastes is documented in the Waste Management Action Plan (2017/18). Among the method of disposal are through SW Reg. 2005, landfill, application of industrial waste at the estates (e.g. EFB & POME) and creating awareness among the employees through 3R activities.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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. Diesel used at the mill for FY 16/17 was 0.28 lt/mt FFB processed whereas for FY 17/18 was 0.31 lt/mt FFB processed as at Nov 2017. Diesel in mill was mainly used for vehicles and machinery such as shovel, tractor, bobcat, MF pusher, forklift and light vehicles. 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. Based on records, electricity consumptions for FY16/17 was 8.32 kWh/mtFFB and as at Dec for FY 17/18 was 7.56 kWh/mtFFB.	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 -	The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhere to the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in Bukit Kerayong and Bukit Cheraka estates field showed no evidence of open burning.	Complied
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 -	Fire was not used for preparing land for replanting at both visited estates.	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 -	Assessment of polluting activities were conducted through the Environmental Aspect and Impact Evaluation Procedure, which GHG emission has been included. The source of GHG such as mill effluent, dark smoke emission, and fossil fuel consumption have been taken into consideration in calculation of GHG emission.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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) emission through POME treatment as well as boiler stack from the mill. Other less significant GHG emissions identified including CO, SOx and NOx from various sources including fossil fuel, chemical and fertilizer consumptions mainly from estates activities.	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. Boiler stack sampling records: Air Emission Monitoring for Boiler no. 2 & no. 3 on 27/2/2017 and 13/9/2017 by Alam Hijau Integrasi (M) Sdn. Bhd. (Report ref. # ALM/SIMEDARBY/0217/3019 and ALM/SIMEDARBY/0917/3435). Among the parameters tested were dust concentration, NOx, SO2, CO and dark smoke observation. Based on the reported results, Bukit Kerayong POM complied with all the regulated parameters for both of its boilers.	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.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The Social & Environment Projects Unit, was conducted for Bukit Kerayong POM, Bukit Kerayong Estate & Bukit Cheraka Estate internally by the PSQM Department. The last SIA was conducted in 2 nd – 4 th November 2015. Key areas identified in the SIA were on good practices/findings, issues, complaints, suggestions by workers and other stakeholders. The recommendation from the SIA report was transferred to action plan. The action plan identified the issues & strategies, action plan, responsible person and time frame for both positive and negative impact. Seen the Social Management Action Plan 2017/18 for SOU 7 Bukit Kerayong Oil Mill mentioned 3 issues, for Bukit Cheraka Estate mentioned 6 issues and for Bukit Kerayong Estate mentioned 3 issues.	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	There is Stakeholder's Meeting conducted on 28 Nov 2017 with the participation of 37 stakeholders such as local communities, local authorities and contractors. Attendance list of the stakeholders interviewed and minutes of meeting was sighted.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.3</p> <p>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.</p> <p>- Major compliance -</p>	<p>The mill has developed action plan for Social Assessment where the issues raised during the assessment was recorded in the plan with the specific time frame and person in charge. For example in BKPOM:</p> <ol style="list-style-type: none"> 1. There are cases where outsiders comes into the mill linesite and commit crimes such as robbery. 2. There are complaint from workers that the drains at linesite are stagnant and the culvert are broken. 3. Stray dog coming to the linesite. <p>Example in Bukit Cheraka Estate:</p> <ol style="list-style-type: none"> 1. Complaints on potholes at linesite Bkt. Cheraka. 2. Desilting work will be carried out by appointed contractor. 3. Complaint on Tractors/Heavy Machine parking at Field 2013D beside Linesite Main Division can lead to accident (kids playing around). <p>Example in Bukit Kerayong Estate:</p> <ol style="list-style-type: none"> 1. Police Officer from Jeram Police Station introduce and encourage the usage of Smartphone Partner (VSP) for the effectiveness of reporting and share the information regarding criminals and action from other government officer such as BOMBA and JPAM. 2. Mr. Zainal from PERKESO shared the information about benefits of engaging with PERKESO and ask the employer & worker to immediately request for claim if there is accident occur. 3. Mr. Rajan from NUPW from Bukit Kerayong Estate has requested to make a gathering for all the workers to Genting Higland on 10.12 2017. <p>Social Plan for SIA in Bukit Kerayong POM, Bukit Cheraka Estate and Bukit Kerayong Estate was developed to monitor and rectify the issues raised during SIA. Time frame with person in charge was clearly stated in the plan.</p>	<p>Complied</p>
<p>6.1.4</p> <p>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.</p> <p>- Minor compliance -</p>	<p>The plan was reviewed on yearly basis where the last reviewed was done for Jun 2017 to Jul 2018 in each individual facility. The review was carried out with the participation of affected stakeholders on the completion status.</p>	<p>Complied</p>
<p>6.1.5</p> <p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>There is no smallholder scheme for Bukit Kerayong POM.</p>	<p>Not applicable</p>
<p>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.</p>		

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6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The Mill Assistant Manager is responsible, Izham bin Ibrahim (letter dated 11.09.17) to deal with the stakeholder for social issues. Bukit Kerayong Estate & Bukit Cheraka Estate: The Senior Assistant Manager is responsible to deal with the external communication and social issue as per appointment letter dated 01.03.17 and 30.06.17.	Complied
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 -	The latest stakeholders list was updated as at January 2017. Bukit Kerayong POM and supply bases will conduct once a year external stakeholder consultation. The last meeting was conducted on 28.11.2017. There was an action plan for the SIA for year 2017/18 available with the status and action taken.	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 -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues. Under Sime Darby website, there is Whistleblowing e-form provide a mechanism for reporting, investigating and remedying any wrongdoing.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –</p>	<p>The complaint and grievances is open to all effected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks. For Internal employee, the complaint made during safety meeting and daily briefing. Sighted the latest safety meeting conducted on 11.10.17. For external party, sighted the complaint made by Lembaga Urus Air Selangor (LUAS) on 'Aduan Berkaitan Aliran Air Berwarna Hitam yang mengalir di Sungai Sembilang, Kuala Selangor' on 30.05.17 and solved on 14.07.17.</p> <p>Normally in Bukit Kerayong Estate and Bukit Cheraka Estate, the complaints received for housing repairs work for internal. For external, the complainant can write in directly to Estate and keep the record in the file. In Bukit Cheraka Estate, there is communication file to keep all the request and respond from internal and external. Sampled the request for water to clean the graveyard on 13.10.17, request to go home early for Deepavali celebration on 16.10.17 and genset for social used (temple) on 05.10.17.</p> <p>The complaint is recorded in Buku Aduan Kerosakan (Bukit Kerayong Estate) and Linesite book (Bukit Cheraka Estate). In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint in whistleblowing e-form. This information is available in Sime Darby Website and suggestion box in mill office.</p>	<p>Complied</p>
<p>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.</p>		
<p>6.4.1</p> <p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -</p>	<p>SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p> <p>There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	<p>Complied</p>
<p>6.4.2</p> <p>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 -</p>	<p>SOP is as per in 6.4.1 above.</p>	<p>Complied</p>

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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 reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land between the neighbouring plantations.
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.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.1 Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>All the workers are under direct employment and some workshops are under contracts workers. The pay slip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc as per employment contract. The payroll for the following sampled workers for May, Aug and December 2017 were verified to be consistent with the Minimum Wages Order 2016.</p> <p>a. Estate worker ID (Malaysian): 000086911 (Bukit Kerayong POM) b. Estate worker ID (Indonesian): 0000136094 (Bukit Kerayong POM) c. Estate worker ID (Nepal): 000085351 (Bukit Kerayong POM) d. Estate worker ID (Bangladesh): 000006854 (Bukit Kerayong POM) e. Hamayun (Contract/Bangladesh): (Bukit Kerayong POM) f. Estate worker ID (Bangladesh): 0000 (Bukit Kerayong POM) g. Estate worker ID (Malaysian): 0000119090 (Bukit Cheraka Estate) h. Estate worker ID (Indonesian): 0000126899 (Bukit Cheraka Estate) i. Estate worker ID (Bangladesh): 0000119853 (Bukit Cheraka Estate) j. Estate worker ID (Nepal): 0000120544 (Bukit Cheraka Estate) k. Estate worker ID (India): 000094672 (Bukit Cheraka Estate) l. Mohammad Full (Contract/Bangladesh): (Bukit Cheraka Estate) m. Estate worker ID (Malaysian): 0000118725 (Bukit Kerayong Estate) n. Estate worker ID (Indonesian): 000052585 (Bukit Kerayong Estate) o. Estate worker ID (Nepal): 0000108090 (Bukit Kerayong Estate) p. Estate worker ID (Bangladesh): 00000101993 (Bukit Kerayong Estate) q. Estate worker ID (India) : 0000096901 (Bukit Kerayong Estate)</p> <p>There was no records or complaint observed during the interview with workers. All the sampled workers for direct employment and contract workers were achieved the minimum wage accordance to Minimum Wage Order 2016 which achieved RM 1000/month.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>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.</p> <p>- Major compliance -</p>	<p>All the workers are under direct employment, while some workshops are under contracts workers for mills and some under housing construction. The pay slip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc as per employment contract. The payroll for the following sampled workers for May, Aug and December 2017 were verified to be consistent with the Minimum Wages Order 2016.</p> <p>a. Estate worker ID (Malaysian): 000086911 (Bukit Kerayong POM)</p> <p>b. Estate worker ID (Indonesian): 0000136094 (Bukit Kerayong POM)</p> <p>c. Estate worker ID (Nepal): 000085351 (Bukit Kerayong POM)</p> <p>d. Estate worker ID (Bangladesh): 000006854 (Bukit Kerayong POM)</p> <p>e. Hamayun (Contract/Bangladesh): (Bukit Kerayong POM)</p> <p>f. Estate worker ID (Bangladesh): 0000 (Bukit Kerayong POM)</p> <p>g. Estate worker ID (Malaysian): 0000119090 (Bukit Cheraka Estate)</p> <p>h. Estate worker ID (Indonesian): 0000126899 (Bukit Cheraka Estate)</p> <p>i. Estate worker ID (Bangladesh): 0000119853 (Bukit Cheraka Estate)</p> <p>j. Estate worker ID (Nepal): 0000120544 (Bukit Cheraka Estate)</p> <p>k. Estate worker ID (India): 000094672 (Bukit Cheraka Estate)</p> <p>l. Mohammad Full (Contract/Bangladesh): (Bukit Cheraka Estate)</p> <p>m. Estate worker ID (Malaysian): 0000118725 (Bukit Kerayong Estate)</p> <p>n. Estate worker ID (Indonesian): 000052585 (Bukit Kerayong Estate)</p> <p>o. Estate worker ID (Nepal): 0000108090 (Bukit Kerayong Estate)</p> <p>p. Estate worker ID (Bangladesh): 00000101993 (Bukit Kerayong Estate)</p> <p>q. Estate worker ID (India) : 0000096901 (Bukit Kerayong Estate)</p> <p>There was no records or complaint observed during the interview with workers. All the sampled workers for direct employment and contract workers were achieved the minimum wage accordance to Minimum Wage Order 2016 which achieved RM 1000/month.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
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 –	<p>The basic amenities and facilities at the quarters provided by the company to the workers includes electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is free with subsidize rate as per employment contract.</p> <p>During the field assessment, it was observed that the housing are in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 2-3 each people per house. For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p> <p>Seen the record for weekly linesite inspection done for Bukit Kerayong POM (in charge by Mr Zahariman), Bukit Cheraka Estate (in charge by HA) and Bukit Kerayong Estate (Nedunsiyen/Jln Akob, Thangamagan/Sg Kapar & Veeran/main Division) available during the audit.</p>	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 –	<p>Mill and estates were located near to town where the workers can be easily access to the town to purchase sundry goods which is Kapar and Jeram Town. Inside the estate also has the sundry shop where the basic goods, crèche and estate clinic are available.</p>	Complied
<p>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.</p>		
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	<p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union. It was also confirmed during the stakeholder’s meeting conducted at Bukit Cheraka Estate on 17.01.18.</p> <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. The workers union representative for the Bukit Kerayong Estate are Mr T. Ganesan, Ugenteran & Mathan as per letter dated 28.11.17 titled ‘Sg Kapar Division-Union Representatives’ while for Bukit Cheraka Estate, the union representative is Mohana Raj (secretary) as per ‘Election of NUPW Committee Members’ letter dated 26.10.16. In Bukit Kerayong POM, the workers union representative is Kumaran a/l Veramany (chairman), as per letter dated 02.12.11.</p>	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 -	There is an annually meeting held for employer-employee as sighted in Mesyuarat Kakitangan KKS Kerayong Bil 1/2017-1 on 27.01.17. The latest meeting was conducted 27.12.17 but the minute of meeting is still in draft. The meeting involved workers from various level and discussing the issues related to the employment. For Bukit Cheraka Estate, the meeting was conducted on 09.01.17 as per Minit Mesyuarat Bersama Wakil NUPW Dengan Pihak Pengurusan Ladang Kali Ketiga 2016/2017. For year 2018, the meeting is yet to be conducted by end of January 2018. For Bukit Kerayong Estate, the latest meeting conducted on 13.02.17 attended by 4 people from management and workers representatives as per Minit Mesyuarat Antara Pihak Ladang dan Wakil NUPW Tahun 2017.	Complied
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 -	The Social Policy and Social & Humanity Management Policy was established since January 2015. The Policy covers the commitment to not condone forced labour or child labour. The signatory of the Policy is by Datuk Franki Anthony Dass, the Managing Director of Sime Darby Plantation. Field observation, interviewing with workers and verification of workers master list confirmed that there is no child labour hired.	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 -	SDPSB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.	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 (2 +1) and 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, subsidized water and electric supplier (connect to national water and electricity supply) and medical care (panel clinic) are given to all employees without discrimination. Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 14 – Annual leave: 14 days for < 5 years and 16 days for > 5 years. Overtime paid as per Employment Act 1995 (EA). Sampled workers are as 6.5.1	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
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 -	There is no any discrimination based on religion, gender, nationality and etc. during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and 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 -	The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass, the Managing Director of Sime Darby Plantation. The policy was communicated through the Gender Committee meeting conducted quarterly (combined with all 3 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 -	SDPSB has implemented Social Policy, Gender Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy was displayed on the notice board which was accessible by the workers. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.	Complied
6.9.3	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 -	SDPSB has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability & Quality Management (PSQM) Department. It explained the types of gender-based violence & grievance procedures. Meeting was conducted quarterly according to the handbook. A Gender Committee was established by the mill and estates' management. The last meeting was conducted on 09/01/18, 11/10/2017, 11/7/2017, 11/4/2017 and 26/01/17 for all 3 sites combined. No sexual harassment case been report and confirmed through interviewed with the chairman and female workers. The committee has organized activities such as carnival kesihatan, Raya Fitness Day, baking Bipang and medical check-up. Evident of photos were sighted.	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 -	Bukit Kerayong Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	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 -	Bukit Kerayong Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Bukit Kerayong Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Bukit Kerayong Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	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 -	Bukit Kerayong Estate have made contribution to the internal and external stakeholders. For example, the management has contributed and supported the activities such as permission to use the field school for Perkhemahan Badan Beruniform dated 29.09.17, permission to conduct pray at Estate Temple on 21-30.9.17, suggestion to held the blood donation and medical checkup on 13.09.17 and firedrill training with Jabatan Bomba Kapar on 11.01.18 attended by 52 people. In Bukit Cheraka Estate, the contribution made to SK Jeram (donation of RM300) on 17.11.17, SRJK(T) Bukit Cheraka (RM300) on 24.10.17 & request for using estate road and patrolling on 9-12/01/18, request to use estate road as running track for school (SMK Jeram) on 17.09.17, etc. Apart from that, Bukit Cheraka Estate has the budget for request for grasscutting at football field and temple, provide cow for festival eve (Hari Raya Qurban), etc.	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 smallholder in Bukit Kerayong POM.	Not applicable
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 -	The Social Policy and Social & Humanity Management Policy was established since January 2015. The Policy covers the commitment to not condone forced labour or child labour. The signatory of the Policy is by Datuk Franki Anthony Dass, the Managing Director of Sime Darby Plantation.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	Interviewed with the foreign workers confirmed that no contract substitution has occurred.	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 -	<p>SDPSB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below:</p> <ul style="list-style-type: none"> a. Providing equal opportunity b. Respecting freedom of association c. Eradicating any form of exploitation d. Ensuring favorable working conditions e. Enhancing Safety and Health <p>They also provided awareness and training to all the foreign workers in order for them to understand their responsibility in respect of human rights on 18/12/2017 for BKPOM (SDP Policy Training), on 04/12/17 for Bukit Cheraka Estate and on 10.08.17 for Bukit Kerayong Estate. For eg: All the workers have provided with induction training in Sua Betong Estate during their arrival to Malaysia. Seen the training certificates for the workers who has attended the induction training as below:</p> <p>Passport No: B3677904 (BKPOM) Passport No: B1262082 (BKPOM) Passport No: AT361557 (BKPOM) Passport No: AT799105 (BKPOM) Passport No: AU041475 (BCE) Passport No: B7887352 (BCE) Passport No: AU085296 (BCE) Passport No: AU057028 (BKE) Passport No: AU002314 (BKE) Passport No: AU001532(BKE)</p>	Complied
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
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 -	SDPSB has established Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.	Complied
6.13.2 As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for Peninsular Malaysia.	Not applicable
<p>Principle 7: Responsible development of new plantings</p>		
<p>Bukit Kerayong Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this annual surveillance assessment. The immature areas are replanted area.</p>		
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>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.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>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.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <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. <p>- Major compliance -</p>	<p>Continous Improvement Plan for Bukit Kerayong POM and supply base was established. Sighted sample of CIP established as follow :</p> <p>Bukit Kerayong Palm Oil Mill</p> <ol style="list-style-type: none"> 1. To improve Kernel Extraction Rate 2. To reduce cost of water consumption (SYABAS) 3. To reduce Oil Loss & Wet Basis for oil losses at press cake fibre 4. To reduce oil losses/FFB at raw effluent 5. To reduce noise 6. To improve the segregation of loose fruit into cages at ramp <p>Bukit Cherakah Estate</p> <ol style="list-style-type: none"> 1. Reduce upkeep compound cost 2. Reduce scheduled waste disposal cost 3. Reduce expenditure on domestic waste collection <p>Bukit Kerayong Estate</p> <ol style="list-style-type: none"> 1. To reduce cost of disposal empty chemical container 	<p>Complied</p>

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Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	N.A
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543543	N.A
9	West	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543594	N.A
9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	N.A
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020, MUTU – RSPO/091	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019, MUTU-RSPO/094	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049, MUTU-RSPO/092	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-855480	N.A

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14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051, MUTU-RSPO/093	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	N.A
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11 Apr '16	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042, BV-RSPO-20170705-01	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BV-RSPO-20170623-01	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	N.A
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	N.A
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	N.A
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	N.A
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A

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33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO- 819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO- 815150, MUTU- RSPO/054	N.A

Legends

Certification Withdrawal

NA - NOT APPLICABLE

Note: There are 2 certificate numbers for some SOUs due to transfer of CB.

SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	SGS-RSPO/PC17-00005	N.A
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	N.A
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	N.A
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	N.A
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	N.A
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A

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12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU-RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	N.A
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	N.A
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	N.A
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab. Sanggau, Kalimantan Barat	NA	NA	NA	N.A

Legends

Pending Certification by RSPO EB	Mill down	closed
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NA - NOT APPLICABLE

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Bukit Kerayong Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in 2017 for Bukit Kerayong Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.02
PK	1.02

Extraction	%
OER	19.55
KER	4.95

Production	t/yr
FFB Process	122,576.19
CPO Produced	23,967.74
PKO Produced	6,072.50

Land Use	Ha
OP Planted Area	15,131.31
OP Planted on peat	459.27
Conservation (forested)	0
Conservation (non-forested)	0
Total	15,590.58

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	53,256.48	0.43	85.58	0.42	0	0	53,342.06	0.85
CO ₂ Emission from fertilizer	6,152.04	0.05	7.31	0.04	0	0	6,159.35	0.09
NO ₂ Emmision	5,354.95	0.04	11.91	0.05	0	0	5,366.86	0.09
Fuel Consumption	790.79	0.01	1.1	0.01	0	0	791.89	0.02
Peat Oxidation	0	0	43.03	0.13	0	0	0	0.13
Sink								
Crop Sequestration	-50,480.08	-0.41	-80.17	-0.40	0	0	-50,560.25	-0.81
Conservation Sequestration	0	0	0	0	0	0	0	0

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Total	15,074.18	0.12	68.76	0.24	0	0	15,142.94	0.36
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**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	14,511.09	0.12
Fuel Consumption	111.84	0
Grid Electricity Utilisation	745.37	0.01
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	15,368.30	0.13

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	6,167.71
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

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

Appendix D : General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence	Compliance
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Sime Darby Plantation headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Global Trade Marketing department at Sime Darby Plantation, HQ and held the Palm Trace registration number for respective mill (Bukit Kerayong Oil Mill: RSPO_PO1000000155)	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Bukit Kerayong POM is not a trader or distributor.	Yes
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Sime Darby Plantation Sdn Bhd held RSPO membership number: 1-0008-04-000-00 since 06 September 2004. Company has registered in Palm Trace system as follows: Members ID – Bukit Kerayong Oil Mill: RSPO_PO1000000155 Licence valid until 14/04/2018 Member category : Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids was not in used at Bukit Kerayong Palm oil Mill.	
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill’s supply chain model and production volume. During the period of Jan 17-Dec 17, Bukit Kerayong Palm Oil Mill has	Yes

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		received and processed FFB from own plantations/estates.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Bukit Kerayong Palm Oil Mill was certified with Identity Preserved Module	Yes
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.</p> <p>However, some of the latest requirements under RSPO SCC System and Standard revised June 2017 have not been incorporated in the SOP such as the requirements of internal audit and etc. Therefore, Major NC was raised.</p>	No
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Bukit Kerayong Palm Oil Mill has prepared a dedicated records and Forms in relation to RSPO Supply Chain Certification.</p> <p>Sustainability training plan & records for year 17/18 sighted available during the audit. However no specific training related to Supply Chain requirement was conducted. Therefore, Major NC was raised.</p>	No
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification. Roles and responsibility for RSPO Supply Chain team were clearly defined in the job description.</p> <p>The appointment letter from the COO dated 11st November 2017 mentioned that Mill Manager as the chairman for Bukit Kerayong Palm Oil Mill. Through</p>	Yes

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		the interview with Mill Manager, he can demonstrate awareness of the established procedure.	
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.	Bukit Kerayong Palm Oil Mill has developed SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has not clearly stated the requirement for internal audit need to be conducted relating to sustainability and traceability standard (RSPO Supply Chain Certification Standard's requirements). Therefore, Major NC was raised.	No
	ii) effectively implements and maintains the standard requirements within its organization	The internal audit for Supply Chain yet to be conducted by Bukit Kerayong Palm Oil Mill. Therefore, Major NC was raised.	No
5.4. Purchasing and goods in			
5.4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form: <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	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. Bukit Kerayong mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following: SOU 6 (Bukit Talang Estate) Code : E-166, Consignment note# 111919, Field Div. 2 (A crop) Tonnage:10.98mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018 SOU 6 (Sg Buloh Estate) Code : E-016, Consignment note# 111914, Field Div. 2 (A crop) Tonnage:10.67mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018 SOU 6 (Elmina Estate) Code : E-317, Consignment note# 111901, Field Div. 3 (B crop) Tonnage:11.46mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018	Yes

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	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Bukit Kerayong mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 6 (Bukit Talang Estate) Code : E-166, Consignment note# 111919, Field Div. 2 (A crop) Tonnage:10.98mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Sg Buloh Estate) Code : E-016, Consignment note# 111914, Field Div. 2 (A crop) Tonnage:10.67mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Elmina Estate) Code : E-317, Consignment note# 111901, Field Div. 3 (B crop) Tonnage:11.46mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p>	<p>Yes</p>
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Bukit Kerayong mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 6 (Bukit Talang Estate) Code : E-166, Consignment note# 111919, Field Div. 2 (A crop) Tonnage:10.98mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Sg Buloh Estate) Code : E-016, Consignment note# 111914, Field Div. 2 (A crop) Tonnage:10.67mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Elmina Estate) Code : E-317, Consignment note# 111901, Field Div. 3 (B crop) Tonnage:11.46mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p>	<p>Yes</p>

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	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Not applicable	N/A
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Not applicable	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.</p> <p>The list of outsourced contractor was sighted, "list of stakeholder" include the transport contractor for CPO and PK.eg: Jasa Korporat Sdn Bhd and STB Maju (M) Sdn Bhd.</p>	Yes

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5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes;	The mill ensure that outsourced activities (transportation) is not contaminated with non-certified materials. There is no outsourced processes within Bukit Kerayong Palm Oil Mill, hence this requirement is not applicable.	Yes
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	The mill ensure that outsourced activities (transportation) is not contaminated with non-certified materials. There is no outsourced processes within Bukit Kerayong Palm Oil Mill, hence this requirement is not applicable.	Yes
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	The mill ensure that outsourced activities (transportation) is not contaminated with non-certified materials. There is no outsourced processes within Bukit Kerayong Palm Oil Mill, hence this requirement is not applicable.	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	The mill ensure that outsourced activities (transportation) is not contaminated with non-certified materials. There is no outsourced processes within Bukit Kerayong Palm Oil Mill, hence this requirement is not applicable.	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	The mill ensure that outsourced activities (transportation) is not contaminated with non-certified materials. There is no outsourced processes within Bukit Kerayong Palm Oil Mill, hence this requirement is not applicable.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	No new contractor used for the processing or physical handling of RSPO certified oil palm products.	Yes
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. <ul style="list-style-type: none"> The name and address of the buyer; 	Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 was developed.	Yes

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<ul style="list-style-type: none"> • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>Sample the sales contract and invoices as below:</p> <p><u>CSPO</u> Despatch Note: 009681 Buyer: BB Address: xxxxxx Contract No: S/C- PSD/1712/CPO0378C Shipment date: 7/12/2017 Quantity: 35.17 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009754 Buyer: AA Address: xxxxxx Contract No: S/C- PSD/1712/CPO0571A Shipment date: 6/12/2017 Quantity: 35.35 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009678 Buyer: BB Address: xxxxx Contract No: S/C- PSD/1710/CPO0517C Shipment date: 6/11/2017 Quantity: 35.53 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009760 Buyer: AA Address: xxxxxx Contract No: S/C- PSD/1711/CPO0385A Shipment date: 7/11/2017 Quantity: 39.11 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p><u>CSPK</u> Despatch Note: 009770 Buyer: CC Address: xxxxx</p>	
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		<p>Contract No: S/C-PSD/1711/PK0541B Shipment date: 12/12/2017 Quantity: 26.82 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009693 Buyer: CC Address: xxxxx Contract No: S/C-PSD/1710/PK0468 Shipment date: 15/11/2017 Quantity: 28.70 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p>	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Seen the weighbridge ticket, shipping documents as per below:</p> <p><u>CSPO</u> Despatch Note: 009681 Buyer: BB Address: xxxxxx Contract No: S/C-PSD/1712/CPO0378C Shipment date: 7/12/2017 Quantity: 35.17 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009754 Buyer: AA Address: xxxxxx Contract No: S/C-PSD/1712/CPO0571A Shipment date: 6/12/2017 Quantity: 35.35 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009678 Buyer: BB Address: xxxxx Contract No: S/C-PSD/1710/CPO0517C Shipment date: 6/11/2017 Quantity: 35.53 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p>	<p>Yes</p>

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		<p>Despatch Note: 009760 Buyer: AA Address: xxxxxx Contract No: S/C-PSD/1711/CPO0385A Shipment date: 7/11/2017 Quantity: 39.11 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p><u>CSPK</u> Despatch Note: 009770 Buyer: CC Address: xxxxx Contract No: S/C-PSD/1711/PK0541B Shipment date: 12/12/2017 Quantity: 26.82 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009693 Buyer: CC Address: xxxxx Contract No: S/C-PSD/1710/PK0468 Shipment date: 15/11/2017 Quantity: 28.70 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p>	
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Sampled the shipping announcement as below: Buyer: BB Transaction ID: TR-688783d5-e15b Quantity: 250 MT Product: CSPO (IP) Shipping/BL Date: 19/12/2017</p> <p>Buyer: AA Transaction ID: TR-12d15d2e-5c02 Quantity: 400 MT Product: CSPO (IP) Shipping/BL Date: 15/11/2017</p> <p>Buyer: CC Transaction ID: TR-625e6906-7f1b Quantity: 450 MT Product: CSPK (IP) Shipping/BL Date: 29/11/2017</p>	<p>Yes</p>

5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>The registration of PalmTrace will be carried out by the Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace with Members ID – Bukit Kerayong Oil Mill:RSPO_PO1000000155, Licence valid until 14/04/2018, Member category : Oil Mill</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	<p>Bukit Kerayong Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.</p> <p>Sampled the shipping announcement 5.6.1</p>	Yes
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	<p>Every shipping announcement made on daily basis as unique id for traceability and recorded accordingly in the RSPO Palm Oil Purchase, Sales and Balance Control Table, update at real time basis by Global Trade Marketing, HQ</p>	Yes
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	<p>There were volume sold for other scheme and conventional (refer to Table 11 & 12 ; Supply Chain declaration of Table D & E; Summary Template).</p>	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>Sampled of shipping announcement documents and found that the management done the shipping announcement accordingly.</p>	Yes
5.8. Training			
5.8.1	<p>The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Training plan was established however the plan was not include specific training for RSPO Supply Chain Standards requirements. Therefore, Major NC was raised.</p>	No

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5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Training plan was established however specific training for RSPO Supply Chain Standards requirements yet to be conducted. Therefore, Major NC was raised.	No
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Bukit Kerayong Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has defined the retention time at least 2 years of for all records and report.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for 2018: CSPO= 25,823.84 MT CSPK= 7,034.72 MT	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable	N/A
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the	Not in use.	Yes

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	RSPO Rules on Market Communications and Claims.		
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The procedure for complaint was established accordingly.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Bukit Kerayong Palm Oil Mill has developed SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has not clearly stated that requirement for the management review need to be conducted relating to sustainability and traceability standard (RSPO Supply Chain Certification Standard's requirements). However, Bukit Kerayong Palm Oil Mill yet to be conducted the management review meeting. Therefore, Major NC was raised.	No
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Bukit Kerayong Palm Oil Mill has developed SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has not clearly stated that requirement for the management review need to be conducted relating to sustainability and traceability standard (RSPO Supply Chain Certification Standard's requirements). However, Bukit Kerayong Palm Oil Mill yet to be conducted the management review meeting. Therefore, Major NC was raised.	No
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	Bukit Kerayong Palm Oil Mill has developed SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 has not clearly stated that requirement for the management review need to be conducted relating to sustainability and traceability standard (RSPO Supply Chain Certification Standard's requirements). However, Bukit Kerayong Palm Oil Mill yet to be conducted the management	No

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		review meeting. Therefore, Major NC was raised.	
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Appendix E: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: *Identity Preserved*)

Requirements	Compliance
D.1 Definition	
D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	Bukit Kerayong mill received only 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
D.2 Explanation	
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.
D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	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). Members ID – Bukit Kerayong Oil Mill:RSPO_PO1000000155, Licence valid until 14/04/2018, Member category : Oil Mill
D.3 Documented procedures	
D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the	Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents

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<p>elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume. 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 Bukit Kerayong Palm Oil Mill.</p>
<p>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>	<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 FFBs.</p>	<p>Bukit Kerayong Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:2, Dated October 2016 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.</p>
<p>D.4 Purchasing and goods in</p>	
<p>D.4.1 The site shall verify and document the tonnage and sources of 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. Bukit Kerayong mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 6 (Bukit Talang Estate) Code : E-166, Consignment note# 111919, Field Div. 2 (A crop) Tonnage:10.98mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Sg Buloh Estate) Code : E-016, Consignment note# 111914, Field Div. 2 (A crop) Tonnage:10.67mt Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018</p> <p>SOU 6 (Elmina Estate) Code : E-317, Consignment note# 111901, Field Div. 3 (B crop) Tonnage:11.46mt</p>

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	Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	There is no overproduction of certified tonnage
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 real-time basis.	<p>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 Bukit Kerayong Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant and also other 3 party KCP. Daily records are prepared at the entry point at the weighbridge.</p> <p>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.</p> <p>Based on contract, sampled:</p> <p><u>CSPO</u> Despatch Note: 009681 Buyer: BB Address: xxxxxx Contract No: S/C-PSD/1712/CPO0378C Shipment date: 7/12/2017 Quantity: 35.17 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009754 Buyer: AA Address: xxxxxx Contract No: S/C-PSD/1712/CPO0571A Shipment date: 6/12/2017 Quantity: 35.35 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009678 Buyer: BB Address: xxxxx Contract No: S/C-PSD/1710/CPO0517C Shipment date: 6/11/2017 Quantity: 35.53 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009760</p>

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	<p>Buyer: AA Address: xxxxxx Contract No: S/C-PSD/1711/CPO0385A Shipment date: 7/11/2017Quantity: 39.11 mt Product: CPO RSPO IP Transport: Jasa Korporat Sdn Bhd Supply chain cert no: RSPO550181</p> <p><u>CSPK</u> Despatch Note: 009770 Buyer: CC Address: xxxxx Contract No: S/C-PSD/1711/PK0541B Shipment date: 12/12/2017 Quantity: 26.82 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p> <p>Despatch Note: 009693 Buyer: CC Address: xxxxx Contract No: S/C-PSD/1710/PK0468 Shipment date: 15/11/2017 Quantity: 28.70 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO550181</p>
<p>D.6 Processing</p>	
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.</p>	<p>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. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate which was certified under SO6 (Tennamaram POM RSPO Cert # 0014 effective 3/3/2017 -2/3/2018). No noncertified FFB received.</p>

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	JAN-17	8,935.04	-	8,935.04
2	FEB-17	9,404.99	-	9,404.99
3	MAR-17	13,432.04	-	13,432.04
4	APR-17	12,844.84	-	12,844.84
5	MAY-17	12,431.54	-	12,431.54
6	JUN-17	9,831.88	-	9,831.88
7	JUL-17	12,368.51	-	12,368.51
8	AUG-17	6,173.64	-	6,173.64
9	SEP-17	10,381.32	-	10,381.32
10	OCT-17	9,152.03	-	9,152.03
11	NOV-17	9,280.21	-	9,280.21
12	DEC-17	8,340.17	-	8,340.17
	TOTAL	122,576.21	-	122,576.21

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	JAN-17	1,694.65	468.87
2	FEB-17	1,783.99	453.86
3	MAR-17	2,538.97	611.67
4	APR-17	2,373.09	700.47
5	MAY-17	2,412.72	586.41
6	JUN-17	1,860.90	496.17
7	JUL-17	2,182.25	568.58
8	AUG-17	1,256.19	320.24
9	SEP-17	2,131.02	546.33
10	OCT-17	1,997.70	467.14
11	NOV-17	1,935.49	455.26
12	DEC-17	1,810.86	397.34
	TOTAL	23,977.82	6,072.34

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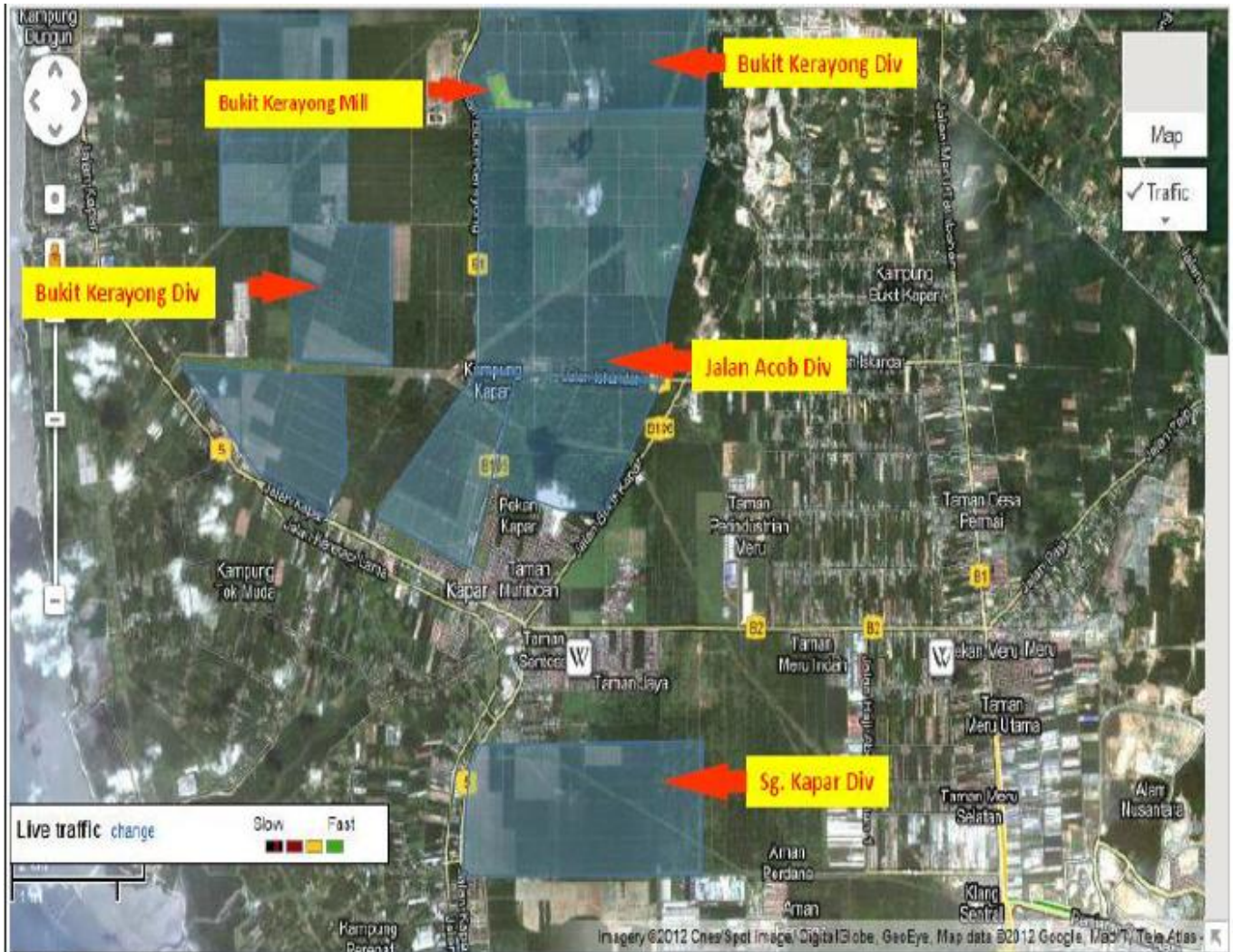
C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) records base on transaction January 2017-December 2017				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	AA	TR-5a4b37a5-635e TR-2ce5fbda-e47f	6,850.00	-
2	BB	TR-688783d5-e15b	825.76	-
3	CC	TR-a86eff90-a623	-	2,900.00
	TOTAL		7,675.76	2,900.00

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
-Nil-				

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1	XXX	16,202.66	-	
2	XXX	-	3,131.39	

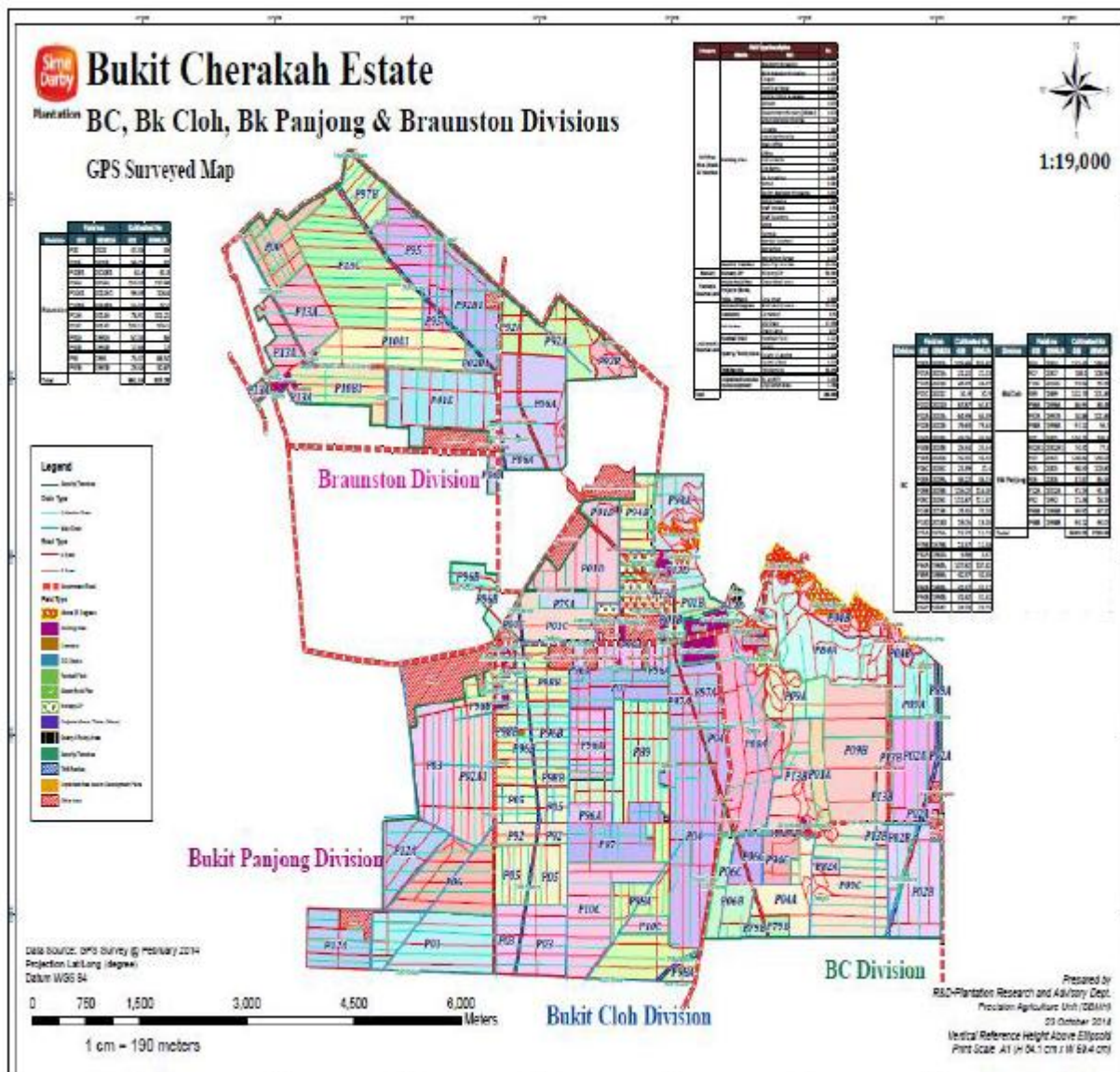
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
n/a			

Appendix F: Location Map of Bukit Kerayong Palm Oil Mill and Supply bases

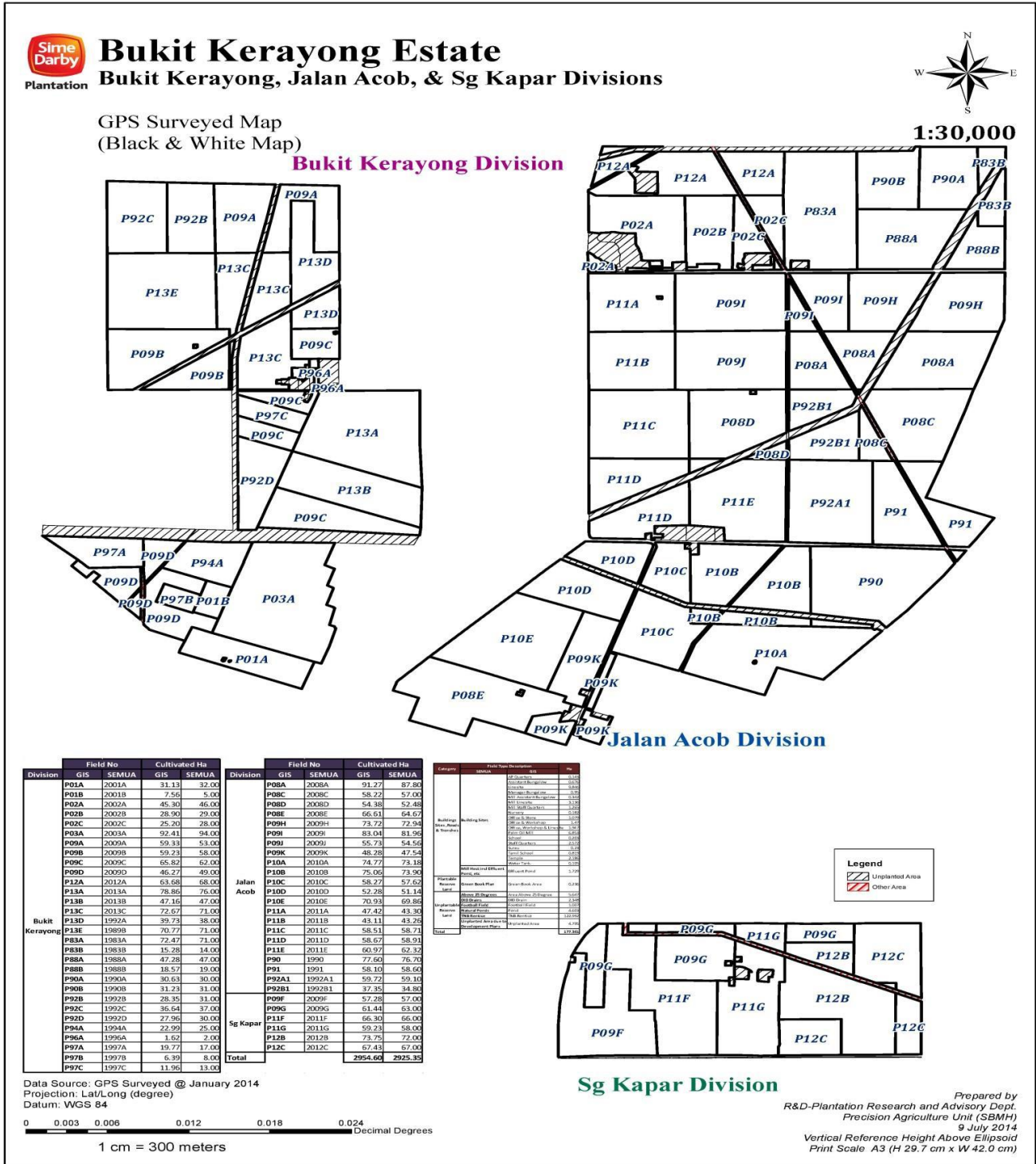


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Appendix G: Bukit Cherakah Estate Field Map



Appendix H: Bukit Kerayong Estate Field Map



Appendix I: List of Smallholder Sampled *(If applicable – scheme/associated/group certification)*

Not applicable

Appendix J: List of Abbreviations

BOD	Biochemical Oxygen Demand
BCE	Bukit Cherakah Estate
BKE	Bukit Kerayong Estate
BKPOM	Bukit Kerayong Palm Oil Mill
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
CU	Certification Unit
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MRM	Management Review Meeting
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SDPSB	Sime Darby Plantation Sdn Bhd
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit