

**RSPO PRINCIPLE AND CRITERIA
2nd Annual Surveillance Assessment (ASA2_1)
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
Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill 14 th KM, Jalan Tenom-Keningau P.O. Box 205 89908 Tenom Sabah, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Berhad		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia Certification Unit: Strategic Operating Unit (SOU 27) – Melalap Palm Oil Mill, 14 th KM, Jalan tenom-Keningau, PO Box 205 89908 Tenom, Sabah, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr. Bukhari Bin Yusof Azuddin (Mill Manager) Ms. Raanon Gandon (PSQM)		
Website	www.simedarbyplantation.com	E-mail	kks.melalap@simedarbyplantation.com
Telephone	+603 7848 4463 (Head Office) +6087 302146 (Mill)	Facsimile	+603 7848 4363 (Head Office) +6087 32243 (Mill)

2. Certification Information			
Certificate Number	RSPO 547124	Original Certificate Issued Date	21/01/2011
		Expiry Date	20/01/2021
Scope of Certification	Palm Oil and Palm Kernel Production from Melalap Palm Oil Mill and Supply Base (Melalap & Sapong Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil			

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Melalap Palm Oil Mill (25 mt/hr)	14 th KM, Jalan Tenom-Keningau PO Box 205 89908 Tenom, Sabah	115° 59' 12.45"	5° 13' 59.26"
Melalap Estate	14 th KM, Jalan Tenom-Keningau PO Box 205 89908 Tenom, Sabah	116° 00' 00.09"	5° 15' 45.61"
Sapong Estate	14 th KM, Jalan Tenom-Keningau PO Box 205	115° 56' 56.80"	5° 03' 52.90"

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	89908 Tenom, Sabah		
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4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infras & Other (ha)	Total Hectareage	% of Planted
Melalap	1,239.77	113.23	1,353.00	88.29	803.71	2,245.00	60.27
Sapong	2,227.38	105.62	2,333.00	45.72	1,073.28	3,452.00	67.58
Total	3,467.15	218.85	3,686.00	134.01	1,876.99	5,697.00	64.70

Note: Infras = infrastructure

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Oct 2016-Sept 2017)	Actual (Oct 2016-Sept 2017)	Forecast (Oct 2017-Sept 2018)
Melalap	113.23	-	1,239.77	-	-	22,809.00	27,374.81	27,777.03
Sapong	105.62	-	2,227.38	-	-	36,610.00	31,197.93	35,850.00
Total	218.85	-	3,467.15	-	-	59,419.00	58,572.74	63,627.03

6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Oct 2016-Sept 2017)	Actual (Oct 2016-Sept 2017)	Forecast (Oct 2017-Sept 2018)
Melalap	22,809.00	27,374.81	27,777.03
Sapong	36,610.00	31,197.93	35,850.00
Total	59,419.00	58,572.74	63,627.03

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Oct 2016-Sept 2017)	Actual (Oct 2016-Sept 2017)	Forecast (Oct 2017-Sept 2018)
Trader and Independent Smallholder/ outgrower	19,219.00	32,391.47	33,600.00
TOTAL	19,219.00	32,391.47	33,600.00

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8. Certified Tonnage

Mill	Estimated (Oct 2016-Sept 2017)			Actual (Oct 2016-Sept 2017)			Forecast (Oct 2017-Sept 2018)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Melalap Palm Oil Mill	59,419	13,369.28	3,030.37	58,572.74	12,604.95	2,765.37	63,627.03	14,316.08	3,244.98
		OER : 22.50%	KER : 5.10%		OER : 21.52%	KER : 4.72%		OER : 22.50%	KER : 5.10%

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

Assessment Methodology, Programme, Site Visits, Documents Review

This 2nd Annual Surveillance Assessment was conducted from 25-29 September 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Melalap Estate & Sapong 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 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 2014 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 while when applicable, the smallholders sample were determined following the RSPO Certification Requirement for Group Certification Standard 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 L.

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

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workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

Documents review included the review of related operational procedures documents as well as records as the evidence of implementation. Document Review conducted for applicable Principles 1 until Principles 8 (Principle 7 is not applicable for Melalap certification units) for mill including 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.. For estates, Document review for applicable Principle 1 until Principle 8 amongst all are 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).

Verification of previous nonconformities also conducted during the on-site visit. All the previous major nonconformities are remained closed while minor nonconformities were verified the effectiveness of its corrective action to ensure no recurrence. The assessment findings for the 2nd Annual Surveillance Assessment are detailed in Section 3.3.

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

This report was internally reviewed by approved Certification Reviewer prior to certification decision by BSI.

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

1. 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)
Melalap Palm Oil Mill	✓	✓	✓	✓	✓
Melalap Estate	✓	✓	✓	✓	✓
Sapong Estate	✓	✓	✓	✓	✓

[Click here to enter a date.](#)

Tentative Date of Next Visit: September 25, 2018 – September 27, 2018

Total No. of Mandays: 9 mandays

BSI Assessment Team:

Hafriazhar Mohd Mokhtar – Lead Auditor

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been

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involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Daniel Francis – Team Member

Daniel Francis is a fulltime employee with BSI Services Malaysia. He holds a Bachelor of Applied Science Degree in Food Science, graduated from Charles Sturt University, Australia. He has over 8 years of working experience in the oil and gas industry and 3 years in the food & beverage industry. He is an experienced auditor for several management system standards including ISO 9001, ISO 14001, OHSAS 18001 and Integrated Management System. He had completed the ISO 9001:2015 Lead Auditor Course and RSPO SCC Lead Auditor Course. He had been involved in the RSPO audits with various companies in Malaysia. During assessment, he covers the legal issues and occupational safety and health.

Elzy Ovktafia Chairul – Team Member

She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters. She held the position of Certifier cum Auditor with Control Union and involved in various audits globally for RSPO P&C and RSPO SCC for 11 countries in almost 2 years. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. She had 5 years experience in oil palm plantations.

Accompanying Persons: Nil

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- Sime Darby Plantation Sdn Bhd Time Bound Plan
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO Supply Chain Certification Checklist November 2014

3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units. As for the Plantation in Liberia, Sime Darby has completed the NPP in 2011. However, the plantation sites will be included in TBP upon completion of the mill which is delayed due to Ebola and long drought season.

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

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2016 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process.

The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

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

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

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

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<p>Is the time bound plan challenging?</p> <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	<p>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.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p> <p>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.</p>	<p>Yes</p>
<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.</p> <p>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.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p> <p>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>

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<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.</p> <p>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.</p> <p>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-assessment also completed end 2017. Main assessment planned to be conducted on Mar 2018.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>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.</p>	<p>Yes</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>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.</p> <p>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</p>	<p>Yes</p>

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	2018.	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Indonesia - PT Mitra Austral Sejahtera 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. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30 th June 2016. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29 Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&C is in progress.	Yes
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO 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 must comply with the RSPO New Plantings Procedure.	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 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 http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?	Yes

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Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	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	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No stakeholder comments or complaints received.	
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	None noted. No stakeholder comments or complaints received.	Complied.

3.3 Details of findings

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

During the 2nd Annual Surveillance Assessment there were 3 (three) Minor Nonconformities raised. The Melalap 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.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1529814-201709-N1	Requirements Indicator 4.7.3 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
	Evidence of Nonconformity Unsafe act/condition for the electrical cable connection directly to power point (without plug) at the mill control room by contractor (Berjaya Contractor). Sighted PTW dated 26/09/2017 for cementing works (area: boiler, engine room and mill). Melalap Estate Unsafe act/condition for the use of extended electrical cable on shared usage for the welding machine and the air compressor at the workshop. Electrical cables were seen on the workshop floor and on the sliding metal door floor.	
	Statement of Nonconformity Safe working practices/procedures was not effectively implemented.	

	<p>Root cause:</p> <ol style="list-style-type: none"> 1. Lack of safety awareness and training on safe working practices/procedures. 2. Lack of supervision and monitoring on electrical equipment usage. 	
	<p>Corrections:</p> <ol style="list-style-type: none"> 1. Stop work order will be issued to the contractor or workers who are against the estate or mill safety regulation. 2. All works carry out by contractor will going through site safety briefing by estate or mill management team. 	
	<p>Corrective Actions:</p> <ol style="list-style-type: none"> 1. Estate or mill with collaboration with regional SQM team will conduct awareness training on safe working practices/procedures for related workers. 2. Estate and mill management to include inspection on workshop electrical equipment usage in the quarterly workplace inspection. 	
	<p>Assessment Conclusion</p> <p>Corrections and corrective actions accepted. Evidence and effectiveness of CAP will be verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1529814-201709-N2	<p>Requirements Indicator 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>	Minor
	<p>Evidence of Nonconformity</p> <p>Melalap POM First aid box at ramp contained an expired antiseptic cream (expired on 07/2016). Melalap Estate First aid box content was insufficient (Chemical Mixing store, Workshop and P01KA). eq. Antiseptic cream was not available (as per list of content). Additional item eq. Dettol found in the first aid boxes. Sapong Estate First aid box contents was insufficient (old fertilizer store, chemical mixing store and workshop).</p>	
	<p>Statement of Nonconformity</p> <p>The first aid equipment was not effectively inspected and monitored.</p>	
	<p>Root cause:</p> <ol style="list-style-type: none"> 1. Lack awareness of first aid box keeper lead for this issue. 2. Timing gap for first aid box inspection was too long (3 monthly). 	
	<p>Corrections:</p> <ol style="list-style-type: none"> 1. To remove all content which already expired and replace with new item. 2. To prepare sticker or list for expiry date reminder at First Aid items for easy monitoring. 	
	<p>Corrective Actions:</p> <ol style="list-style-type: none"> 1. First aid training to be conducted by Medical Assistant for first aider/first aid box keeper. 	

	2. Inspection of first aid box to be done on monthly basis.	
	<p>Assessment Conclusion Corrections and corrective actions accepted. Evidence and effectiveness of CAP will be verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1529814-201709-N3	<p>Requirements Indicator 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). - Sustainable Plantation Management System; Appendix 9; Procedure for Handling of Domestic Waste; Ver. 1; Year: 2008; Issue no.: 1; Date: 1/11/2008</p> <p>Evidence of Nonconformity Melalap Estate Landfill site was filled with recyclable domestic wastes. - Sapong Estate field workers use empty fertilizer bags as mat in house.</p> <p>Statement of Nonconformity Proper disposal of waste material according to procedures not demonstrated</p> <p>Root cause: <u>Melalap Estate</u> Lack of awareness on 3R (Reduce, reuse and recycle) programme at workers housing complex.</p> <p><u>Sapong Estate</u> 1. Since empty fertiliser bag was not classified as scheduled waste, estate has use it for loose fruit collection and rubbish bag. 2. Lack of monitoring of usage of empty fertiliser bag at workers housing area.</p> <p>Corrections: <u>Melalap Estate</u> To provide 3R bin at linesite area.</p> <p><u>Sapong Estate</u> Estate management to do announcement / briefing to the workers during muster ground to forbid use of empty fertiliser bag at workers housing area.</p> <p>Corrective Actions: <u>Melalap Estate</u> Estate to conduct awareness training on 3R programme (Reduce, reuse and recycle) for the workers.</p> <p><u>Sapong Estate</u> Close monitoring at workers housing area during weekly linesite inspection to ensure no empty fertiliser bag usage at workers housing area.</p> <p>Assessment Conclusion Corrections and corrective actions accepted. Evidence and effectiveness of CAP will be verified in the next audit.</p>	Minor

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OFI	
OFI #	Description
1	<p>Indicator 2.1.1 Sighted that Melalap POM had applied for the license from DOSH for the two (02) air receivers: Air Receiver D (ref: JKPP IS 127/453/2-2011226335(2)) and Air Receiver E (ref: JKPP IS 127/453/2-2011226335(2)). Sighted internal letter dated 10/04/2017, 16/02/2016 & 19/01/2015 and DOSH visit dated 08/05/2017, 10/03/2016 & 13/02/2015. License will be verified during the next audit.</p> <p>Melalap POM CePSWaM certificate serial#CePSWaM/16390 validity 01/06/2016 – 01/06/2017. Sighted email from DOE dated 18/09/2017 to submit additional information (FTR) for EiMAS on/before 07/10/2017. New certificate will be verified during the next surveillance.</p>
2	<p>Indicator 4.7.5 Melalap POM All fire extinguishers was sent for servicing and only temporary/stand-by units sighted in the mill. Sighted PO# MLM000228 dated 23/09/2017 and quotation dated 24/08/2017.</p>
3	<p>Indicator 4.4.2 Melalap Estate Sighted the Industrial Effluent (Water) Analysis report IE864/2017 dated 15/08/2017 for Water Analysis Test report at Line-site (DM1/2) and Sungai Pegalan – Downstream (DP1/2). Report shows that the result does not conform with the NSDWQS for domestic use. However, an investigation has been initiated and arrangement for a re-sampling and analysis are on-going. Sighted letter dated 07/09/2017 for water sample re-test.</p>

Positive Findings	
PF #	Description
1	Installation of new Dust Collector System (ESP) & implementation of Systematic Occupational Health Enhancement Programme (SoHELP) at mill
2	Installation of new weighbridge & new general store at Sapong Estate

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Melalap Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description

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1	<p>Issues: Job opportunity for Kampung Makaniton provided was appreciated. However, compost waste near the village area (within 1 km) attracted flies in seasonal time.</p> <p>Management Responses: Priorities given to local people for job appointment. No issues related to flies discussed during previous stakeholder meetings. Compost plant located more than 1km radius of nearest village. However mill will engaged with relevant stakeholder to investigate on the matter.</p> <p>Audit Team Findings: No records of complaints related to flies found in the grievance book. The investigation action will be verified further during next audit</p>
2	<p>Issues: No complaint received from worker. The relationship between company and SPIEU is good.</p> <p>Management Responses: Information noted.</p> <p>Audit Team Findings: No further issue.</p>
3	<p>Issues: There was an annual 'Muhibbah' meeting involved all the village head, and no disputes arise so far.</p> <p>Management Responses: Information noted.</p> <p>Audit Team Findings: No further issue.</p>
4	<p>Issues: The cattle issues has been discussed between Kampung Lagut and worker, and torn gates had been built previously. However, Kampung Makaniton claimed that their villagers didn't own any cattle.</p> <p>Management Responses: Issues related to cattles were discussed in the stakeholder meetings including specific meeting with cattle owners. Fencing within field were install to avoid damage to replanted area by cattle.</p> <p>Audit Team Findings: Records of stakeholder meeting shown management were being very fair and considerate in discussing matters related to cattle occupying estate issue although the company prohibits such occupation.</p>
5	<p>Issues: In terms of safety and health in Sapong Estates, no issue and all suggestion was responded fairly.</p> <p>Management Responses: Information noted.</p> <p>Audit Team Findings: No further issue.</p>
6	<p>Issues: Government school at Sapong Estate has the good relationship with the management. Example is the finance support on the school event was given, transportation services, etc. Sime Darby has built the safe and good road condition. However, the school request the frequency of meeting of 3-4x a year between Sime Darby management and school instead of once a year to update the issues discuss within the appropriate time. Free bus provided for all worker's children and incentive for good performance in UPSR.</p> <p>Management Responses: Information noted.</p> <p>Audit Team Findings: No further issue.</p>

3.3.1 Status of Nonconformities Previously Identified and OFI

OFI	
OFI #	Description
Nil	n/a

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1387085M1	<p>Requirements Indicator 6.5.1 Documentation of pay and conditions shall be available.</p>	Major
	<p>Evidence of Nonconformity Based on the records reviewed in Sapong and Melalap Estate, it was found that there were a few piece-rate workers salary did not achieve the Minimum Wage Order 2016 of RM 920 sampled as following: 1. Worker ID:0000082143, Sapong Estate (Jul - Sep 16) 2. Worker ID:0000090339, Sapong Estate (Jul - Sep 16) 3. Worker ID 0000099328, Sapong Estate (Jul - Sep 16) 4. Worker ID: 0000081382, Melalap Estate (Jul & Sep 16) 5. Worker ID: 0000033586, Melalap Estate (Jul - Sep 16)</p>	
	<p>Statement of Nonconformity Salary payment mechanism does not demonstrate that Sapong and Melalap estate comply with Minimum Wage Order 2016.</p>	
	<p>Corrective Actions Correction (immediate) i) To obtain confirmation from Human Resources (HR) on the details of salary computation in accordance with Minimum Wages Order 2016) for operating unit's information and further action. ii) HR department will conduct investigation to identify possible errors in the Minimum Wages calculation system. iii) To have further discussion with "Jabatan Tenaga Kerja" to get clearer understanding, as well as to verify and clarify method for wages payment exercise by Sime Darby. Corrective action (long term) : Evidences verified for closure : i) Communication and justification record (email) from HR. ii) Result investigation done by HR. (<i>Minimum Wage Issue, Attendance Summar</i>) iii) The main issue is about the wage code used i.e. E001 which states 'basic pay' @ 'gaji pokok'. In this case, JTK Tenom has issued a statement that the code 'gaji pokok' is not accepted / acknowledged to reflect 'piece rated pay.' (Letter from JTK Tenom attached). The key issue here is the code used in SDP payslip and such changes need to be done by IT Department / Checkroll. Socialization with the union will be done, and any changes of terminology used will need to be agreed and communicated. (<i>Pematuhan Syarat Gaji</i>) iv) Meeting minutes & feedback from worker representative with SPEIU representatives</p>	

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	<p>v) Post Briefing with SPEIU and all worker on Minimum wages standard 2016 (For Sabah) vi) Attendance list vii) Payslips for 3 identified employees in accordance to Minimum Wages Order 2016 viii) Action Plan (during low crop) The above evidence was verified and found to be effective to close the major NC. Thus, the major NC was close out on 26/11/16.</p>	
	<p>Assessment Conclusion It is observed that the previous sampled workers are having the salary above the minimum wages standard 2016 which is more than RM 920. Sampled the same workers were verified for month Dec'16, Mar'17 and Jul'17.</p>	

OFI	
OFI#	Description
Nil	n/a

3.3.2 Summary of the Nonconformities and Status




CAR Ref.	CLASS	ISSUED	STATUS
CR01	Major	20/5/2010	Closed 19/7/2010
CR02	Major	20/5/2010	Closed 28/1/2012
CR03	Minor	20/5/2010	Upgraded to Major 28/1/2012
CR04	Minor	20/5/2010	Closed 28/1/2012
CR05	Minor	20/5/2010	Closed 28/1/2012
CR06	Minor	28/1/2012	Closed 28/3/2012
CR07	Minor	28/1/2012 Upgraded 8/1/2013	Closed 19/2/2013
CR08	Minor	28/1/2012	Closed 8/1/2013
CR09	Minor	8/1/2013	Closed 27/11/2013
CR10	Minor	8/1/2013	Minor Upgraded to Major. See ref. 997687M1
997687M0	Major	27/11/2013	Closed 24/1/2014
997687M1	Major	27/11/2013	Closed 24/1/2014
997687N2	Minor	27/11/2013	Closed on 1/12/2014
1132815M1	Major	3/12/2014	Closed on 31/01/2015
1132815M2	Major	3/12/2014	Closed on 31/01/2015
1132815N1	Minor	3/12/2014	Closed on 21/10/15
1245151M1	Major	23/10/2015	Closed on 12/11/15
1245151N1	Minor	23/10/2015	Closed on 27/10/16
1387085M1	Major	27/10/2016	Closed on 26/12/16

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1529814-201709-N1 – 4.7.3	Minor	28/09/2017	"Open"
1529814-201709-N2 – 4.7.5	Minor	28/09/2017	"Open"
1529814-201709-N3 – 4.6.10	Minor	28/09/2017	"Open"

Assessment Conclusion and Recommendation:

Based on the findings during the assessment Melalap Palm Oil Mill Certification Unit and supply base are complies with the RSPO P&C 2013 (MY-NI 2014), and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Pagoh Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared By
Name: Mr Bukhari Bin Yusof Azuddin	Name: Mr Hafriazhar Mohd Mokhtar
Company name: Sime Darby Plantation Sdn Bhd	Company name: BSI Services Malaysia Sdn Bhd
Title: Melalap Mill Manager	Title: Lead auditor
Signature:  Date: 7/2/2018  Date: BUKHARI BIN YUSOF AZUDDIN (MILL MANAGER)	Signature:  Date: 5/2/2018

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 -	<p>Consultation with stakeholders confirmed that adequate information related to RSPO was provided by the management of operating units. Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.</p> <p>Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.</p>	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of request and response by management of operating units sighted available being maintained accordingly. External request recorded including request by neighbouring village to repair drainage and roofing of their houses near the estates old housing complex. Internal records of request including workers house repair records, External Mill Advisor (MA) and a Planting Advisor (PA) inspection records, Internal RSPO audit by PSQM records and etc.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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

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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>Sime Darby plantation has established Corporate Policy Statement on January 2015 approved by Managing Director which covers on code of ethical conduct and integrity. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.</p> <p>Sighted a handbook of COBC (Code of Business Conduct) edition December 2011 for Sime Darby group authorized by the group President & CEO. COBC was also available being published online in the Sime Darby website.</p> <p>Sampled the COBC training for new workers under 1 year dated 06.09.17 to 14 workers with introduction of Kod Etika Kerja for Melalap POM, 28.07.17 to 7 workers with HCV Briefing & COBC (New Worker) and held on 23/06/17 attended by 10 new worker maintained in Buku Rekod Minit Meeting.</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>		
<p>2.1.1</p> <p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU 27 had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU 27 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p>Melalap POM</p> <ol style="list-style-type: none"> 1. MPOB license #535146004000 (validity 01/01/2017 - 31/12/2017). 2. DOE compliance ref: ASSH(B)31/152/000/145 license #001870 validity period (01/07/2016 - 30/06/2018). BOD limits 20 mg/l. Disposal method, compost and land irrigation. ETP capacity 25 mt/hr. 3. DOE License #013773 under EQA (Clean Air) 2014 (exceeding allowable discharge) validity 06/12/2016 – 01/02/2018. 4. Energy Commission permit serial# 5027/2016, installation #ST(SKK)P/S/SBH/00243 for 2120kW valid till 16/06/2018. 5. Electrical Charge-man A1, PJ-T-2-B-0155-2014. 6. Certificate of Fitness for Steam Boiler (JKT15-Pin. 5/87 PMD-SB/17 01213) – SB PMD 2092 (valid till 06/06/2018). 7. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-SB/17 01226) – SB PMT 6256 (valid till 06/06/2018). 8. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-SB 57855) – SB PMT 14573 (valid till 13/03/2018). 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Melalap Estate</u></p> <ol style="list-style-type: none"> 1. MPOB license: 531977002000 (validity 01/09/2017 – 31/08/2018). 2. Diesel Permit #S001774, ref B. PGK. SB(KGU) 05/04(PBKM) (04/02/2017 – 03/02/2018). 3. License to employee Foreign Workers [Seksyen 118, Ordinan Buruh(Sabah Bab 67)] – JTK.H.TNM:6004/1/92112/577 – 12/06/2017 to 11/06/2018. 4. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-SB 55960) – SB PMT 598 (valid till 25/10/2017). <p><u>Sapong Estate</u></p> <ol style="list-style-type: none"> 1. MPOB license: 532297002000 (validity 01/09/2017 – 31/08/2018). 2. Diesel Permit #S001700, ref B. PGK. SB(KGU) 27/07(PBKM) (27/10/2016 – 26/10/2017). 3. License to employee Foreign Workers [Seksyen 118, Ordinan Buruh(Sabah Bab 67)] – JTK.H.TNM:600-4/1/92112/63 – 12/06/2017 to 11/06/2018. 4. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-SB 54849) – SB PMT 599 (valid till 25/10/2017). <p><u>OFI</u></p> <p>Melalap POM had applied for license from DOSH for the two (02) air receivers. Air Receiver D (ref: JKPP IS 127/453/2-2011226335(2)) and Air Receiver E (ref: JKPP IS 127/453/2-2011226335(2)). Sighted internal letter dated 10/04/2017, 16/02/2016 & 19/01/2015 and DOSH visit dated 08/05/2017, 10/03/2016 & 13/02/2015. License will be verified during the next audit. (2.1.1)</p> <p>Melalap POM - CePSWaM certificate serial #CePSWaM/16390 validity 01/06/2016 – 01/06/2017. Sighted email from DOE dated 18/09/2017 to submit the Field Training Records (FTR) of the attended person for EiMAS on/before 07/10/2017. Certificate will be verified during the next surveillance. (2.1.1)</p>	

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Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>SOU 27 had documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements.</p>	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 27.</p> <p>PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance.</p> <p>Refer to Estate/Mill Quality Management System, Level 2: Standard and Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>Melalap POM - Latest review was done on 01/06/2016.</p> <p>Melalap Estate - Latest review was done on 08/10/2016.</p> <p>Sapong Estate - Latest review was done on 31/07/2017.</p> <p>Compliance status review for Melalap POM and Melalap Estate was planned to be conducted upon completion of external RSPO audit.</p>	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	<p>Tracking system available in SOU 27 to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office.</p> <p>On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.</p>	Complied
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Sighted a total of 6 land titles for Melalap Estate lease # 835, 17553, 17554, 28934, 29759 & 31464. Latest quit rent paid on 2/6/2017 to Majlis Daerah Tenom receipt # DL003337, DL003338, DL003339, DL003340 & DL003341. Mill located inside the Melalap estate land. Sapong Estate, 6 land titles were verified under district of Tenom lease # 166290044, 166290080, 16628301, 16628305, 16628317 and 16628308. Area Statement – 3417.27 ha updated 30/5/2017 – data from R&D GPS Team from latest survey. Latest quit rent paid on 26/5/2017 to Majlis Daerah Tenom a/c code # BR300350.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the field visit it was noted that legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside Melalap Estate and sharing the estate boundary. Boundary with Kg Sawang and Melalap Estate at field number P01M was verified. Boundaries are clearly demarcated.	Complied
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		

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Criterion / Indicator	Assessment Findings	Compliance
2.3.1	<p>The estate lands are legally owned and leased by the company. Interview with the surrounding communities and stakeholders confirm no disputes.</p> <p>Sighted the Melalap Estate with the scale of 1:19,360 dated 19.02.16 with appropriate legend of road types, buildings, tnb rentices, etc.</p> <p>For Sapong Estate, the map with scale of 1:35,501 dated 31.05.16 with appropriate legend of road types, buildings, tnb rentices, etc.</p>	Complied
2.3.2	<p>The estate lands are legally owned by the company. No disputes between estate and local people.</p>	Complied
2.3.3	<p>The estate lands are legally owned by the company. No disputes between estate and local people.</p>	Complied
2.3.4	<p>The estate lands are legally owned by the company. No disputes between estate and local people.</p>	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.

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Criterion / Indicator	Assessment Findings	Compliance
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -</p>	Complied
3.1.2	<p>Long range replanting program (LRRP) available for Melalap Estate (FY17/18 – FY27/28). Planned replanting for FY17/18 involved 71.13 ha for Field P2002P and 42.10 ha for field P2002PA.</p> <p>Long range replanting program (LRRP) available for Sapong Estate (FY17/18 – FY27/28). Ongoing replanting for FY17/18 involved 87.43 ha for Field P2002B1 and 18.19 ha for field P2002B1A.</p>	Complied
Principle 4: Use of appropriate best practices by growers and millers		
Criterion 4.1:		
Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p> <p>SOU 27 has continued to use the documented SOPs for Palm Oil Mill and the Estates.</p> <p>The mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>The estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.</p> <p>Noted updated procedure under SOP for water analysis: SPMS, Appendix 7: SOP for water quality monitoring, issue: 02 dated 01/06/2016.</p> <p>SOP for sampling guideline: Water and Wastewater Sampling Guideline, issue: 01 dated 01/06/2016.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	<p>External Mill Advisor (MA) and a Planting Advisor (PA) inspect and report on the operations on an annual basis.</p> <p>Melalap POM</p> <p>Sighted the performance qualitative report (PQR) for 2016; visit date: 28/06/2016 - 30/06/2016; achieved score of 74.5%. Sighted also safety rating for 2016; visit date: 28/06/2016 – 29/06/2016; achieved score of 80%.</p> <p>Melalap Estate</p> <p>PA visit, refer to report SOU27/MLE/01/16-17 dated 19-20/09/2016.</p> <p>Internal RSPO audit by PSQM: 27/07/2017. 01 major issues raised (Scheduled Waste), 04 minor issue recorded and 04 observations were raised for improvement.</p> <p>Sapong Estate</p> <p>PA visit, refer to report SOU27/SPE/01/1617 dated 21-22/09/2016.</p> <p>Internal RSPO audit by PSQM: 26/07/2017. 04 major issues raised, 04 minor issues recorded and 06 observations were raised for improvement. Records shown all major and minor issues raised has been closed accordingly while actions for observations were in progress.</p>	<p>Complied</p>
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>The on-site Managers developed Action Plans from the Advisory Reports for improvement of the operations.</p> <p>Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs.</p> <p>During mill visit it was noted that that operating parameters were consistently recorded by the operators.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	<p>List of third party FFB suppliers updated 2017:</p> <ol style="list-style-type: none"> 1. JH Agriculture Development Sdn Bhd 2. EK Hong Agriculture 3. Golden Horse Plantation Sdn Bhd 4. Goh Plantation Services Sdn Bhd 5. Johan Sawit 6. Ladang Paal Sdn Bhd 7. Nge Wa Hwa 8. Wong Millenium Enterprise 9. Yong Kee Chiang <p>Documented procedures for receiving and processing certified and non-certified FFBs as per SOP for Sustainable Supply Chain and Traceability Ver. 2; as per Table 2: Information for Mill's Verification sighted available.</p>	<p>Complied</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		

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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 according the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield has been implemented. Sighted the evidence that the implementation includes fertilizer programs, EFB manuring and etc.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Based on Melalap Estate FY16/17 Agronomic & Fertilizer Recommendations Report – Oil Palm dated 3/11/2016 by Agronomist In-Charge from Sime Darby Research Sdn Bhd’s R&D Centre. Recommendation for field P01K Manuring Block 1 & 2 (86.78 ha) to be applied with AS 2.75 kg/palm & MOP 1.50 kg/palm. Based on Sapong Estate 2017 Agronomic & Fertilizer Recommendation Report – Oil Palm by Agronomist In-Charge. No manuring recommended for Field OP 00A due to planned replanting on FY18/19. For field OP 02A Section 1 & 2 (91.31 ha) at Sapong estate was applied with 1.75 kg/palm of AC (24% N) & 1.75 kg/palm of MOP (60%K ₂ O). Application records match the recommendation tonnage.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Period monitoring conducted by both estates includes the following samples: 1) Compost Analysis Test Report; Test Report # M158/2017; Date: 15/6/2017. 2) Soil sampling, refer to test report S13/2014 by Lab Services Section, Processing and Engineering Department and tested every 5 years.	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 -	SOU27 estates continued to implement nutrient recycling strategy such as EFB mulching in the field area. As per ARM and PA recommendation, the EFB application for mature area is around 35-40 mt/hr	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates. Sapong Estate Refer to soil series and manuring map dated 2/3/15 prepared by R&D Precision Agriculture Unit (NSA). Soil series identified: Talisai – 56.82%, Kelawat – 22.64%, Antulai – 10.88% and Luasong – 4.06%. Melalap Estate: Soil category: Majority (Talisai) 35.07%, Kelawat (37.56%)	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Management strategy in place for plantings on slopes above >10°. Planting terraces had been constructed where slope >10°. Melalap estate is flat to undulating while Sapong have slope >25° planted through terracing.	Complied

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4.3.3 A road maintenance programme shall be in place. - Minor compliance -	Both Melalap and Sapong have implemented annual Road Maintenance Programme. Roads inspected during field visit are generally in a good condition. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, e-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Sighted the sample monthly progress records for Aug 2017 were prepared and sent to head office. Road side pruning and silt pit construction were in the road maintenance plan.	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.		

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<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Establishment of water management plan: Contingency plan during water shortage for financial year 2017/2018 at Melalap POM are:</p> <ol style="list-style-type: none"> 1. Water shortage/dry spell recover water from Boiler feed water tank <ol style="list-style-type: none"> a. Purchase water from "Jabatan Bekalan Air Sabah". b. To use water from Sg Pegalan and Sg Melalap. 2. Severe water pollution/contamination <ol style="list-style-type: none"> a. Purchase water from "Jabatan Bekalan Air Sabah". b. To use water from Sg Pegalan and Sg Melalap. <p>Establishment of water management plan: Contingency plan during water shortage for financial year 2017/2018 at Melalap Estate are:</p> <ol style="list-style-type: none"> 1. Water shortage/dry spell <ol style="list-style-type: none"> a. To deepen the catchment b. Installation of main valve at workers quarters 2. Severe water pollution/contamination <ol style="list-style-type: none"> a. To send water sample to R&D laboratory and health department 3. Rainwater collection <ol style="list-style-type: none"> a. Rain harvesting tank containers <p>Sighted the Identification & Management of Wastewaters for financial year FY 2017/2018:</p> <ol style="list-style-type: none"> a. Chemical mixing water spillage – recycle for chemical mixing b. Sprayer PPE washing water – recycle for chemical mixing c. Workshop, linesite & office and toilet water – drains and sludge collected by licensed contractor. <p>The Rainfall monitoring records Melalap Estate was made available. The data shows an average rainfall from September 2016 till August 2017 at 126.95 mm.</p>	<p>Complied</p>

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	<p>Establishment of water management plan: Contingency plan during water shortage for financial year 2017/2018 at Sapong Estate are:</p> <ol style="list-style-type: none"> 1. Water shortage/dry spell <ol style="list-style-type: none"> c. To deepen the catchment d. Installation of main valve at workers quarters 2. Severe water pollution/contamination <ol style="list-style-type: none"> a. To send water sample to R&D laboratory and health department 3. Rainwater collection <ol style="list-style-type: none"> a. Rain harvesting tank containers <p>Sighted the Identification & Management of Wastewaters for financial year FY 2017/2018:</p> <ol style="list-style-type: none"> a. Chemical mixing water spillage – recycle for chemical mixing b. Sprayer PPE washing water – recycle for chemical mixing c. Workshop , linesite & office drains and washrooms water – septic tank and drains <p>The Rainfall monitoring records Sapong Estate was made available. The data shows an average rainfall from September 2016 till August 2017 at 37.75 mm.</p>	

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<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="662 495 1297 770"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Monitoring 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 01/11/2008.</p> <p>Monitoring of upstream and downstream Sungai Melalap and Sungai Pegalan was done on monthly basis as stipulated under "Jadual Pematuhan".</p> <p>Melalap POM - Refer to report IE757/2017 dated 19/07/2017 was sighted with the standard of class IIA/IIB of INWQS for natural waterways.</p> <p>Melalap Estate - Refer to Microbiology Water Samples Analysis report ML366/2017 dated 07/09/2017 for Microbiology Analysis Test report. Report shown result does conform with NSDWQS for domestic use.</p> <p>OFI</p> <p>Melalap Estate Refer to Industrial Effluent (Water) Analysis report IE864/2017 dated 15/08/2017 for Water Analysis Test report, Linesite (DM1/2) and Sungai Pegalan – Downstream (DP1/2). Report shown result does not conform with NSDWQS for domestic use. However, an investigation has been initiated and arrangement for a re-sampling and analysis are on-going. Letter dated 07/09/2017 for water sample retest sighted available.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
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< 5 meters	5 meters													

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Criterion / Indicator	Assessment Findings	Compliance
<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>Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan" JPKKS/12/001870. Limit of Biochemical Oxygen Demand (BOD) discharge is 20 mg/l for land irrigation and composting. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance.</p> <p>Sampled mill effluent monitoring records: Monthly Effluent Analysis Test Report no. EP259/2017 dated 30/08/2017 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G.</p> <p>Performance monitoring was done after each point outlet point starting from raw effluent (sludge pit). There was no outlet discharge from point "X" as to date. No effluent discharge from pond 6 and 7. Currently, point of monitoring and sample was taken at "Post DAF Filtrate Tank".</p> <p>The latest "Borang Penyata Suku Tahun" 3rd quarter of 2017 was sighted during the audit. Refer to the report dated 08/07/2017 to DOE. Result was found in compliance with the regulatory limit.</p> <p>Total CPO produced: 2207.12 metric tons. Total FFB processed: 10280.26 metric tons. Total metered/estimated water consumption: 12810.4 cubic metres.</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>Melalap POM monitored the water consumption on monthly basis for its source of water supply from treated raw water (process).</p> <p>Total water consumed for the period from Sept 2016 to Aug 2017 was 1.19m3/MT 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>		
<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. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates are continue to plant beneficial plants such as <i>Turnera subulata</i>.</p>	<p>Complied</p>
<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. Latest IPM training at Melalap Estate was conducted on 19/8/17 while at Sapong Estate was conducted on 12/7/2017.</p>	<p>Complied</p>

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Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	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 -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Immature planting (sample) - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate Mature planting - VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Complied
4.6.2	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 -	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha was made available during assessment Type of chemical used for Melalap Estate – BM Glyphosate & Kenlon. a.i./Ha – Jun 17 (0.174), Jul 17 (0.098) & Aug 17 (0.10). For Sapong Estate, types of chemicals used are Glyphosate Isopropylamine (KEN-Gly) 41% a.i., Pyridinecarboxylic (Blazer) 32% a.i., Metsulfuron-methyl (Canyon) 20% a.i., Nonylphenol (Wet & Stick) 100% a.i., Glufosinate ammonium (Basta 15) 13.5% a.i., Triclopyr butoxy ethyl ester (Kenlon), Sodium Chlorate & Warfarin (Ebor) 0.05% a.i. Total a.i./ha – Jul 17 (0.219) & Aug 17 (0.109).	Complied
4.6.3	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 -	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
4.6.4	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 -	Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Only class III and class IV chemical was used in the estates.	Complied

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4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators were given training on the safe handling and application of the pesticides by the management on periodical basis. Records of training were reported in criterion 4.8 of this checklist. Suitable personal protective equipment and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	SOU 27 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 SOU 27.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU 27. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates. Waste material disposal were done based on Sustainable Plantation Management System; Appendix 9; Procedure for Handling of Domestic Waste; Ver. 1; Year: 2008; Issue no.: 1; Date: 1/11/2008. It was sighted during the on-site visit that Melalap Estate Landfill site was filled with recyclable domestic wastes. This indicated that the proper disposal of waste material was not fully understood and demonstrated. Hence, a minor nonconformity has been raised.	Minor nonconformance

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<p>4.6.11</p> <p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p><u>Melalap POM</u></p> <p>Medical surveillance carried out once a year for all chemical handlers. Last medical check-up was conducted on 14/04/2017 by DOSH Registered doctor No.: HQ/08/DOC/00(695). All 26 workers were found fit based on the medical results.</p> <p><u>Melalap Estate</u></p> <p>Medical surveillance carried out once a year for all chemical handlers. Last medical check-up was conducted on 27/12/2016 by DOSH Registered doctor No.: HQ/08/DOC/00/695. All 10 workers were found fit based on the medical results.</p> <p><u>Sapong Estate</u></p> <p>Medical surveillance carried out once a year for all chemical handlers, sprayers and workshop foreman. Last medical check-up was conducted on 27/12/2016 by DOSH Registered doctor No.: HQ/08/DOC/00/695. All 40 workers were found fit based on the medical results.</p>	<p>Complied</p>
<p>4.6.12</p> <p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Based on the interview, female workers in both mill and estates confirmed knowledge of the policy of transfer to alternative duties if wished to continue working when pregnancy was confirmed or breast-feeding.</p> <p>Policy on no work with pesticides for confirmed pregnant and breast-feeding women is continuously implemented in Melalap and Sapong estates.</p>	<p>Complied</p>
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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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>Group Safety & Health Management Policy and Occupational Safety & Health Policy had been established and implemented. The policy was signed by the Managing Director of SIME Plantation on January 2015 and is displayed prominently on notice boards in English. The Policy is implemented through the OSH activities by the onsite Safety Officers and monitored by OSH Manager from Head Office.</p> <p><u>Audiometric Testing</u></p> <p>Melalap POM - Annual audiometric testing completed on 17/04/2017 (2017/008) by Klinik Mansor Sdn Bhd, OHD , HQ/08/DOC/00/695, NOISE, HIE/127/5/3-1(128). Total of 34 workers were sent for the annual testing. All tested normal.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u></p> <p>Melalap POM - CHRA report ref: ctcl/chra/20-06/14 was conducted on 20/06/2014 by registered assessor JKPP HIE 127/171-2(253). Based on the CHRA, a total of 09 findings/recommendations reported.</p> <p>Melalap Estate - CHRA was conducted on 21/10/2014 by registered assessor JKPP HIE 127/171-2(257). Based on the CHRA, a total of 4 findings/recommendations reported.</p> <p>Sapong Estate - CHRA was conducted on 11-12/08/2015 by registered assessor JKPP HIE 127/171-2(358). Based on the CHRA, a total of 7 findings/recommendations reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><u>Periodic Area and Personal Chemical Exposure Monitoring</u></p> <p>Melalap POM - The periodic area and personal chemical exposure monitoring ref: JKPP HIE 127/171-3/1(179)-2017/001 was conducted on 14/06/2017 by JKPP NIE 127/171-3/1(179) for the laboratory, kernel plant and workshop was observed. The chemical exposure monitoring carried out at SOU 27, Hexane, Potassium Chromate, Calcium Carbonate and Iron Oxide & Fume exposure level to the personnel and area was below the PEL listed in Schedule I.</p> <p><u>Testing & Examination of Engineering Control Equipment</u></p> <p>Melalap POM - LEV inspection and testing (report ref #: ctcl/IHT2/14-06/17 was conducted on 14/06/2017 by registered assessor JKPP HIE 127/171-3/2(176). The LEV systems installed met the minimum required face velocity and duct transport velocity along the ducting and hoods.</p> <p><u>Contractors Management</u></p> <p>Melalap POM - Permit to Work (PTW) has been implemented for internal and external works involving confined space, hot work, working at height, LOTO and etc.</p> <p>Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented.</p>	<p>Complied</p>

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOU 27 had identified and reviewed significant hazards and risks and determined appropriate risk control measures.</p> <p>The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment.</p> <p><u>Melalap POM</u></p> <p>HIRARC was reviewed on 01/08/2017 and approved by the Mill Manager. Mill activities was identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities. Revision done for Scrapper conveyor cleaning activity.</p> <p>At the estates, amongst the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p><u>Melalap Estate</u></p> <p>HIRARC was reviewed on 26/07/2017 and approved by the Manager. Revision done for harvesting activities.</p> <p><u>Sapong Estate</u></p> <p>HIRARC was reviewed on 20/08/2017 and approved by the Manager. Revision done for new building works (weighbridge and general store).</p> <p>Monitoring is carried out for all the best practices and checklists maintained to ensure the implementation and practicality.</p>	<p>Complied</p>

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<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out in SOU 27. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <p><u>Melalap POM</u></p> <p>Unsafe act/condition for the electrical cable connection directly to power point (without plug) at the mill control room by contractor (Berjaya Contractor). Sighted PTW dated 26/09/2017 for cementing works (area: boiler, engine room and mill).</p> <p><u>Melalap Estate</u></p> <p>Unsafe act/condition for the use of extended electrical cable on shared usage for the welding machine and the air compressor at the workshop. Electrical cables were seen on the workshop floor and on the sliding metal door floor.</p> <p>Safe working practices/procedures was not effectively implemented.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor’s recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures.</p> <p>MSDS was placed at the chemical stores and is available. The person in charge understands the information written in MSDS.</p>	<p>Minor nonconformance</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>SOU 27 OSH policies were well briefed to all workers. Interview with workers revealed that they understand the policies and the importance of safety at work. Morning briefing was also carried out to ensure that the workers are aware of the safe working practices.</p> <p><u>Melalap POM</u> OSH meeting was conducted on a quarterly basis and the last meeting was conducted on 03/08/2017 attended by 23 persons. The work place inspection was conducted on 28-29/07/2017 and review of accident record was discussed during the OSH meetings. No unresolved safety and health issues noted. <u>OSH Committee Members for 2016/2018</u> Chairman – En Bukhari Bin Yusof Azuddin (appointment letter dated 16/08/2016). Appointment letters for other OSH committee members dated 23/08/2016. OSH/EHS meeting: 03/08/2017, 03/05/2017 and 11/02/2017.</p> <p><u>Melalap Estate</u> OSH meeting was conducted on a quarterly basis and the last meeting was conducted on 18/08/2017 attended by 12 persons. The work place inspection was conducted on 09/08/2017 and review of accident record was discussed during the OSH meetings. No unresolved safety and health issues noted. <u>OSH Committee Members for 2016/2018</u> Chairman – En Mohd Fauzi bin Ishak (appointment letter dated 01/11/2016). Appointment letters for other OSH committee members dated 30/03/2016. OSH meeting: 18/08/2017, 21/06/2017, 04/04/2017 and 28/12/2016.</p> <p><u>Sapong Estate</u> OSH meeting was conducted on a quarterly basis and last meeting was conducted on 08/09/2017 attended by 19 persons. The work place inspection was conducted on 04/09/2017 and review of accident record was discussed during the OSH meetings. No unresolved safety and health issues noted. <u>OSH Committee Members for 2016/2018</u> Chairman – En Rahalim Bin Salehudin (appointment letter dated 03/10/2016). Appointment letters for other OSH committee members dated 22/01/2016, 05/04/2016, 11/04/2016 & 27/04/2016. OSH meeting: 08/09/2017, 07/06/2017, 18/04/2017, 21/01/2017 and 21/09/2016.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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 have been communicated to all employees, contractors and visitors.</p> <ol style="list-style-type: none"> Melalap POM - Fire evacuation drill was last conducted on 09/06/2017 to test the state of readiness during emergency situation. Melalap Estate - Fire evacuation drill was last conducted on 09/08/2017 to test the state of readiness during emergency situation. Sapong Estate - Fire evacuation drill was last conducted on 17/11/2016 to test the state of readiness during emergency situation. <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> Training for First Aid is conducted in every 3 month. Sufficient first aiders trained. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. Emergency eye wash facility available at chemical store and laboratory. Both are in good working condition. <p>Melalap POM First aid box at ramp contained an expired antiseptic cream (expired on 07/2016).</p> <p>Melalap Estate First aid box content was insufficient (Chemical Mixing store, Workshop and P01KA). eq. Antiseptic cream was not available (as per list of content). Additional item eq. Dettol found in the first aid boxes.</p> <p>Sapong Estate First aid box content was insufficient (old fertilizer store, chemical mixing store and workshop). The first aid equipment was not effectively inspected and monitored.</p> <p>OFI Melalap POM - All fire extinguishers was sent for servicing and only temporary/stand-by units sighted in the mill. Sighted PO# MLM000228 dated 23/09/2017 and quotation dated 24/08/2017. (4.7.5)</p>	<p>Minor nonconformance</p>

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Criterion / Indicator	Assessment Findings	Compliance										
	<p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p>Melalap POM</p> <p>01 accident reported. Sime Darby Incident Detailed Report was observed. JKKP 6 submitted on 23/02/2017. JKKP 8 was sent to DOSH on 15/01/2017.</p> <p>DOSH visit (18/07/2017) has been recorded in the DOSH log book and noted comment highlighted by DOSH has been taken action accordingly by the organization.</p> <p>Melalap Estate</p> <p>03 accidents reported. Sime Darby Incident Detailed Report was observed. JKKP 6 submitted on 26/07/2017 & 04/05/2017. JKKP 8 was sent to DOSH on 10/01/2017.</p> <p>DOSH visits (26/09/2017) been recorded in the DOSH log book and noted comments highlighted by DOSH has been taken action accordingly by the organization.</p> <p>Sapong Estate</p> <p>09 accidents reported. No JKKP 6 available. Sime Darby Incident Detailed Report was observed. JKKP 8 was sent to DOSH on 10/01/2017.</p> <p>DOSH visits (26/09/2017) been recorded in the DOSH log book and noted comments highlighted by DOSH has been taken action accordingly by the organization.</p>											
4.7.6	<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. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for August 2017.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1" data-bbox="662 1496 1303 1738"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Etika Takaful Berhad (W5022806)</td> <td>01/07/2017 – 30/06/2018</td> <td>Melalap Estate</td> </tr> <tr> <td>Etika Takaful Berhad (W5023133)</td> <td>01/07/2017 – 30/06/2018</td> <td>Sapong Estate</td> </tr> </tbody> </table>	Insurance	Period	Remark	Etika Takaful Berhad (W5022806)	01/07/2017 – 30/06/2018	Melalap Estate	Etika Takaful Berhad (W5023133)	01/07/2017 – 30/06/2018	Sapong Estate	Complied
Insurance	Period	Remark										
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Criterion / Indicator		Assessment Findings	Compliance												
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year (to-date)</th> <th>Melalap POM</th> <th>Melalap Estate</th> <th>Sapong Estate</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>5 (7 LTA)</td> <td>4 (9 LTA)</td> <td>6 (29 LTA)</td> </tr> <tr> <td>2017</td> <td>1 (2 LTA)</td> <td>3 (6 LTA)</td> <td>9 (21 LTA)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>Melalap POM recorded LTI as at January 2017 – 275,758. Melalap Estate recorded LTI as at January 2017 – 414,976. Sapong Estate recorded LTI as at January 2017 – 717,048.</p>	Year (to-date)	Melalap POM	Melalap Estate	Sapong Estate	2016	5 (7 LTA)	4 (9 LTA)	6 (29 LTA)	2017	1 (2 LTA)	3 (6 LTA)	9 (21 LTA)	Complied
Year (to-date)	Melalap POM	Melalap Estate	Sapong Estate												
2016	5 (7 LTA)	4 (9 LTA)	6 (29 LTA)												
2017	1 (2 LTA)	3 (6 LTA)	9 (21 LTA)												
Criterion 4.8:															
All staff, workers, smallholders and contract workers are appropriately trained.															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	<p>SOU 27 has established an annual training program that covers all aspects of the RSPO Principles and Criteria.</p> <p>KKS Melalap Training Need Analysis FY 2017/2018. Implementation is still on-going. 22 training needs/requirements identified for various categories of operating units.</p> <p>Melalap Estate – ESH Training Plan for FY 2017/2018. Implementation is still on-going. 28 training needs/requirements identified for various categories of operating units.</p> <p>Sapong Estate OSH Programme Matrix FY2017/2018. Implementation is still on-going. 19 training needs/requirements identified for various categories of operating units.</p>	Complied												

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Criterion / Indicator	Assessment Findings	Compliance																																																									
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<p>SOU 27 Training records for all employees are available and well maintained in the office. Records are verified on a sampling basis which covers all aspect of training and RSPO P&C requirement.</p> <p>Samples of training record for 2017 as follows:</p> <p>Melalap POM</p> <table border="1" data-bbox="660 611 1299 1032"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>15/09/2017</td> <td>Chemical Safety Handling Training</td> <td>Drew Ameroid (M) Sdn Bhd</td> </tr> <tr> <td>13/09/2017</td> <td>Handling of unripe Bunches & FFB Grading for OCP</td> <td>RISE</td> </tr> <tr> <td>18/08/2017</td> <td>General Requirement in Safety & Health Training</td> <td>PSQM</td> </tr> <tr> <td>18/08/2017</td> <td>LOTO Training</td> <td>PSQM</td> </tr> <tr> <td>22/02/2017</td> <td>MYKKP Online Briefing</td> <td>PSQM</td> </tr> </tbody> </table> <p>Melalap Estate</p> <table border="1" data-bbox="660 1077 1299 1489"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>28/07/2017</td> <td>Brief HVC and COBC for New Worker</td> <td>Asst Manager</td> </tr> <tr> <td>22/08/2017</td> <td>Chemical Handling and Calibration</td> <td>Francis Corcoo</td> </tr> <tr> <td>02/08/2017</td> <td>HCV Briefing</td> <td>Asst Manager</td> </tr> <tr> <td>19/07/2017</td> <td>Fertilizer Requisition Briefing (Sabah)</td> <td>RISE</td> </tr> <tr> <td>06/07/2017</td> <td>Harvesting</td> <td>Kingoya</td> </tr> <tr> <td>04/07/2017</td> <td>New Worker Training</td> <td>Manager</td> </tr> </tbody> </table> <p>Sapong Estate</p> <table border="1" data-bbox="660 1534 1299 1951"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>15/09/2017</td> <td>RSPO P&C Refresher Training</td> <td>PSQM</td> </tr> <tr> <td>06/08/2017</td> <td>Refresher Manuring Training</td> <td>Tn Mohd Farid</td> </tr> <tr> <td>27/07/2017</td> <td>Briefing on HCV & Buffer Zone</td> <td>Tn Mohd Farid</td> </tr> <tr> <td>03/07/2017</td> <td>Sprayer Refresher Training</td> <td>Senior Assistant</td> </tr> <tr> <td>16/06/2017</td> <td>First Aid Refresher Training</td> <td>VMO</td> </tr> </tbody> </table>	Date	Training	Trainer	15/09/2017	Chemical Safety Handling Training	Drew Ameroid (M) Sdn Bhd	13/09/2017	Handling of unripe Bunches & FFB Grading for OCP	RISE	18/08/2017	General Requirement in Safety & Health Training	PSQM	18/08/2017	LOTO Training	PSQM	22/02/2017	MYKKP Online Briefing	PSQM	Date	Training	Trainer	28/07/2017	Brief HVC and COBC for New Worker	Asst Manager	22/08/2017	Chemical Handling and Calibration	Francis Corcoo	02/08/2017	HCV Briefing	Asst Manager	19/07/2017	Fertilizer Requisition Briefing (Sabah)	RISE	06/07/2017	Harvesting	Kingoya	04/07/2017	New Worker Training	Manager	Date	Training	Trainer	15/09/2017	RSPO P&C Refresher Training	PSQM	06/08/2017	Refresher Manuring Training	Tn Mohd Farid	27/07/2017	Briefing on HCV & Buffer Zone	Tn Mohd Farid	03/07/2017	Sprayer Refresher Training	Senior Assistant	16/06/2017	First Aid Refresher Training	VMO	<p>Complied</p>
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Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on documents as following: <ul style="list-style-type: none"> i) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register. ii) Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI. iii) Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>There were no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.</p> <p>However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and assistant managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p> <p>Review of aspect and impact register were done as following:</p> <p><u>Melalap POM</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 25/06/2017. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p> <p><u>Melalap Estate</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 10/10/2016. No any changes identified to the environmental aspects and impacts.</p> <p><u>Sapong Estate</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 20/07/2017. No any changes identified to the environmental aspects and impacts.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <p>Melalap POM - Online consignment note for scheduled waste inventory no. 20170915106ZAFU2 submitted on 12/09/2017 where the quantity and storage period were within allowable limit.</p> <p>Melalap Estate - Online consignment note for scheduled waste inventory no. 1210H2848501152017 (File ref # ASSH/SPT(B)95/130/100/134) submitted on 29/05/2017 where the quantity and storage period were within allowable limit.</p>	<p>Complied</p>
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</p> <p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>HCV Toolkit for Malaysia and Global was used for internal HCV re-assessment. There was an appropriate consultation process for identification, management and monitoring of HCVs. HCV assessment includes both the planted area and relevant landscape conducted by company's internal assessor. The review was conducted internally on 7-9 July 2015. Final report, version 2 dated January 2016 was verified. HCV area presence at SOU27 estates:</p> <p>Melalap Estate – HCV 4 & 6 (88.2945 ha)</p> <ol style="list-style-type: none"> 1) Water catchment (P 01KA) – 3.67 ha – HCV 4 2) River (Pegalan) reserve – 84.25 ha – HCV 4 3) Aki Tampulan Stone – 0.0045 ha – HCV 6 4) Cemetery (P 01MA) – 0.37 ha – HCV 6 <p>Sapong Estate – HCV 4 & 6 (45.72 ha)</p> <ol style="list-style-type: none"> 1) Stream (known as Ampat, Bunut, Biah rivers) – 41.89 ha – HCV 4 2) Slope (known as Ant Hill) area (P03AA) – 0.40 ha – HCV 4 3) Cemetery (P02A & P02BA) – 3.43 ha – HCV 6 <p>Total HCV = 134.0145ha</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
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 -	There are IUCN Red list and WCE 1997 identified for birds, mammals and reptiles found in SOU27. Vulnerable and least concern wildlife such as wild boar/bearded pig and oriental pied hornbill were identified. Other common species under schedule 2 & 3 were also identified such as common cobra and monitor lizard. Appropriate measures were recommended in the new HCV assessment and implemented through a management plan. Except for identified species, no sightings for other wildlife within Melalap complex.	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 -	Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signages as well as routine patrolling activities were utilised as part of creating awareness among employees and maintain HCVs.	Complied
5.2.4 Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	Management plans were established and monitoring outcomes were reviewed by the estate managers. Ongoing monitoring of the management plan on the status of HCV available.	Complied
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>As per to the Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 01/10/2008.</p> <p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.</p> <p>Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly.</p> <p><u>Melalap POM</u></p> <p>Scheduled waste for Melalap POM was through contractor Legenda Bumimas Sdn Bhd. Sighted consignment:-</p> <ol style="list-style-type: none"> 1. A023621 dated 12/09/2017 for SW305. 2. A023627 dated 12/09/2017 for SW312. 3. A023626 dated 12/09/2017 for SW102. 4. A023622 dated 12/09/2017 for SW306. 5. A023623 dated 12/09/2017 for SW323. 6. A023628 dated 12/09/2017 for SW409. <p><u>Melalap Estate</u></p> <p>Record of medical waste SW404 disposal shown latest disposal was done on 15/06/2017 through Klinik Kesehatan Melalap. Sighted log book for SW404 Clinical waste.</p> <p>Scheduled waste disposal for SW409 was through contractor Legenda Bumimas Sdn Bhd. Sighted consignment A023629 dated 12/09/2017.</p> <p>Sighted email ref: SDI – Authority to collect SW produced at SOU dated 21/09/2015 and DOE approval letter ref AS9BB)91/110/619/161 dated 06/09/2011.</p> <p><u>Sapong Estate</u></p> <p>Record of medical waste SW404 disposal shown latest disposal was done on 18/09/2017 through VMO Poliklinik TMC Sdn Bhd. Sighted log book for SW404 Clinical waste.</p> <p>Scheduled waste disposal for Sapong Estate was through contractor Legenda Bumimas Sdn Bhd. Sighted consignment:-</p> <ol style="list-style-type: none"> 1. A023632 dated 13/09/2017 for SW409. 2. A023634 dated 13/09/2017 for SW408. 3. A023633 dated 13/09/2017 for SW410. 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Based on the SOU 27 policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance with the Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in the scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment (DOE).</p> <p>The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until the time of disposal by DOE authorized waste disposal contractor.</p>	<p>Complied</p>
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>The scheduled waste was managed well with designated storage area at the mill and each of the estates in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through a licensed collector.</p> <p>The operating unit has continued managing the scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>KKS Melalap Waste Management Plan FY 2017/2018 including scheduled waste, domestic waste and industrial waste sighted during the visit for the mill.</p> <p>Melalap Estate Waste Management Action Plan for 2017/2018 dated 10/07/2017 including scheduled waste, industrial waste, domestic waste and clinical waste sighted during the visit for the estate.</p> <p>Sapong Estate Waste Management Action Plan FY 2017/2018 dated 07/07/2017 including scheduled waste, domestic waste and mill waste sighted during the visit for the estate.</p>	<p>Complied</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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Criterion / Indicator		Assessment Findings				Compliance												
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 -	Renewable fuel usage FY 2016/2017 and first quarter of FY FY2017/2018 were: <table border="1" data-bbox="657 474 1295 712"> <thead> <tr> <th>Biomass fuel usage (mt)</th> <th>Power Generation (turbine)</th> <th>Total power Usage (genset + turbine SESB)</th> <th>Renewable energy (RE) usage (%)</th> </tr> </thead> <tbody> <tr> <td>6,556.90</td> <td>1,464,533</td> <td>2,185,017</td> <td>67.03%</td> </tr> <tr> <td>1,719.26</td> <td>413,346</td> <td>551,994</td> <td>74.88%</td> </tr> </tbody> </table> Noted that for 1 st quarter of FY2017/2018, renewable energy usage has increased. Diesel genset : 9,765 kWh (FY16/17) Diesel genset : 3,574 kWh (todate FY17/18)				Biomass fuel usage (mt)	Power Generation (turbine)	Total power Usage (genset + turbine SESB)	Renewable energy (RE) usage (%)	6,556.90	1,464,533	2,185,017	67.03%	1,719.26	413,346	551,994	74.88%	Complied
Biomass fuel usage (mt)	Power Generation (turbine)	Total power Usage (genset + turbine SESB)	Renewable energy (RE) usage (%)															
6,556.90	1,464,533	2,185,017	67.03%															
1,719.26	413,346	551,994	74.88%															
Criterion 5.5:																		
Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.																		
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted during the field visit and facility visit.				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 -	Company have policy on no use of fire for land preparation during replanting. During the assessment there were no replanting.				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 all polluting activities was conducted under Environmental Aspect Impact for identifying activities that contributes significant impact to environment. Pollution prevention plan FY2017/2018 has been established with the mitigation measures for those activities. Source of pollution from mill processes and related activities in the premise were described as follows: <table border="1" data-bbox="657 1758 1295 1998"> <thead> <tr> <th>Mill Processes/Activity</th> <th>Source of pollution</th> </tr> </thead> <tbody> <tr> <td>Boiler and genset operation</td> <td>Clinkers @ soot, smoke and particulate emission</td> </tr> <tr> <td>POME (palm oil mill effluent)</td> <td>POME liquor and solid</td> </tr> <tr> <td>Composting</td> <td>Composting leachate</td> </tr> </tbody> </table>				Mill Processes/Activity	Source of pollution	Boiler and genset operation	Clinkers @ soot, smoke and particulate emission	POME (palm oil mill effluent)	POME liquor and solid	Composting	Composting leachate	Complied				
Mill Processes/Activity	Source of pollution																	
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5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	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 -	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>		
<p>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.</p>		
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Complied

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6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	<p>Meeting attendance and interview with stakeholders found they were invited for the meeting and the issues highlighted by them have been included in the management plan. The stakeholder meeting for Melalap POM & Melalap Estate have been conducted together for gathering the feedbacks, e.g. Stakeholder meeting with contractor, neighbouring village representative, suppliers were held on 20/01/2017 and 21/07/2017 at Melalap POM involved total 17 & 15 persons.</p> <p>Latest meeting between workers union (SPIEU) representative and management was conducted on 15/04/17 (Melalap POM) and 07/08/17 (Melalap Estate).</p> <p>At Sapong estate, the stakeholder meeting conducted on the 17/07/17. Total of 31 persons attended including worker representative, neighbouring village representative, government agency and contractor. Issues of concerns have been included in the action 17/18 to be followed up accordingly.</p>	Complied
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	<p>Social management plan has been included in the SIA assessment to mitigate the negative impacts with time frame and person in charge. Several issues raised by the neighbouring village representatives has been include in management plan where issue such as to expedite the reparation regarding drainage and roofing problem at old housing complex and almost interviewers on the entitlements and other HR related matters (medical entitlement at private/government clinic, salary, etc). Issues were also recorded in the request and response book and monitored by the estate management on its resolution.</p>	Complied
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	<p>Social Management Plan & action plan was reviewed on annual basis. The latest reviewed was conducted on July 2017 (Melalap Estate & Sapong Estate) through stakeholder meeting with related internal & external stakeholder.</p>	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	<p>There is no smallholder scheme within the certification unit.</p>	Not applicable
<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>		
6.2.1 Consultation and communication procedures shall be documented. - Major compliance -	<p>Consultation and communication procedure is similar to the procedure reported during the previous assessments. i.e. "Flowchart and Procedure on Handling Social Issues" Version 1, year 2008.</p>	Complied

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6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	The mill and estates have appointed the respective person in charge as the management officer for any social issues. Eg. Sighted the letter of appointment for Melalap POM representative dated 15.07.17 to Mohd Zaidani Md Zaib (Mill Assistant), approved by Bukhari Yusof Azuddin (Mill Manager), Melalap Estate representative dated 10.10.16 to Mohammad Shahid Mohd Shahir and approved by Mohd Fauzi Ishak, Sapong Estate representative dated 03.10.16 to Mohd Fadzrey Dawid approved by Rahalim Salehudin.	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 mill and estates have an updated list of stakeholders. It includes internal and external stakeholders such as government departments, contractor, suppliers, local community heads and other interested parties. Mill has updated the list as at August 2017 with the total of 86 people. Stakeholder Meeting, weekly meeting etc. was the record used for 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 and action taken has been verified during the visit.	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 -	System to resolve disputes, open to all affected parties to resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle blower is available in Mill and Estate Quality Management System Manual which the complaint and grievances is open to effected parties including internal and external stakeholders. This was confirmed through stakeholder interview.	Complied

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<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>SOP to resolve social disputes “Flowchart and Procedure on Handling Social Issues” Version 1, year 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.</p> <p>Complaint by the workers and staff was recorded using ‘Borang Aduan Kerosakan/Perkhidmatan (Elektrik) on 22.02.2017 and close the complaint on 25.02.17 as the issue solved.</p> <p>Complaint raised by workers at Melalap POM mainly on the housing issues were responded by the management within the timeframe. SOP Flowchart & Procedure on Handling Social Issues mentioned that the initial negotiation has been done within 2 weeks. Sampled the housing no A1 on 10.3.2017, A2 on 06.10.2017 and A4 on 05.10.2017 were responded on 12.10.17 during morning muster and completely solved on 24.05.17 and 27.05.17 due to big budget used. In Melalap Estate, there was no complaint received for 2016-2017.</p> <p>For Sapong Estate, the complaint received mainly on the housing condition, keep in the ‘Rekod Laporan Kerosakan, Elektrik dan Lain2’ book and responded promptly.</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>SOP to identify legal and customary rights as well as people entitled to compensation has been established- Flowchart and Procedures on Handling Land Disputes Version 2 year 2008 dated 01.11.2008 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 as per indicator 6.4.1 above established as the procedure for handling land disputes to identify legal, customary rights and people entitled to compensation dated 01 Nov 2008 was sighted.</p> <p>Based on the consultation with stakeholders during the on-site visit, it was confirmed that there are no indigenous communities within or surrounding SOU 1 that holds legal or customary rights over the land.</p>	<p>Complied</p>

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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 sighted at time of audit.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	<p>Interview with employees and workers from local and foreign country reveal that they understand details and deductions outlined on their pay slips. Payroll checks confirm that correct remuneration was paid for standard hours as well as for any overtime hours worked. If case of salary was below RM920, this was due to insufficient turn-up on working days by workers.</p> <p>Employee's payslip reviewed ;</p> <ol style="list-style-type: none"> 1.Worker ID:0000126197, Melalap mill 2.Worker ID:0000110942, Melalap mill 3.Worker ID:0000114223, Melalap mill 4.Worker ID:0000034780, Melalap mill 5.Worker ID:0000048044, Sapong Estate 6.Worker ID:0000067344, Sapong Estate 7.Worker ID:0000074491, Sapong Estate 8.Worker ID 0000033776, Sapong Estate 9.Worker ID 0000033726, Sapong Estate 10.Worker ID 0000033679, Sapong Estate 11.Worker ID 0000033725, Sapong Estate 12.Worker ID: 0000033649, Melalap Estate 13.Worker ID: 0000033496, Melalap Estate 14.Worker ID: 0000033495, Melalap Estate 15.Worker ID: 0000066690, Melalap Estate 16.Worker ID: 0000033481, Melalap Estate 17.Worker ID: 0000033573, Melalap Estate <p>A Collective Agreement between Sime Darby Plantation (Sabah) and Sabah Plantation Industry Employees Union (SPIEU) sighted in place. Collective Agreement (CA) for both Staff (COG. No: 128/2014) and for Workers (COG No.: 129/2014) were effective from 1/1/2014 to 31/12/2016. The latest SPIEU CA was in not yet published therefore, company still refer to the previous SPIEU CA but revised the wages as per Minimum Wage Order 2016. Daily rate was RM35.40 and offered number of workdays was 26 days.</p>	Complied

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6.5.2	<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>	Complied
6.5.3	<p>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.</p> <p>- Minor compliance –</p> <p>Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers’ Minimum Standard of Housing and Amenities Act 1990 (Act 446). Water is supplied to workers housing through piping by the nearest the hill. The water tanks are provided for storage purpose. Clinic and Preschool for workers are provided by the company for free.</p> <p>Company has the SOP for water quality monitoring (Ref: PSQM/WQM0616) DATED 1ST June 2016 which for domestic used and drinking water, the monthly water sampled need to be done. Seen the microbial analysis test report from January-July 2017 that total coliform and e-coli were not detected and safe for domestic consumption and drinking water. The report was provided by Sime Darby Research Sdn. Bhd. and approved by Microbiologist.</p> <p>For Sapong Estate, sighted the Linesite Inspection Records updated MA/QA on weekly basis covering the cleanliness/domestic waste/landscaping, communicable disease conrols, drainage system, lavatory & sewerage system, etc updated by QA in weekly basis while Melalap Estate and POM are sharing the same complex and it was recorded in Linesite logbook by QA in weekly basis</p>	Complied
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</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	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	Complied

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6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	SPIEU meeting was conducted with attendance of estate management team with the committee members that include local and foreign worker representatives. The meeting minutes for the site visit during the audit (Melalap POM, estate & Sapong estate) has been verified on site which dated 07/8/17. The attendance (17 attendees) has been taken and maintained with the meeting minutes. Issues related to work was discussed and it was confirmed by the union secretary that there is no any unresolved labour issue. For Sapong Estate, the meeting had been held together with stakeholder’s meeting on 17.07.2017 with 31 attendees. Interview with the on-site workers union secretary reveals that most of the work related issues are resolved through verbal discussion.	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 -	Operating units are complied with the minimum age requirement. Review of workers particulars revealed that no employees below the age of 16 working in all operating units. It was also embedded in the Social Policy signed by Dr. Franki Anthony Dass on January 2015.	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 -	Policy on equal opportunity available and displayed at the offices along with the other policies. It was embedded in the Social Policy signed by Dr. Franki Anthony Dass on January 2015.	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 -	Operating units are continue to recruit migrant workers to overcome the shortage of local workers. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies (electric limit), medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Similar to last assessment the recruitment selection (based on Borang Permohonan Pekerja), hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		

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<p>6.9.1</p> <p>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 -</p>	<p>All operating units maintain the Policy on protection against Sexual Harassment. It was embedded in the Social Policy signed by Dr. Franki Anthony Dass on January 2015. Estates and mills conduct the gender committee internal meetings on a 3 month basis, but depending on the activity, the frequency may be held every month. Latest meeting (Melalap estate and Melalap mill) was done on 19/8/17 (Melalap POM) attended by all 6 members while for Sapong estate on 06.07.17 at Sapong Meeting room. No negative issues were highlighted during the meeting. Example: Proposals for football tournament for women, food & drinks preparation as well as logistic preparation were discussed.</p> <p>For Melalap POM, organization chart got gender committee organization chart 2017, as Ms Fauziah as the chairman, Lydia and Hafifah as the committee as well as with their appointment letter dated on 15.07.2017 for period 1 year periode.</p> <p>For Melalap Estate, for 2017 Ms Shahferiyani as the chairman, Arbayah and Zuraidah as the Vice Chairman I & II. The appointment letter dated on 18.01.17 and minutes of meeting sighted on 13.02.2017.</p> <p>For Sapong Estate, Ms Rosnih Ongkomor was appointed as the chairman for Gender Committee FY 2017/2018 and assisted by Ms Nursyafawani as the Vice Chairman. Seen the appointment letter dated 20.11.2016 with validity period from 20.11.16 -20.11.17.</p>	<p>Complied</p>
<p>6.9.2</p> <p>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 -</p>	<p>Reproductive rights of the female workers are protected as per implemented Social Policy and Social & Humanity Management Policy dated January 2015. Female employees are aware that they are entitled for two months paid maternity leave.</p> <p>Seen the example of mill worker, Worker ID: 0000110942 was having 2 months paid maternity leaves and changed work station from laboratory to clerk before pregnant. No pregnant women works in Melalap Estate in 2017.</p>	<p>Complied</p>
<p>6.9.3</p> <p>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 -</p>	<p>Sime Darby has developed a Handbook for gender committee in 2014 which contains elements of:</p> <ol style="list-style-type: none"> 1. Establishing a Gender Committee 2. Managing a Gender Committee 3. Type of Gender-Based Violence & Grievance Procedures. <p>Sites were headed by Gender Committee representatives with letters of appointment and supported by the respective management at sites. Apart from that, there is the Prosedur Menangani Isu Sosial dated 10.03.09 with the flowchart of 'Plan Tatacara Membuat Aduan Gangguan Seksual' in Malay language.</p> <p>For complaint or grievance, Borang Aduan/Complaint Form is available for sexual harassment in working place.</p>	<p>Complied</p>

Criterion 6.10:

Growers and mills deal fairly and transparently with smallholders and other local businesses.

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6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Current and past prices paid for Fresh Fruit Bunches (FFB) is available for interested parties. Pricing mechanism for FFB follows the MPOB price structure. FFB prices sighted being displayed on notice board at the mill weighbridge area. Sighted the monthly email from Outside Crop Purchase Malaysia on each Sime Darby meill's MPOB 1% FFB price (e.g: KKS Melalap: 25.04% on August 2017).	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 -	Interview with the FFB suppliers reveal that mill have explained FFB pricing, and pricing mechanisms for FFB. Records of external FFB purchase agreements sighted available for following sample suppliers: 1. Golden Horse Plantation Sdn Bhd 2. Goh Plantation Services Sdn Bhd	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview confirmed that contractors/suppliers and workers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement. Sampled the below agreement mentioned the delivery of FFB, origins/processing of FFB, Pricing of the FFB supplied during a month, etc : 1. Agreement no: P/G/0117/FFB00767L between Guthrie Industries (Malaysia) Sdn Bhd and Ek Hong Agriculture Sdn Bhd. 2. Agreement no: P/G/0816/FFB00739L between Guthrie Industries (Malaysia) Sdn Bhd and Goh's Plantation Services Sdn Bhd.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Review on payment records found all payment was made in timely manner. This was further verified during interviews with the respective stakeholders that were contractors, re planters, transportations, spare-parts, hardware. Evidence was obtained during the review as following: Mill - The delivery of FFB contract No.: P/G/0816/FFB00739L (Goh's Plantation) dated 01/05-31/05/17 valid from 1/1/2017 until 31/12/2017. Reviewed FFB Intake Report on 01/05-31/05/2017 to Ek Hong Agri, Goh's Plantation, Johan Sawit, Millenium, Nge Wa and Yong Kee. Estates - Contractor: Yong Fui Kee, Trading as Pemborong Ajuta (T/FFB_SBH/1215/003 on 14.09.16. Contract period valid from 1/11/16-31/10/19. Transport charge for FFB Padas RM17.21/MT X 1560.875 MT=RM 26,862.66 (RM 43,494.37) completed payment for the month of 31/08/17. Payment completed for Invoice: IV-00319.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

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6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Contributions are regularly made to school activities and community activities. This was confirmed by school teachers and local community during stakeholder’s consultation. Company also allow access to local community to access through the estate roads. Consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development. Example seen for mill: <ol style="list-style-type: none"> 1. Permohonan Sumbangan Kewangan @ Hamper bagi menjayakan pelaksanaan program ‘I want sihat’ peringkat daerah Tenom on 20.04.17. Sighted the payment of RM150.00 approved on 04.05.17 to Pejabat Kesihatan Daerah Tenom. 2. Memohon kebenaran menjalankan kajian & penyelidikan bagi kerja kursus (kk) tingkatan 6 sesi 2016/17 di Melalap POM. Sighted the introduction slideshow and attendant list of 4 students in the Visitor Book for one day training on 14.03.17. Example seen for Melalap Estate: <ol style="list-style-type: none"> 1. The priority of giving job opportunity to nearby village community was given and shared by the villager’s head Kampung Makaniton. Example seen for Sapong Estate: <ol style="list-style-type: none"> 1. SK Ladang Sapong request on permits of using the field for school event approved by Manager. 2. Information on annual camping for Uniform Unit by SK Ladang Sapong approved on 28/9/17. 3. Maklumat Menjalankan Kajian Kes Pentaksiran Tingkatan 3 (PT3) approved on 2/8/17. 4. Memohon Bantuan Memotong Rumput Bola Sepak Kampung Mansasoh approved on 26/8/17. 	Complied
6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No Scheme Smallholders within the certification Unit.	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 -	All employees are legal with local identification card (above 18 years) for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Complied
6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted. Confirmed during documentation observation and interview with workers.	Complied
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented as sighted in the Social Policy January 2015 No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.		

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6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the aspects of human rights, titled Social & Humanity Management Policy, January 2015. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	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.	The management have engaged HUMANA (Tadika Ladang Melalap) school for the foreign workers children for Melalap Estate and Melalap POM. Audit team member visited the HUMANA school and found that it is operating well. However, in Sapong Estate, there is no (school for foreign worker's child) HUMANA provided by the Estate inside the Estate complex due to low number (<10) foreigner's children. Therefore, the existing children were sent at outside school through company's transport.	Complied
<p>Principle 7: Responsible development of new plantings Melalap 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>			
8.1.1	<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>Continuous improvements effort through consistent implementation of RSPO were evidence within Melalap SOU. These including the IPM program, Pollution Prevention Plan, Social Management Plan and etc. implemented at each operating units as evidence. As sample a new project i.e. the Installation of Dust Collector System (Electrostatic Precipitator) Capital Expenditure Tender Recommendation Approval (CETRA); Request ID: Q2017/M203/00003246; Date: 6/6/2017; Vendor: Advance Boilers Sdn Bhd was on-going at mill for the optimization of process as well as reduce the boiler emissions.</p>	Complied

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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	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-855480	N.A
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 comissioned to replace Rantau Oil Mill with Certificate No: CU-RSPO-819165, certification date: 30 Dec 2011.

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16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051	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	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040	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
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.

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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
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	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A

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			Timur, Kalimantan Tengah				
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Iilir, 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: Certification Unit RSPO Certificate Details

Sime Darby Plantation Berhad
Strategic Operating Unit (SOU 27)
Melalap Palm Oil Mill
14th KM, Jalan Tenom-Keningau
P.O. Box 205 89908 Tenom
Sabah, Malaysia

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

BSI RSPO Certificate No. : RSPO 547124
Date of Initial Certificate Issued: 21/01/2011
Date of Expiry: 20/01/2021
Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module E – CPO Mills: Mass Balance)

Melalap Palm Oil Mill and Supply Base						
Location Address		Strategic Operating Unit (SOU 27) – 14 th KM, Jalan Tenom-Keningau PO Box 205 89908 Tenom, Sabah				
GPS Location		115° 59' 12.45" E ; 5° 13' 59.26" N				
CPO Tonnage Total		21,876.08 mt				
PK Tonnage Total		4,958.58 mt				
CPO Claimed for Certification*		14,316.08 mt				
PK Claimed for Certification *		3,244.98 mt				
Own estates FFB Tonnage		63,627.03 mt				
Scheme Smallholder FFB Tonnage		-				
Estates	Production Area		*Other use (ha)	HCV (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
Melalap Estate	1,239.77	113.23	803.71	88.29	2,245.00	27,777.03
Sapong Estate	2,227.38	105.62	1,073.28	45.72	3,452.00	35,850.00
TOTAL	3,467.15	218.85	1,876.99	134.01	5,697.00	63,627.03

Note: *Other use = infrastructure eg. office, store, workshop, housing, etc.

Appendix D: Assessment Plan

Date	Time	Subjects	Hafri	Daniel	Elzy
Monday 25/9/2017	PM	Audit Team travelling to the site.	✓	✓	✓
Tuesday 26/9/2017 Melalap 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). 	✓	✓	✓
	09.00 – 12.00	Melalap Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	✓	✓	✓
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.30	Melalap Palm Oil Mill: 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 27/9/2017 Melalap Estate	08.30 – 12.00	Melalap 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 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	✓
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.30	Melalap 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 28/9/2017 Sapong Estate	8.30 – 12.00	Sapong Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	12.00 – 13.00	Lunch	✓	✓	✓
	13.00 – 16.00	Sapong 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).	✓	✓	✓
	16.00-16.30	Verify any outstanding issues and preparation for Closing Meeting	✓	✓	✓
	16.30-17.00	Closing Briefing	✓	✓	✓

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Date	Time	Subjects	Hafri	Daniel	Elzy
Friday 29/9/2017	AM	Audit Team travelling back to KL	✓	✓	✓

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders Managers Assistant Managers Staffs Workers’ Representatives Sabah Plantation Industries Employees Union (SPIEU) Representative Gender Committee Representative Crèche Attendant Medical Assistant</p>	<p>External Stakeholders Contractors/vendors Humana school teacher</p>
<p>Government Departments Royal Malaysia Police (PRDM) Pondok Polis Melalap</p>	<p>Local Communities Head of Village, Kg. Makaniton Wakil Ketua Anak Negeri, Ladang Sapong</p>

Appendix F: CPO Mill Supply Chain Assessment Report (Module D: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Melalap Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The figures estimated for Oct 2016 until Sep 2017 was 59,419mt for own certified FFB. Actual total certified & non-certified FFB received for Oct 2016 until 25/9/2017 was 57,772.74mt with remaining 800mt estimated to be received until end of September 2017. No physical dispatch for both CSPK except for CSPO totaling 7,000mt. Stock balance reflected the actual stock balance after physical stock sales deduction.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>Reporting of stock balance reflected the actual 7,000mt physical dispatch of CSPO sales for MB scheme. Melalap POM PalmTrace ID # RSPO_PO1000000300.</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>a) As per Sime Darby Plantation – Plantation Quality Management System – Sustainable Plantation Management System – Appendix 15 – SOP of Sustainable Supply Chain and Traceability; Version 2; Year 2016; Issue no.: 2; Issue date: Oct 2016.</p> <p>b) Person having overall responsibility and responsibility is Assistant Manager, Mohd. Zaidani Md. Zaib as per letter of Appointment as Person-in-charge for Environmental/Quality Management Systems; dated: 1/8/2017. Site interview with person in-charge confirmed that he able to demonstrate awareness of the site procedures for the supply chain standard implementation.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Documented procedures for receiving and processing certified and non-certified FFBs as per SOP for Sustainable Supply Chain and Traceability Ver. 2; as per Table 2: Information for Mill’s Verification</p>
E.4 Purchasing and goods in	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Verified document including FFB weighbridge ticket for both certified and non-certified samples:</p> <p>i) Supplier code: E201; Melalap Estate; Consignment note # ME 35172; date: 2/3/2017; Weighbridge ticket # 933; Product: 001 FFB A Crop; Weight: 8.51.mt</p>

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	<p>ii) Supplier code: E200; Sapong Estate; Consignment note # SE 25756; date: 31/3/2017; Weighbridge ticket # 66261; Product: 001 FFB A Crop; Weight: 10.5.mt</p> <p>iii) Supplier code: Gohs Plantation; Gohs Plantation Services Sdn Bhd; Consignment note # 003609; date: 30/3/2017; Weighbridge ticket # 003352; Product: 002 FFB B Crop; Weight: 28.38.mt</p>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>No overproduction from certified projected volume sighted.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Computerized System in place. Records verified by internal and external audit.</p> <p>Computerized System in place with the delivery deducted accordingly.</p> <p>The Mill aware that only positive stock can be delivered. No Short selling.</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>No outsourcing activities.</p>

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Actual Certified Palm Production – October 2016 – Sept 2017

Mill	Capacity & Supply Chain Model	CPO	PK
Melalap Palm Oil Mill	25 mt/hr (MB)	12,604.95 mt	2,765.37 mt

Actual Sales of Certified Palm Products – October 2016 – Sept 2017

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Melalap Palm Oil Mill	7,000.00 mt	0.00 mt	Actual volume produced: 12,604.95 mt (CPO)

Actual Tonnes Sales of Certified Palm Products (Under Other Schemes) - October 2016 – Sept 2017

Mill	Certified CPO Sales	Certified PK Sales	Other Scheme(s)
Melalap Palm Oil Mill	Nil	Nil	n/a

Actual Tonnes Sales of Conventional Palm Products - October 2016 – Sept 2017

Mill	Conventional CPO Sales	Conventional PK Sales	Remarks
Melalap Palm Oil Mill	5,604.95 mt	2,765.37 mt	n/a

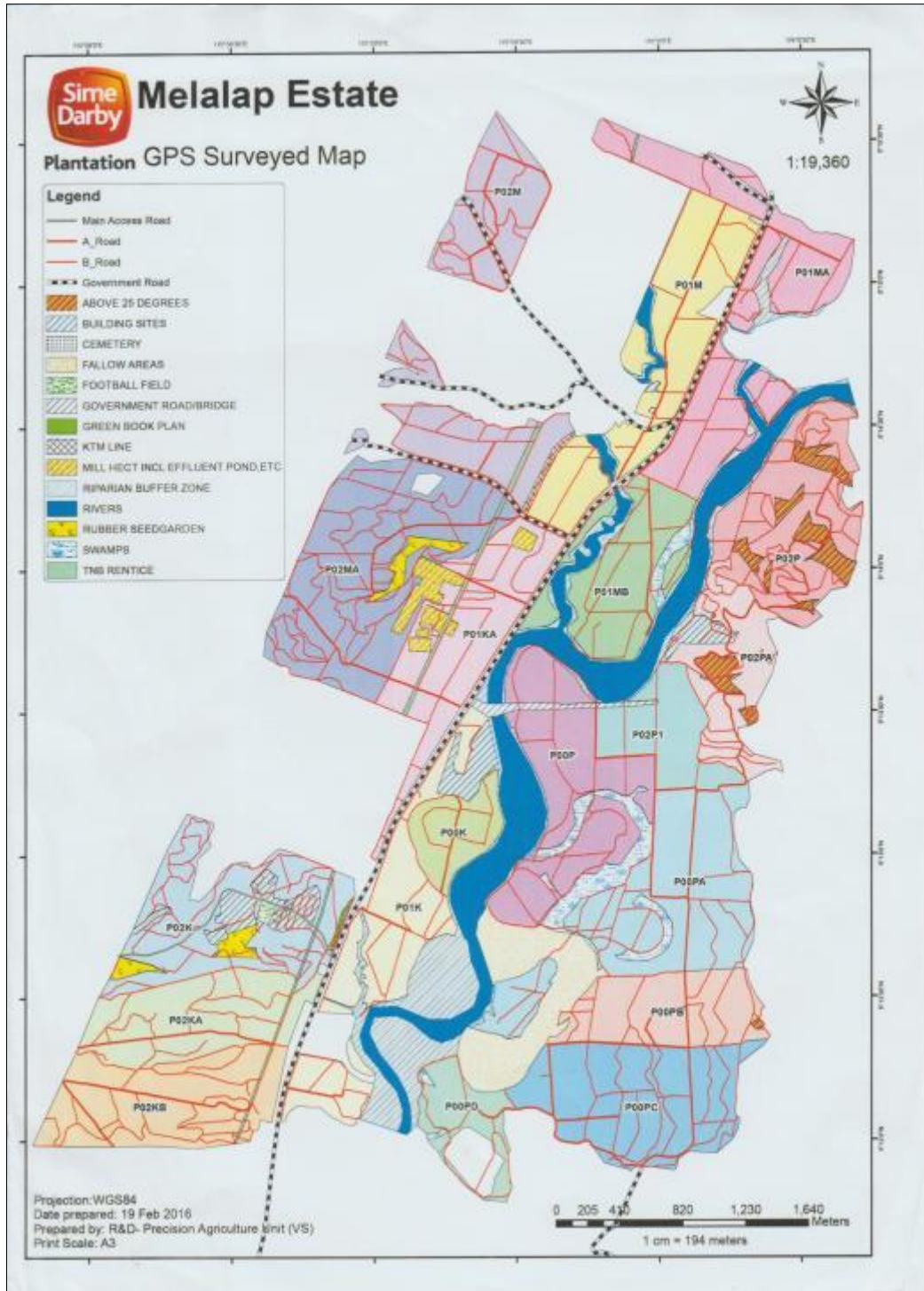
Actual Certified FFB Received Monthly – October 2016 – Sept 2017

Month	Certified Supply Base from own certificate scope (mt)		Total FFB/Month (mt)
	Melalap estate	Sapong estate	
Oct 2016	2,281.23	2,599.83	4,881.06
Nov 2016	2,030.91	2,645.51	4,676.42
Dec 2016	2,100.43	2,607.10	4,707.53
Jan 2017	2,309.56	2,587.45	4,897.01
Feb 2017	2,220.10	2,525.07	4,745.17
Mar 2017	2,279.85	2,598.13	4,877.98
Apr 2017	2,099.67	2,510.74	4,610.41
May 2017	2,271.17	2,675.68	4,946.85
Jun 2017	2,285.09	2,532.34	4,817.43
Jul 2017	2,287.02	2,611.12	4,898.14
Aug 2017	2,827.63	2,654.32	5,481.95
Sep 2017	2,382.15	2,650.64	5,032.79
Total	27,374.81	31,197.93	58,572.74

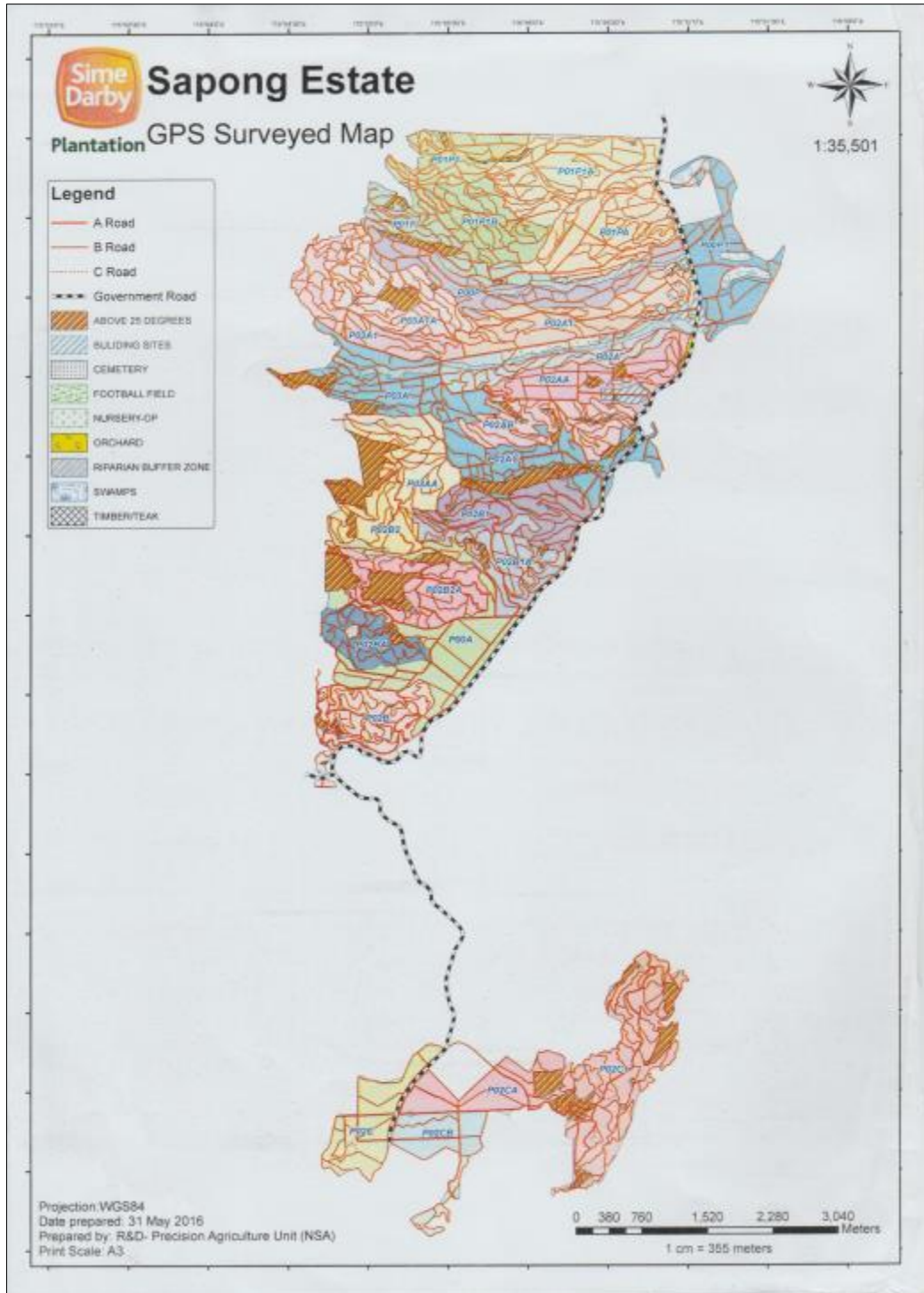
Appendix G: Location Map of Melalap Palm Oil Mill Certification Unit and Supply Bases



Appendix H: Melalap Estate Field Map



Appendix I: Sapong Estate Field Map



Appendix J: GHG Reporting Executive Summary

The GHG emissions that were produced in 2016 for Melalap Palm Oil Mill and supply base was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data input in the GHGplam Calculator against operations records. Palm GHG 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 2016 for Melalap Palm Oil Mill mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct	Extraction	%
CPO	1.27	OER	21.52
PKO	1.27	KER	4.72

Production	t/yr	Land Use	Ha
FFB Process	90,964.21	OP Planted Area	3,686.00
CPO Produced	19,575.50	OP Planted on peat	0.00
PKO Produced	4,293.51	Conservation (forested)	0.00
		Conservation (non-forested)	134.01
		Total	3,820.01

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	35,710.93	0.80	0.00	0.00	0.00	0.00	35,710.93	0.80
CO ₂ Emissions from Fertiliser	2,339.11	0.05	0.00	0.00	0.00	0.00	2,339.11	0.05
N ₂ O Emissions	2,633.20	0.06	0.00	0.00	0.00	0.00	2,633.20	0.06
Fuel Consumption	408.12	0.01	0.00	0.00	0.00	0.00	408.12	0.01
0.00	0.00		0.00	0.00	0.00	0.00	35,710.93	0.80
Sink								
Crop Sequestration	-33,849.21	-0.76	0.00	0.00	0.00	0.00	-33,849.21	-0.76
Sequestration in Conservation Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,242.15	0.16	0.00	0.00	0.00	0.00	7,242.15	0.16

*Note: Includes both estates

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Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	12,415.08	0.20
Fuel Consumption	59.51	0.00
Grid Electricity Utilisation	438.54	0.01
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	12,913.13	0.20

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	3,756.49
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	30
Divert to anaerobic diversion (%)	70

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	70
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix K: List of Smallholder Sampled

- Not applicable -

Appendix L: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
COBC	Code of Business Conduct
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
NUPW	National Union of Plantation Workers
OFI	Opportunity For Improvements
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SDPOM	Sungai Dingin Palm Oil Mill
SDPSB	Sime Darby Plantation Sdn Bhd
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SW	Scheduled Waste
VMO	Visiting Medical Officer