

**RSPO PRINCIPLE AND CRITERIA –  
3<sup>rd</sup> Annual Surveillance Assessment (ASA1\_3)  
Public Summary Report**

<b>Sime Darby Plantation Berhad</b>
Head Office: Level 3A, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara Selangor, Malaysia
Certification Unit: <b>Strategic Operating Unit (SOU 20) Chaah Palm Oil Mill</b> Peti Surat 104 85400 Chaah, Johor, Malaysia

**TABLE of CONTENTS**

**Page No**

Section 1: Scope of the Certification Assessment.....	4
1. Company Details .....	4
2. Certification Information .....	4
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases .....	5
5. Description of Supply Base .....	5
6. Plantings & Cycle.....	5
7. Certified Tonnage of FFB (Own Certified Scope) .....	6
8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *.....	6
9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable .....	6
10. Certified Tonnage .....	7
11. Actual Sold Volume (CPO) ( <i>Aug 17 – Aug 18</i> ).....	7
12. Actual Sold Volume (PK) ( <i>Aug 17 – Aug 18</i> ) .....	7
13. Actual Group certification Claims .....	7
Section 2: Assessment Process .....	8
2.1 Assessment Methodology, Programme, Site Visits.....	8
2.2 BSI Assessment Team: .....	9
2.3 Assessment Plan .....	11
Section 3: Assessment Findings .....	14
3.1 Normative requirement applied for this assessment:.....	14
3.2 Time Bound Plan progress for multiple management units .....	14
3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment) .....	18
3.4 Details of findings .....	18
3.4.1 Status of Nonconformities Previously Identified and Observations .....	19
3.4.2 Summary of the Nonconformities and Status.....	20
Appendix A: Summary of Findings .....	24
Appendix B: Approved Time Bound Plan.....	67
Appendix C: GHG Reporting Executive Summary .....	71
Appendix D: General Chain of Custody Requirements for the Supply Chain.....	73
Appendix E: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved ) .....	96
Appendix F: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved ) .....	102
Supply Chain Declaration ( <i>Applicable For Appendix E</i> ).....	108

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Appendix F: Location Map of Chaah Palm Oil Mill and Supply bases .....110  
Appendix G: Chaah Estate Field Map .....111  
Appendix H: North Labis Estate Field Map .....112  
Appendix I: Simpang Kiri Estate Field Map.....113  
Appendix J: List of Smallholder Sampled (*If applicable – scheme/associated/group certification*)114  
Appendix K: List of Abbreviations.....115

**Section 1: Scope of the Certification Assessment**

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Approval Date</b>	06/09/2004
<b>Parent Company Name</b>	Sime Darby Plantation Berhad		
<b>Address</b>	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
<b>Subsidiary (Certification Unit Name)</b>	Strategic Operating Unit (SOU 20)		
<b>Address</b>	Chaah Palm Oil Mill, Peti Surat 104 85400 Chaah, Johor, Malaysia		
<b>Contact Name</b>	Mrs Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Wan Mahadi Wan Yaacob (Mill Manager)		
<b>Website</b>	<a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a>	<b>E-mail</b>	<a href="mailto:kks.chaah@simedarby.com">kks.chaah@simedarby.com</a>
<b>Telephone</b>	+603 7848 4379 (Head office) +607 9342454 (Mill)	<b>Facsimile</b>	+603 78484356 (Head office) +607 9341455 (Mill)

2. Certification Information			
<b>Certificate Number</b>	RSPO 548299	<b>Date of First Certification</b>	18/11/2010
		<b>Certificate Start Date</b>	18/10/2015
		<b>Certificate Expiry Date</b>	17/10/2023
<b>Scope of Certification</b>	Palm Oil and Palm Kernel Production from Chaah Palm Oil Mill and Supply Base (Chaah Estate, North Labis Estate & Simpang Kiri Estate)		
<b>Applicable Standards</b>	RSPO P&C 2013 or National Interpretation ; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
MSPO 692047	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	27/12/2022
MSPO 685287	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3		27/12/2022

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinate	
		Latitude	Longitude
Chaah Palm Oil Mill	Peti Surat 104, Chaah Palm Oil Mill 85400 Chaah, Johor, Malaysia	2° 10' 40" N	102° 59' 47" E
Chaah Estate	Pejabat Ladang Chaah 85400 Chaah, Johor, Malaysia	2° 10' 31" N	102° 59' 53" E
North Labis Estate	Ladang North Labis, PO Box No. 501 85300 Labis, Johor, Malaysia	2° 23' 00" N	103° 03' 00" E
Simpang Kiri Estate	Ladang Sg Simpang Kiri KB No. 103 85400 Chaah, Johor, Malaysia	2° 08' 54" N	103° 00' 10" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Chaah Estate	2,732.17	0.47	62.72	2,795.36	97.74
North Labis Estate	3,238.42	40.80	316.72	3,595.94	91.05
Simpang Kiri Estate	2,095.25	29.42	246.99	2,371.66	88.35
<b>Total</b>	<b>8,065.84</b>	<b>70.69</b>	<b><sup>1</sup>626.43</b>	<b><sup>1</sup>8,762.96</b>	<b>92.11</b>

Note:  
<sup>1</sup>Total hectare varies from the previous report due to GPS variance of the new survey report.

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Chaah Estate	0	34.7	2,503.56	189.95	3.96	2,732.17	0
North Labis Estate	710.04	1,026.61	1,242.80	245.78	13.19	2,528.38	710.04
Simpang Kiri Estate	249.92	346.19	1,499.14	0	0	1,845.33	249.92
<b>Total (ha)</b>	959.96	1,407.5	5,245.50	435.73	17.15	7,105.88	959.96

Note:

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

<b>7. Certified Tonnage of FFB (Own Certified Scope)</b>			
Estate	Tonnage / year		
	Estimated (Nov 17 – Oct 18)	Actual (Aug 17 – Aug 18)	Forecast (Nov 18 – Oct 19)
Chaah Estate	68,202.20	73,533.87	63,714.16
North Labis Estate	57,564.80	39,147.76	52,354.71
Simpang Kiri Estate	41,342.17	45,080.13	38,179.15
<b>Total</b>	167,109.17	157,761.76	154,248.02
<b>Note:</b>			

<b>8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *</b>			
Estate	Tonnage / year		
	Estimated (Nov 17 – Oct 18)	Actual (Aug 17 – Aug 18)	Forecast (Nov 18 – Oct 19)
Yong Peng Estate	N/A	28.35	N/A
<b>Total</b>		28.35	
<b>Note:</b>			

<b>9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated (key in period)	Actual (key in period)	Forecast (key in period)
Nil			
<b>Total</b>			
<b>Note:</b>			

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

<b>10. Certified Tonnage</b>			
Mill Capacity: 30 MT/hr  SCC Model: IP	Estimated (Nov 17 – Oct 18)	Actual (Aug 17 – Aug 18)	Forecast (Nov 18 – Oct 19)
	FFB	FFB	FFB
	167,109.17 mt	157,790.10 mt	154,248.02 mt
	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	35,092.93 mt (21.0%)	31,084.65 mt (19.7%)	30,267.11 mt (19.62%)
	PK (KER: %)	PK (KER: %)	PK (KER: %)
9,191.00 mt (5.5%)	6,942.76 mt (4.4%)	7,904.04 mt (5.12%)	
<b>Note:</b>			

<b>11. Actual Sold Volume (CPO) (Aug 17 – Aug 18)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
<b>CPO (MT)</b>	27,572.74			3,467.06	31,039.80 mt

<b>12. Actual Sold Volume (PK) (Aug 17 – Aug 18)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
<b>PK (MT)</b>	5,057.76			1,870.55	6,928.31 mt

<b>13. Actual Group certification Claims</b>		
	Credit	Physical Volume (MT)
IS-CSPO		
IS-CSPKO		
IS-CSPKE		

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: ASI-ACC-067)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 25-28 September 2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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

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

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

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



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

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

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

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

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

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

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

**Tentative Date of Next Visit:** September 25, 2019 – September 29, 2019

**Total No. of Mandays:** 13 mandays (including 1 day supply chain for mill)

**2.2 BSI Assessment Team:**

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Valence Shem	Team leader	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

		P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Muhamad Fadzli Masran	Team member	Fadzli graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. He covered Mill & Estate Best Practices, Legal, OSH, Workers Consultation & etc.
Hu Ning Shing	Team member	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in his previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.
Mohd Hafiz Mat Hussain	Team member	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since May 2013 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of supply chain in the mill.

**Accompanying Persons:** *(This table is applicable for technical expert/ translator/Observer/ Qualifying reviewer and/or accreditation personnel)*

No.	Name	Role

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

**2.3 Assessment Plan**

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

Date	Time	Subjects	VS	HNS	MF	MH
Tuesday 25/09/2018 <b>Chaah Palm Oil Mill</b>	0830-0900	Opening meeting: <ul style="list-style-type: none"> <li>Opening presentation by audit team leader</li> <li>Confirmation of assessment scope and finalize audit plan (including stakeholder's consultation)</li> </ul>	√	√	√	√
	0830-0900	<b>Chaah Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	√	√	√	
	0900-1300	<b>RSPO Supply Chain</b> Site visit: Incoming of FFB and outgoing of SPO & PK – weighbridge, ramp, storage area, loading bays, etc.  Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.				√
	1000-1300	Consultation with relevant stakeholders for <b>both mill and estates</b> which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.		√		
	1300-1400	Lunch break	√	√	√	√
	1400-1630	<b>Chaah POM</b> 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.	√	√	√	
		<b>RSPO Supply Chain</b> Continue with outstanding elements				√
	1630-1700	Interim closing briefing	√	√	√	

<p>Wednesday 26/9/2018 <b>North Labis Estate</b></p>	0830-1300	<p><b>North Labis Estate</b> Field visit, boundary inspection, field operations, staff &amp; workers interview, buffer zone, HCV area, IPM implementation, OSH &amp; ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.</p>	√	√	√	
	1300-1400	Lunch break	√	√	√	
		<p><b>North Labis Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.).</p>	√	√	√	
	1630-1700	Interim closing briefing	√	√	√	
<p>Thursday 27/8/2018 <b>Simpang Kiri Estate</b></p>	0830-1300	<p><b>Simpang Kiri Estate</b> Field visit, boundary inspection, field operations, staff &amp; workers interview, buffer zone, HCV area, IPM implementation, OSH &amp; ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.</p>	√	√	√	
	1300-1400	Lunch break	√	√	√	
	1400-1630	<p><b>Simpang Kiri Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.).</p>	√	√	√	
	1630-1700	Interim closing briefing	√	√	√	
<p>Friday 28/9/2018 <b>Chaah Estate</b></p>	0830-1230	<p><b>Chaah Estate</b> Field visit, boundary inspection, field operations, staff &amp; workers interview, buffer zone, HCV area, IPM implementation, OSH &amp; ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.</p>	√	√	√	
	1230-1430	Lunch break and Friday prayer	√	√	√	

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	1430-1600	<b>Chaah Estate</b> 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.).	√	√	√	
	1600-1630	Verify any outstanding issues & preparation for closing meeting	√	√	√	
	1630-1700	Closing meeting	√	√	√	

### Section 3: Assessment Findings

#### 3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Berhad Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

#### 3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
<b>Summary of the Time Bound Plan</b>		
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. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 <sup>st</sup> quarter of 2019.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 <sup>st</sup> quarter of 2019.	Yes
Is the time bound plan challenging? • Age of plantations. • Location. • POM development • Infrastructure. • Compliance	Sime Darby Plantation’s time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.	Yes

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

with applicable law.	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.	
Have there been any changes since the last audit? Are they justified?	<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, <a href="http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007">http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</a>.</p>	Yes
If there have been changes, what circumstances have occurred?	<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 30<sup>th</sup> 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. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1<sup>st</sup> quarter of 2019. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps completed.</p>	Yes
Have there been any stakeholder comments?	<p>Up to date, there is no comment.</p> <p>SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	Yes
Have there been any newly acquired subsidiaries?	<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. Initial</p>	Yes

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 <sup>st</sup> quarter of 2019.	
If yes, have the newly acquisitions certified within a three-year timeframe?	A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 <sup>st</sup> quarter of 2019.. *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..	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
<b>Un-Certified Units or Holdings</b>		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	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 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 <sup>st</sup> quarter of 2019. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?">http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</a>	Yes
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints	Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on LUCA	Yes



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

<p>System or Dispute Settlement Facility, in accordance with RSPO P&amp;C criteria 2.2, 6.4, 7.5 and 7.6.</p>	<p>submission status as per below table:</p> <p style="text-align: center;"><b><u>SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</u></b></p> <table border="1" data-bbox="440 488 1275 1193"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>PT Lahan Tani Sakti</td> <td>Submitted on 31 May 2017</td> <td>LUCA approved by reviewer</td> </tr> <tr> <td>2.</td> <td>PT Bina Sains Cemerlang</td> <td>Submitted on 29 Sept 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>3.</td> <td>PT Swadaya Andika</td> <td>Submitted on 6 Oct 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>4.</td> <td>PT Langgeng Muara Makmur</td> <td>Submitted on 8 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>5.</td> <td>PT Laguna Mandiri</td> <td>Submitted on 20 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>6.</td> <td>PT Kridatama Lancar</td> <td>Submitted on 22 Sept 2017</td> <td rowspan="13" style="vertical-align: middle;">Shapefiles to be submitted to RSPO by 17 Aug 2018</td> </tr> <tr> <td>7.</td> <td>PT Paripurna Swakarsa</td> <td>Submitted on 29 Sept 2017</td> </tr> <tr> <td>8.</td> <td>PT Sime Indo Agro</td> <td>Submitted on 10 Nov 2017</td> </tr> <tr> <td>9.</td> <td>PT Bhumireksa Nusa Sejati</td> <td>Submitted on 12 Dec 2017</td> </tr> <tr> <td>10.</td> <td>PT Budidaya Agro Lestari</td> <td>Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i></td> </tr> <tr> <td>11.</td> <td>PT Teguh Sempurna</td> <td>Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i></td> </tr> <tr> <td>12.</td> <td>PT Bahari Gembira Ria</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>13.</td> <td>PT Guthrie Pecconina Indonesia</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>14.</td> <td>PT Sajang Heulang</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>15.</td> <td>PT Bersama Sejahtera Sakti</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>16.</td> <td>PT Tunggal Mitra Plantation</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>17.</td> <td>PT Ladangrumpun Suburabadi</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>18.</td> <td>PT Aneka Inti Persada</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>19.</td> <td>PT Mitra Austral Sejahtera</td> <td>Submitted on 29 Dec 2017</td> </tr> </tbody> </table> <p>Note: SDP's LUCA is still in queue for review process pending finalization of the contract between RSPO and the reviewer. Sime Darby Plantation has also submitted its RSPO Compensation Plan (CP) for evaluation by RSPO.</p>	No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)	1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer	2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO	3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO	4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO	5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO	6.	PT Kridatama Lancar	Submitted on 22 Sept 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018	7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017	8.	PT Sime Indo Agro	Submitted on 10 Nov 2017	9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017	10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>	11.	PT Teguh Sempurna	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>	12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017	13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017	14.	PT Sajang Heulang	Submitted on 29 Dec 2017	15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017	16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017	17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017	18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017	19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017	
No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)																																																																		
1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer																																																																		
2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO																																																																		
3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO																																																																		
4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO																																																																		
5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO																																																																		
6.	PT Kridatama Lancar	Submitted on 22 Sept 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018																																																																		
7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017																																																																			
8.	PT Sime Indo Agro	Submitted on 10 Nov 2017																																																																			
9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017																																																																			
10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>																																																																			
11.	PT Teguh Sempurna	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>																																																																			
12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017																																																																			
13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017																																																																			
14.	PT Sajang Heulang	Submitted on 29 Dec 2017																																																																			
15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017																																																																			
16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017																																																																			
17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017																																																																			
18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017																																																																			
19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017																																																																			
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																			
<p>Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C criteria 2.1</p>	<p>None noted. No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																			
<p>Did the company conduct an internal audit? If so, has a positive</p>	<p>Yes</p>	<p>Yes</p>																																																																			

**RSP0 Public Summary Report**  
**Revision 7 (Aug /2018)**

assurance statement been produced?		
------------------------------------	--	--

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

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

**3.4 Details of findings**

There was no nonconformity raised during this assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #		Clause & Category (Major / Minor)	
Date Issued		Due Date	
Closed (Yes / No)		Date of nonconformity Closure	
<b>Statement of Nonconformity:</b>			
<b>Requirement Reference:</b>			
<b>Objective Evidence:</b>			
<b>Corrections:</b>			
<b>Root Cause Analysis:</b>			
<b>Corrective Actions:</b>			
<b>Assessment Conclusion:</b>			

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

**3.4.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity			
<b>NCR Ref #</b>	1509988- 201707- M1	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 5.3.2 Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	10/10/2017
<b>Statement of Nonconformity:</b>	All chemicals and their containers were not disposed as per Operational Control Procedure, SD/SDP/PSQM(ESH)/203-EN1, Scheduled Waste (Hazardous Waste) Management, rev:1 dated 26/2/16		
<b>Requirement Reference:</b>	All chemicals and their containers shall be disposed of responsibly.		
<b>Objective Evidence:</b>	<p>Chaah Estate</p> <ul style="list-style-type: none"> <li>i) No proper storage for scheduled waste generated (empty used oil container)at motor repair shop.</li> <li>ii) Empty oil drum and only stored at open area (no shelter and concrete slab) near sundry shop area.</li> <li>iii) Empty chemical container was found at line site.</li> </ul> <p>North Labis Estate Last disposal of schedule was done on 19/9/16 for SW305 by Perniagaan Saudara Baru. Based on date of first generation 13/10/16, no waste disposal arrangement was made and exceeded 180 days storage period.</p>		
<b>Corrective Actions:</b>	<p>To monitor on this compliance through workers housing Inspection which will be conducted on weekly basis. The previous inspections is only covers the external housing condition/area. The internal was not covers mainly due to workers locked their houses and other sensitivity issue mainly for local occupant. All the upcoming housing inspections will be looking into both internal and external housing condition. Inspection will be carried out @ evening after workers return from work (internal).</p> <p>PIC : HA/MA and Assistant Manager</p> <p>Two licensed collectors been identified thru DOE namely Perniagaan Saudara Baru &amp; OLST Petro-Chemical Sdn Bhd.</p> <p>Perniagaan Saudara Baru have been selected to disposed used oil for SOU Chaah and agreed to collect when there is any request from the management despite of any quantity. The 1st consignment have been disposed on 21 August 2017.</p>		
<b>Assessment Conclusion:</b>	Based on site visit, there was no recurrence of issues observed. The scheduled wastes at Chaah Estate’s motorcycle workshop were properly stored near the workshop. The store was also equipped with concrete bund as a secondary containment. At North Labis Estate, verification of DOE’s consignment notes showed that the scheduled wastes were all disposed through licensed contractor on timely manner. Thus the implementation of the corrective actions found to be effective.		

Non-Conformity			
<b>NCR Ref #</b>	1509988- 201707- N1	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 5.3.3 Major

<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	25/09/2018
<b>Statement of Nonconformity:</b>	Waste management and disposal plan for expired drugs was not comprehensively documented and implemented.		
<b>Requirement Reference:</b>	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
<b>Objective Evidence:</b>	Chaah Estate Expired drug/medicine found at dispensary and was not disposed accordingly i) Benil tablet (Glibenclamide 5 mg) expired on May 2017 ii) Calcium Lactate 300 mg expired on February 2017 iii) Pirimat Injection 100mg/10ml expired on February 2017 iv) Suppository 250 mg expired on May 2017		
<b>Corrective Actions:</b>	1. To continuous monitor on the validity of the drug/medicine through WPI. 2. To dispose the expired drug/medicine through licensed contractor.		
<b>Assessment Conclusion:</b>	1) Based on the WPI & rekod ubat, one of the criteria covered in the WPI report format was monitoring of the expired medicines. Verification of the report and relevant records such as the clinic's "rekod ubat" (medicine records) confirm that the information was authentic. All the sampled medicines during the visit at the clinic were also found to be still in good condition.  2) To dispose the expired drug/medicine through licensed contractor – The expired medicines found during the previous assessment had been returned to Farmasi Bintang at Labis, Johor for disposal. Records of receipt by the pharmacy was available for verification.  Thus, the audit team concluded that the minor NCR has been effectively closed.		

Opportunity for Improvement	
OFI#	Description
OFI 1	

### 3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
CR01	Major	2.1.1	29/6/2009	Closed 06/07/2010
CR02	Major	4.4.1	29/6/2009	Closed 06/07/2010
CR03	Major	5.2.2	29/6/2009	Closed 06/07/2010
CR04	Minor	4.3.2	29/6/2009	Closed 19/12/2011
CR05	Major	5.2.2	12/07/2012	Closed 10/09/2012
CR06	Minor	5.2.3	12/07/2012	Closed 03/05/2013
CR07	Minor upgraded to Major	6.1.3	12/07/2012 & 03/05/2013	Closed 02/07/2013
CR08	Minor	5.3.2	03/05/2013	Closed 25/04/2014
1047140M0	Major	2.1.1	25/04/2014	Closed 26/05/2014
1047140M4	Major	4.6.2	25/04/2014	Closed 26/05/2014

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

1047140M5	Major	4.7.3	25/04/2014	Closed 26/05/2014
1228987M1	Major	4.7.1	29/08/2015	Closed 28/09/2015
1228987N1	Minor	6.6.2	29/08/2015	Closed on 22/9/2016
1228987N2	Minor	4.4.1	29/08/2015	Closed on 22/9/2016
1228987N3	Minor	4.7.5	29/08/2015	Closed on 22/9/2016
1381349M1	Major	6.5.2	22/09/2016	Closed on 11/11/2016
1381349M2	Major	4.7.1	22/09/2016	Closed on 11/11/2016
1381349M3	Major	2.1.1	22/09/2016	Closed on 11/11/2016
1381349M4	Major	4.6.11	22/09/2016	Closed on 11/11/2016
1381349N1	Minor	6.2.3	22/09/2016	Closed on 11/08/2017
1509988-201707-M1	Major	5.3.2	11/08/2017	Closed on 10/10/2017
1509988-201707-N1	Minor	5.3.3	11/08/2017	Closed on 25/09/2018

**3.5. Stakeholders Consultation**

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



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

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

<b>List of Stakeholders Contacted</b>	
<b>Internal Stakeholders</b> Workers Representative Sprayer Manurer Harvester Mill Operator	<b>Union/Contractors/Local Communities</b> Gender committee representative Contractors Suppliers
<b>Government Departments</b> Surrounding schools Local government clinic	<b>NGO</b> Nil

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

IS #	Description
1	<p><b>Issues:</b> Contractors: They have signed on the contract agreement and understood the terms and conditions outlined in the agreement. Payment was made according to the signed agreement. They are aware of the complaint procedure if they have any issue.</p> <p><b>Management Responses:</b> The management will continue to ensure payment will be made promptly.</p> <p><b>Audit Team Findings:</b> Verified the payment vouchers found that the payment was made accordingly.</p>
2	<p><b>Issues:</b> School Representatives – They have good relationship with the management. Assistance and contribution were given whenever they requested from the management. For eg: the management has provided free transport to send the children to night tuition at the school for free.</p> <p><b>Management Responses:</b> The management will ensure that reasonable contribution will be provided to the communities whenever they requested.</p> <p><b>Audit Team Findings:</b> No other issue.</p>
3	<p><b>Issues:</b> Officer from Local Health Clinic – He informed that the management has given full corporation whenever they organized health awareness events such as pap-smear and tuberculosis. They are allowed to enter the workers’ quarters to carry out inspection whenever required.</p> <p><b>Management Responses:</b> The management will give full corporation and maintain good relationship with the authority.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
4	<p><b>Issues:</b> Supplier – He has informed that payment was made promptly once they delivered the goods and services. He has good relationship with the management and has been invited to attend stakeholder meeting.</p> <p><b>Management Responses:</b> The management will make sure the payment make promptly.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
5	<p><b>Issues:</b> Gender committee members – They informed that they are aware with the procedure to lodge complain if there is any case of sexual harassment and violence happened. So far, there was no case reported. They were treated equally without any discrimination of gender and sexuality.</p> <p><b>Management Responses:</b> The management will continue to monitor if there is any case reported.</p> <p><b>Audit Team Findings:</b> No further issue.</p>

<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that <b>Chaah Palm Oil Mill Certification Unit</b> complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of <b>Chaah Palm Oil Mill Certification Unit</b> is continued.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name:</b> Valence Shem	<b>Name:</b> Adrian Mohd Faarin Bin Mohd Fairuz
<b>Company Name:</b> BSI Services Malaysia Sdn Bhd	<b>Company Name:</b> Sime Darby Plantation Berhad.
<b>Title:</b> Lead Auditor	<b>Title:</b> SOU Chairman
<b>Signature:</b> 	<b>Signature:</b> (I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.) 
<b>Date:</b> 16/1/2019	<b>Date:</b> 22/01/2019



**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
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	<p>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.</p> <p>- Minor compliance -</p> <p>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 &amp; Continuous Improvement Plans and company policies are available.</p>	Complied
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p> <p>Requests for information and responses were maintained accordingly through the inspections book and letters in the mill and supply bases.</p> <p>Chaah POM has implemented Communication Book to record all the communication from the stakeholders. For eg: the workers have requested to cut off the rotten trees in the linesite. The management has responded and requested contractor to carry out the job on 3/8/2018.</p> <p>North Labis Estate has provided response to request from stakeholders such as the police officer has requested for weeding chemical on 26/6/2018 and the management has agreed and sent the sprayers on 12/7/2018 with photo evident sighted.</p>	Complied
<b>Criterion 1.2:</b>		
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.		



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
1.2.1 Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> - Major compliance –	SOU20 estates and mill has maintained an approved Health and Safety Policy dated January 2015 by Sime Darby Plantations Sdn Bhd, Managing Director that is displayed prominently on notice boards in English and local language Bahasa Malaysia. Safety and health plan has been established and documented in Environmental safety and Health Program.	Complied
<b>Criteria 1.3:</b> Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1 -Minor compliance	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.	Sime Darby Plantation Berhad has implemented Code of Business Conduct where the company implemented the attitude of fair, integrity and ethic during any business process. The company is strictly prohibited to have any bribery related in the business processes. The COBC has been briefed to all the workers on 10/8/2018 in North Labis Estate, 17/7/2018 in Sungai Simpang Kiri Estate and 10/8/2018 in Chaah Estate.
<b>Principle 2: Compliance with applicable laws and regulations</b>		
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.		

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available.          - Major compliance -</p>	<p>Chaah POM has obtained approval from Jabatan Tenaga Kerja Semenanjung Malaysia to deduct salary from the workers on temple and mosque fund, electricity and bus fare. Seen the permits with Serial No.: PP3/29/027/2010 dated 1/9/2010 and Serial No.: PP3/29/026/2010 dated 1/9/2010.</p> <p>Besides, Sime Darby Plantation Berhad has obtained the approval for the overtime limit to be increased to 130 hours per month. Approval letter with Ref. No. BHG. PU/9/134 JLD 9 (11) dated 27/3/2017 was sighted.</p> <p>Sungai Simpang Kiri Estate has obtained the approval from Pejabat Tenaga Kerja to make deduction on the school bus fee from the wages. Seen the approval letter with Ref. No. (2) dlm.JTK.BP/PMT/SEK.24/SR/0098 dated 4/12/2013. Besides, permit (Serial No.: PP3/29/025/2010 dated 15/8/2010) from Jabatan Tenaga Kerja Semenanjung Malaysia has been awarded to the estate for deduction of salary for mosque fund and electricity bill.</p> <p>Chaah Estate has obtained permis from Jabatan Tenaga Kerja Semenanjung Malaysia for the deduction of wages for temple fund, mosque fund and club fund. Permits with Serial No.: PP3/29/224/2011 dated 25/8/2011, PP3/29/219/2011 dated 25/8/2011 and PP3/29/222/2011 dated 25/8/2011 was sighted.</p> <p>MPOB License: 522496002000; expiry date 31/7/2019, holder: Ladang North Labis, area 1,947.73 Ha</p> <p>MPOB License: 520479102000; expiry date 30/4/2019, holder: Ladang Sungai Labis, area 1,573 Ha</p> <p>MPOB License: 543698011000; expiry date 30/9/2019, holder: Ladang Sungai Simpang Kiri, area 2,371 Ha</p> <p>Diesel Permit, ref# JH(SGT)0155/10 PSK, serial no.: J031335, approved quantity: 13,600 litre, valid until 5/3/2019, holder: Ladang Sungai Simpang Kiri <i>Perakuan Penentuan Timbangan dan Sukat</i>, # B897811, dated 22/5/2018, holder: Ladang Sungai Simpang Kiri</p> <p>MPOB License: 518848002000; expiry date 28/2/2019, holder: Ladang Cha'ah, area 2,800</p> <p>Diesel Permit, ref# JH(SGT)0123/05 PSK, serial no.: J031398, approved quantity: 16,500 litre, valid until 22/9/2019, holder: Ladang Chaah</p> <p>Sighted the compliance with legal requirement as follows:</p> <p><u>Chaah Estate</u></p> <p>i. Permit for purchasing of diesel was available for review. Refer permit no JH(SGT)0123/05/PSK for purchasing 16500L of diesel. Complied with Control of Supplies Act</p>	<p>Complied</p>
--------------	--	---	-----------------

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>1961 And Supplies Control Rules &amp; Regulations 1974</p> <ul style="list-style-type: none"> <li>ii. Permit for air compressor valid till 23/10/2018. Refer permit no MK/PMT 1885.</li> <li>iii. Estate are using Acephate to control bagworm infestation. Sighted permit to buy Acephate no JHR/2018/ACP/72(GL) dated 5/7/2018 by Department of Agriculture for purchasing of 700 KG.</li> <li>iv. MPOB License: 518940004000; expiry date 28/2/2019, holder: Kilang Kelapa Sawit Chaah</li> <li>v. Diesel Permit, ref# JH(SGT)0130/06 PSK, serial no.: J031329, approved quantity: 10,800 litre, valid until 20/2/2019, holder: Kilang Kelapa Sawit Chaah</li> <li>vi. CePSWaM/182912 – Mohd Anis Fauzan – valid 20/12/2017 to 20/12/2018</li> <li>vii. CePSWaM/171850 – Tg Ahmad – valid 11/9/2017 to 11/9/2018</li> <li>viii. CePPOME/184069 – Mohd Anis Fauzan – valid 18/4/2018 to 18/4/2019</li> </ul> <p><u>Sg. Simpang Kiri Estate</u></p> <ul style="list-style-type: none"> <li>i. Permit for air compressor valid till 19/12/2019. Refer permit no JH/PMT 27205</li> <li>ii. Permit to buy Acephate available. Refer to permit, JHR/2018/ACP/71(GL) dated 2/7/2018 and JHR/2018/ACP/82(GL) dated 24/7/2018 by Department of Agriculture for purchasing of 1000 KG per permit.</li> </ul>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>List of applicable legal and other requirements (LORR) was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>The list was last updated on 1/9/2018 (CPOM), 11/7/2018 (NLE), 6/8/2018 (SKE) and 1/7/2018 (CHE).</p>	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>The applicable legal requirements registered in the LORR. Periodically, the CU assigned its personnel to cross check the status of compliance against the LORR through various ways such as internal audit, routine inspections, etc. Whenever there is non-compliance detected, appropriate actions will be taken to address the issue.</p> <p>Mill third party compliance audit which was done twice a year and the last 2 audits were conducted on 29/5/2018 and 17/8/2017.</p>	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	A special department (PSQM) which is based in Kuala Lumpur was responsible in tracking the changes to the Acts and Regulations in their legal register by communicating with the publisher of the documents. This mechanism was outlined in its procedure. The revision of the legal register was done from time to time and shall there be any update, it would be communicated to the respective CUs. Among the newly registered legal requirements since the last assessment were: <ul style="list-style-type: none"> <li>• POM – Factory and Machinery (Exemption of Certificate of Fitness for Unfired Pressure Vessel) Order 2017.</li> <li>• SKE – Employment Insurance System (EIS) 2017 Act 2017</li> </ul>	Complied
<b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	SOU 20 was able to demonstrate its legal ownership of land by the possession of land titles. Chaah Estate has 2 land titles, North Labis Estate has 14 land titles and Simpang Kiri Estate has 5 land titles. As for the mill, it is situated in Chaah Estate and occupies about 8 Ha of Chaah Estate area. Copies of the titles were available at the respective estates for verification. The CU has a list of all its land titles which have the information about names of leasee, hectare, terms & conditions, lease period and grant numbers.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Generally, at all the visited estate, the legal boundaries were demarcated by trench. Other methods such as pegs and roads were also used. Based on site visit, the legal boundaries were found to be visibly maintained.	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 SOU 20 Chaah certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Document verified the land titles and site verification confirmed that encroachment of land reported.	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 SOU 20 Chaah certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Document verified the land titles and site verification confirmed that encroachment of land reported.	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 SOU 20 Chaah certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Document verified the land titles and site verification confirmed that encroachment of land reported.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator		Assessment Findings	Compliance																															
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in SOU 20 Chaah certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Site verification confirmed that encroachment of land reported.	Complied																															
<b>Principle 3: Commitment to long-term economic and financial viability</b>																																		
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.																																		
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	SDPSB has its online network system called Mplan. The business and management plan is documented in the Mplan in the form of annual budget. Budgets for the current year (2018) and the three years projection i.e. 2019 to 2021 were available in the system. Among the information available in the annual budget was production cost (per Ha and per mt of FFB/CPO/PK), forecasted yields (FFB, CPO & PK), financial allocation for all the operations i.e. harvesting and evacuation, replanting and field maintenance, milling.	Complied																															
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	The visited estates have prepared the replanting programme with minimum of 5 years projection. Below are the details of the programme: <table border="1" data-bbox="673 1057 1289 1391"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="3">Total planned replanting area (Ha)</th> </tr> <tr> <th>NLE</th> <th>SKE</th> <th>CHE</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>0</td> <td>106.22</td> <td>158.95</td> </tr> <tr> <td>2019</td> <td>83.10</td> <td>80.45</td> <td>102.91</td> </tr> <tr> <td>2020</td> <td>152.80</td> <td>129.23</td> <td>0</td> </tr> <tr> <td>2021</td> <td>168.27</td> <td>86.66</td> <td>167.50</td> </tr> <tr> <td>2022</td> <td>157.24</td> <td>104.14</td> <td>178.12</td> </tr> <tr> <td>2023</td> <td>177.09</td> <td>111.46</td> <td>153.16</td> </tr> </tbody> </table>	Year	Total planned replanting area (Ha)			NLE	SKE	CHE	2018/19	0	106.22	158.95	2019	83.10	80.45	102.91	2020	152.80	129.23	0	2021	168.27	86.66	167.50	2022	157.24	104.14	178.12	2023	177.09	111.46	153.16	Complied
Year	Total planned replanting area (Ha)																																	
	NLE	SKE	CHE																															
2018/19	0	106.22	158.95																															
2019	83.10	80.45	102.91																															
2020	152.80	129.23	0																															
2021	168.27	86.66	167.50																															
2022	157.24	104.14	178.12																															
2023	177.09	111.46	153.16																															
<b>Principle 4: Use of appropriate best practices by growers and millers</b>																																		
<b>Criterion 4.1:</b> Operating procedures are appropriately documented, consistently implemented and monitored.																																		

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.1</p> <p>Standard Operating Procedures (SOPs) for estates and mills are documented            - Major compliance -</p>	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs:</p> <ol style="list-style-type: none"> <li>1. Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) to includes mill SOPs. Sighted SOP for laboratory, effluent treatment plant etc.</li> <li>2. Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. Sighted the SOP for Emergency Preparedness and Response Procedure, Human Resource and HIRARC.</li> </ol> <p>SOP available for the Palm Oil Mill and the Estates. Palm Oil Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011. Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Apart from that, for supply chain, RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated February 2018 was in place.</p>	<p>Complied</p>
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place.            - Minor compliance -</p>	<p>There were various mechanisms implemented by the estates to ensure the consistent implementation of the procedures. Among the mechanisms were daily supervision of field staff, internal audit by PSQM, field visit by the Performance Monitoring Unit (PMU) and Group Corporate Assurance Department.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<p>Sime Darby has established a system to monitor the mill operation. The Mill Advisor, Quality Assurance and Sustainability Unit visited the estate on annually and quarterly basis respectively. All report are documented and available for review. Sighted the sampled visit reports as follows:</p> <ul style="list-style-type: none"> <li>i. RSPO and MSPO internal audit report for SOU 20: Chaah on 13 – 17 August 2018.</li> <li>ii. Structured Oil Recovery Assessment by Quality Assurance dated 26 – 29 March 2018. No major issue raised during the visit</li> <li>iii. Mill advisory visit report dated 3 – 4 May 2018. Refer report no SOU 20/CAM/02/17-18. The report covers on Plant and Machineries, Upkeep and Cleanliness, Product Quality, Cost Control and Compliance to Law and regulations. No Major issue raised during the visit.</li> </ul> <p>Records of monitoring from the mechanisms mentioned in 4.1.2 were maintained by the management as reference to any necessary action to be taken. Among the reports verified were PSQM Internal Audit Report (dated 13-17/8/2018), Performance Monitoring Visit Report (dated 9/7/2018 and GCAD Assessment Report (dated 27/3/2018).</p>	Complied
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	There was no third party sourced FFB received by the mill.	Complied
<p><b>Criterion 4.2:</b>  Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
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 -	Agriculture Reference Manual (ARM) Section 8 covers the procedure for fertiliser application for both immature and mature. The procedure gives the guideline type of fertilisers to be used, timing to apply, dosage and placement. Whereas Safe Operating Procedure for manuring mention about tools to be used for this operation.	Complied
4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	Inputs of fertilisers were recorded in store issue notes and manuring record book, which have the information about type of fertiliser, quantity (bags and kg), dates of application and field number. The figures were also tallied with the input data of SAP system.	Complied
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Evidence of periodic tissue and soil sampling to monitor the changes in nutrient status was available and presented in Soil Analysis Report by the Sime Darby's Agronomy Department. The results of the analysis were used by the agronomist for their recommendation for fertilisers applications programme. For e.g. at Simpang Kiri Estate, leaf sampling analysis was last done in Oct 2017 (ref.: agronomist report dated 13/9/2018). Soil sampling and analysis was last done 21/6/2018 ref.: Soil analysis test report (S45/2018).	Complied



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance	
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application is done as part of nutrient recycling strategy and recorded regularly. All EFB were sourced from Chaah POM. The best practice of EFB application is described in the ARM. Records were available for verification. Based on the records, it was noted that the rate per hectare is 40 mt/Ha.	Complied
<b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil series map available for both visited estates. There are no peat soil or soil categorised as problematic or fragile at all the visited estates. For e.g. at Simpang Kiri Estate, the major soil series were Setol (62.43%), Gajah Mati (17.16%) and Bungor (14.63%).	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 -	Ref.: ARM Section 4, Land Preparation, Clause 8.4 which reads "Areas with greater than 25 degree slope should not be planted and best left for biodiversity purposes...". The area which has more than 25 degree will be excluded from being replanted in future. This was evident through site visit at North Labis Estate where an area of 57 Ha (cross refer to 5.2.3) with more than 25 degree had been abandoned and kept as a conserved area. For hilly area between 9 - 25 degree, ARM is referred to as a management strategy to minimise soil erosion which mainly by construction of terrace.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road maintenance program for FY 2018 was available for all the visited estates. Among the activities for the road maintenance are roadside pruning, grading and resurfacing, roadside pit (to divert flow of water). Based on expenditure report, the progress to-date is in-line with the programme.	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 -	No peat soil at the visited estates.	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 -	No peat soil at the visited estates.	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 -	No fragile or problem soil at the visited estates.	Complied
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	The water management plan for both mill and estate were established based on Sime Darby Plantation's Sustainable Plantation Management System Ver. 2 1/6/2016 Appendix 7; SOP for taking water samples from streams/rivers; especially for monitoring as well as other requirement by respective operating units.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator		Assessment Findings	Compliance												
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	<p>Management of riparian zone is guided by River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). The widths of the buffer zones are guided by the following measurements:</p> <table border="1"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 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>&lt; 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/ivers, version 1, year 2008, issue no. 1, dated 1/11/2008.</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	Complied
River width	Buffer zone														
> 40 meters	50 meters														
20 to 40 meters	40 meters														
10 to 20 meters	20 meters														
5 to 10 meters	10 meters														
< 5 meters	5 meters														
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	The mill applies the biological system with multiple ponds in series for its treatment of effluent. The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. Last 12 months results were verified where highest BOD=1,040 ppm while lowest was 50 ppm. The results complied with the regulated requirement i.e. 5,000 ppm.	Complied												
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Mill has maintained monitoring of water usage for processing FFB which recorded every month. Water for processing is obtained from nearby stream [ref.: <i>Lesen Melencong atau Mengabstrak Air Sungai</i> (License No.: 08/A/BP/035), expired 31/12/2018] and collected into a pond. An average of 1.17 m <sup>3</sup> water is used to process per mt of FFB recorded from Jan to Aug 2018.	Complied												
<p><b>Criterion 4.5:</b>  Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>															

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

<p>4.5.1</p>	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -</p>	<p><u>North Labis Estate</u></p> <p>IPM plan has been established as per Agricultural References Manual ver. 3 issued on 1/7/2011. Rat baiting application and Barn owl Census conducted at 6 month interval (Feb and Aug 2018). Sighted the implementation of IPM plan as follows.</p> <ul style="list-style-type: none"> <li>i. Barn owl plan has been divided into 3 phase. The estate currently at the 3<sup>rd</sup> phase with barn owl box ratio at 1:10 ha. Barn owl census record was observed for the month of Jan and June 2018. The occupancy rate was at 58.76% and 45.74% respectively.</li> <li>ii. Planting of beneficial plant is currently in progress as observed at P16 during site visit. Observed the programme and record of planting of beneficial plant for the month of July and August 2018.</li> </ul> <p><u>Sg. Simpang Kiri</u></p> <p>The estate has established IPM management plan and document was available for review. In the plan identified issues of concern, mitigation plan and time frame. Sampled for the management and implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Bagworm infestation – To increase planting bed of beneficial plant. Sighted the records of beneficial plant planting completed for field 2003, 2004, 2006 and 2006A. Map for the beneficial plant bed was available for review.</li> <li>ii. Rat baiting – To increase the number of barn owl box. Sighted the barn owl box repair and census program. The repair program has been completed in field 2003, 2004 and 2004A. Latest census result done in Feb 2018 shows the occupancy rate at 63% with barn owl box ratio at 1: 11 ha.</li> </ul> <p><u>Chaah estate</u></p> <p>Estate has established the IPM management program and documented in Accelerating Excellence Performance and Transformation Plan FY 2018/19. In the plan identified the issue of concern and mitigation plan as follows:</p> <ul style="list-style-type: none"> <li>i. Rat baiting station – application at 4<sup>th</sup> palm per row</li> <li>ii. Euphorbia Haterophylla – planting beneficial plant and focusing at bagworm infestation area.</li> </ul> <p>Monitoring of IPM management plan was done on weekly basis. Additionally, IPM programme was established. Sighted the implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Barn owl census was conducted on Jul and Aug 2018. 65.83% occupancy was recorded during the census</li> <li>ii. Planting of beneficial plant was in progress as observed along the side road of P 2000</li> </ul>	<p>Complied</p>
--------------	--	---	-----------------

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.2 Training of those involved in IPM implementation shall be demonstrated.                      - Minor compliance -</p>	<p>The estate visited has established training program for IPM implementation documented in training program. The training records available for review.</p> <p><u>North Labis Estate</u></p> <p>Sighted training records for Commercial evaluation of bulldoze adjuvant in combine with Cyphermetrin to prolong the control of Rhinoceros Beetle in immature palm conducted on 10/4/2018.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Sighted the training records for IPM implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Bagworm treatment and PPE awareness dated 22/8/2018</li> <li>ii. Planting of beneficial plant training dated 5/7/2018</li> <li>iii. Benefit of Barn owl Box training dated 26/7/2018</li> </ul> <p><u>Chaah Estate</u></p> <p>Observed training records for workers involved in IPM implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Rat baiting method training dated 11/7/2018</li> <li>ii. Bagworm injector training dated 20/2/2018</li> <li>iii. IPM – Planting of Beneficial Plant dated 16/8/2018</li> </ul>	<p>Complied</p>

<p><b>Criterion 4.6:</b>                      Pesticides are used in ways that do not endanger health or the environment</p>
--

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance																																									
<p>4.6.1</p> <p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample)</p> <p>- General weeds : Glyphosate            Pennisetum polystachion : Metsulfuron Methyl            - Stenochlaena palustris : Sodium chlorate</p> <p>Mature planting</p> <p>- Grass weed and Asystasia : glyphosate &amp; 2,4-D amine</p> <p>The selection is also evaluated by the agronomist during his visit to the estate</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Estate has established the justification of pesticides used and documented Pesticides Usage For Pest Control FY 2018/19. The justification was made base on the recommendation in Agricultural Reference Manual (ARM). Sampled of pesticides usage as follows:</p> <p>Treatment: Trunk Injection Bagworm and Nettle (Mature)</p> <p>Species of Pest: Bagworms</p> <p>Chemical: Acephate 75%</p> <p>Dosage: 1500g / 10L water</p>	<p>Complied</p>																																									
<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Estates visited monitored the usage of pesticides monthly and recorded in Pesticides usage/ha. Observed the pesticides usage records FY 2017/18 as follows:</p> <table border="1" data-bbox="662 1245 1289 1928"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">Pesticides Usage/Ha</th> </tr> <tr> <th>North Estate</th> <th>Chaah Estate</th> </tr> </thead> <tbody> <tr> <td>Jul 17</td> <td>0.901</td> <td>1.342</td> </tr> <tr> <td>Aug 17</td> <td>0.238</td> <td>0.229</td> </tr> <tr> <td>Sep 17</td> <td>0.023</td> <td>1.422</td> </tr> <tr> <td>Oct 17</td> <td>0.029</td> <td>0.838</td> </tr> <tr> <td>Nov 17</td> <td>0.012</td> <td>0.479</td> </tr> <tr> <td>Dec 17</td> <td>0.023</td> <td>0.844</td> </tr> <tr> <td>Jan 18</td> <td>0.021</td> <td>0.783</td> </tr> <tr> <td>Feb 18</td> <td>0.016</td> <td>1.174</td> </tr> <tr> <td>Mac 18</td> <td>2.897</td> <td>0.433</td> </tr> <tr> <td>Apr 18</td> <td>1.316</td> <td>0.842</td> </tr> <tr> <td>May 18</td> <td>2.16</td> <td>0.999</td> </tr> <tr> <td>Jun 18</td> <td>1.514</td> <td>1.092</td> </tr> </tbody> </table> <p>SOU 20 has established management plan to reduce the usage of chemicals and documented in GHG Reduction Plan.</p>	Month	Pesticides Usage/Ha		North Estate	Chaah Estate	Jul 17	0.901	1.342	Aug 17	0.238	0.229	Sep 17	0.023	1.422	Oct 17	0.029	0.838	Nov 17	0.012	0.479	Dec 17	0.023	0.844	Jan 18	0.021	0.783	Feb 18	0.016	1.174	Mac 18	2.897	0.433	Apr 18	1.316	0.842	May 18	2.16	0.999	Jun 18	1.514	1.092	<p>Complied</p>
Month	Pesticides Usage/Ha																																										
	North Estate	Chaah Estate																																									
Jul 17	0.901	1.342																																									
Aug 17	0.238	0.229																																									
Sep 17	0.023	1.422																																									
Oct 17	0.029	0.838																																									
Nov 17	0.012	0.479																																									
Dec 17	0.023	0.844																																									
Jan 18	0.021	0.783																																									
Feb 18	0.016	1.174																																									
Mac 18	2.897	0.433																																									
Apr 18	1.316	0.842																																									
May 18	2.16	0.999																																									
Jun 18	1.514	1.092																																									

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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 -	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 -	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>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 -</p>	<p><u>North Labis Estate</u></p> <p>Pesticides operators have been given training on the safety handling and application of pesticides. The training have been provided by Asst. Manager and suppliers of Spraying Equipment/Pesticides who are knowledgeable on pesticides handling and application. Records of training are available for review.</p> <ul style="list-style-type: none"> <li>i. Pest and disease spraying method and chemical calibration dated 10/4/2018</li> <li>ii. Buffer zone awareness training for sprayers dated 19/7/2018</li> <li>iii. PPE awareness and spraying training dated 21/9/2018</li> </ul> <p><u>Sq. Simpang Kiri Estate</u></p> <p>Pesticides operators and store clerk have been given training on the safety handling and application of pesticides. The training have been provided by Asst. Manager, Plantation Executives and suppliers of Spraying Equipment who are knowledgeable on pesticides handling and application. Records of training are available for review.</p> <ul style="list-style-type: none"> <li>i. Bagworm treatment and PPE awareness training dated 22/8/2018</li> <li>ii. Circle spraying technique dated 25/8/2018</li> <li>iii. Scheduled waste and chemical handling for store keeper dated 18/9/2018</li> </ul> <p><u>Chaah Estate</u></p> <p>Sighted training records for pesticides operators as follows:</p> <ul style="list-style-type: none"> <li>i. Bagworm injector training dated 20/2/2018</li> <li>ii. Rat baiting training dated 16/8/2018</li> <li>iii. Inter 16 pump (equipment) training dated 16/5/2018</li> <li>iv. SOP for manuring and menthod of application dated 12/7/2018</li> </ul>	<p>Complied</p>
<p>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 -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974. All pesticides is kept in designated storage and securely locked. The balance of solution are kept under lock and key and comply with regulation.</p>	<p>Complied</p>
<p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.                      - Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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 -	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 -	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 -	Complied
4.6.11	SOU 20 has appointed competent OSH doctor to conduct the medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Complied



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	<u>North Labis Estate</u> No women workers involve in pesticides application. The estate has circulated a memo for on 'No work with pesticide for confirmed pregnant woman and breast-feeding women" dated 13/8/2018 signed by the Manager.  <u>Sg. Simpan Kiri Estate</u> The estate has circulated a memo for on 'No work with pesticide for confirmed pregnant woman and breast-feeding women" dated 24/7/2018 signed by the Manager.	Complied
<b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.                      - Major compliance -</p>	<p>SOU20 estates and mill has maintained an approved Health and Safety Policy dated January 2015 by Sime Darby Plantations Berhad, Managing Director that is displayed prominently on notice boards in English and local language Bahasa Malaysia.</p> <p><u>KKS Chaah</u></p> <p>Safety and health plan has been established and documented in Environmental safety and Health Program: KKS Chaah FY Jul – Dec 2018. The plan covers safety and health in all activities i.e EHS Risk Management, Emergency Preparedness and Response, Chemical Safety Management, Air Emission Management, Health and Hygiene Monitoring Programme and etc. Sighted the implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Noise boundary monitoring was conducted 12/7/2018. Result shows the noise</li> </ul> <p><u>North Labis Estate</u></p> <p>Safety and health plan has been established and documented in Occupational Safety and Health Management Plan FY 2018/19 reviewed on 30/6/2018. The management covers on OSH committee meeting schedule, work safety unit inspection, health and hygiene inspection, training, and ERP.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Safety and health plan has been established and documented in Environmental safety and Health Program: KKS Chaah FY Jul – Dec 2018. The plan covers safety and health in all issues such as Risk Identification, Evaluation and Control, Education and awareness, Risk specific program, ERP and Report and Monitoring.</p> <p><u>Chaah Estate</u></p> <p>Estate has established safety and health plan and documented in Environmental Safety and Health program FY 2018/19. The management plan covers safety and health risk management, incident reporting, ERP, chemical safety management, vehicle safety management, inspection, Health and Hygiene Monitoring Programme and awareness and competency training. Sighted the implementation as follows:</p> <ul style="list-style-type: none"> <li>i. Sprayers was send for medical screening on monthly basis conducted by the Medical Assistant. Sighted the record for medical screening for month of July, August and September 2018.</li> <li>ii. PPE inspection was conducted quarterly during Workplace inspection.</li> </ul>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.                      - Major compliance -</p>	<p><u>KKS Chaah</u></p> <p>Issue on health and safety has been assessed and documented in HIRARC report. The assessment was done base on risk assessment criteria. The HIRARC covers all mill main processing and support operation i.e boiler station, fruit handling, steriliser station, threshing station, pressing station, product storage, ETP operation, workshop maintenance, diesel tank, office compound, store and etc. Sighted the latest review on boiler station dated 1/7/2018.</p> <p><u>North Labis Estate</u></p> <p>Assessment on safety and health issue has been established based on risk assessment criteria and documented in HIRARC report. The report covers assessment on major operation and support activities include harvesting, pruning and sanitation, spraying, supervision, office operation and etc. Sighted the latest review on harvesting dated 25/8/2018 for cutting frond below ripe bunches as revision of Harvesting operation module.</p> <p><u>Sg. Simpang Kiri Estate</u></p> <p>Assessment on safety and health issue has been established and documented in HIRARC report. Latest review was conducted 25/9/2018 during Management Review Meeting. Document has been updated by including biological hazard in the hazard matrix and additional control measures in Transporting Workers department.</p> <p><u>Chaah Estate</u></p> <p>HIRARC report has been established and document is available for review. The latest review was conducted on 3/9/2018 during HIRARC review meeting. Document has been updated for additional control measures in pruning activity.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>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 compliance -</p>	<p><u>KKS Chaah</u>                      All workers involved in operation has been provided with adequate training in safe working practice as per program in the training plan. Sighted the training record as follows:</p> <ul style="list-style-type: none"> <li>i. Briefing on mobile phone policy at workplace dated 3/6/2018</li> <li>ii. Training on Lock Out, Take Out (LOTO) for staff dated 12/9/2018</li> <li>iii. Working at height for workers and staff dated 22/9/2018</li> <li>iv. Lab refresher training dated 20-20/5/2018</li> </ul> <p><u>North Labis Estate</u></p> <ul style="list-style-type: none"> <li>i. Spraying method, calibration and new equipment dated 16/7/2018</li> <li>ii. Function of OSH Committee date 20/9/2018</li> <li>iii. SOP on Mechanical Buffalo handling training dated 25/7/2018</li> <li>iv. Competency training for first aid and basic CPR dated 26/2/2018</li> </ul> <p><u>Sg. Simpang Kiri Estate</u></p> <ul style="list-style-type: none"> <li>i. Harvesting technique training date 18/7/2018</li> <li>ii. Bagworm treatment and PPE awareness dated 22/8/2018</li> <li>iii. Toolbox briefing on safety on tractor and trailer dated 19/9/2018</li> </ul>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.                      - Major compliance -</p>	<p><u>KKS Chaah</u></p> <p>Chaah POM has appointed Assistant Manager as responsible person for safety and health as per job description. The Mill Asst in Charge has been appointed as OSH committee chairman.</p> <p>All safety, health and welfare issue been discussed during OSH committee meeting such as accident report, workstation inspection report, safety and first aid unit report and firefighting unit report. The meeting was conducted on quarterly basis. Sighted the minutes meeting for OSH committee for FY 2018:</p> <ul style="list-style-type: none"> <li>i. 1<sup>st</sup> quarter: 25/1/2018</li> <li>ii. 2<sup>nd</sup> quarter: 13/4/2018</li> <li>iii. 3<sup>rd</sup> quarter: 13/7/2018</li> </ul> <p><u>North Labis Estate</u></p> <p>All safety, health and welfare issue been discussed during OSH committee meeting such as accident report, workstation inspection report, safety and first aid unit report and firefighting unit report. The meeting was conducted on quarterly basis. Sighted the minutes meeting for OSH committee for FY 2018:</p> <ul style="list-style-type: none"> <li>i. 1<sup>st</sup> quarter: 26/12/2017</li> <li>ii. 2<sup>nd</sup> quarter: 31/3/2018</li> <li>iii. 3<sup>rd</sup> quarter: 29/6/2018</li> </ul> <p><u>Sg.Simpang Kiri Estate</u></p> <p>All safety, health and welfare issue been discussed during OSH committee meeting such as accident report, workstation inspection report, safety and first aid unit report and firefighting unit report. The meeting was conducted on quarterly basis. Sighted the minutes meeting for OSH committee for FY 2018:</p> <ul style="list-style-type: none"> <li>i. 1<sup>st</sup> quarter: 12/1/2018</li> <li>ii. 2<sup>nd</sup> quarter: 13/4/2018</li> <li>iii. 3<sup>rd</sup> quarter: 24/7/2018</li> </ul>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.                      - Minor compliance -</p>	<p>Emergency Response Procedure has been established and documented in Mill Quality Management Manual v.1 2008/MQMS/QMM/08 in sub-section 5.5, appendix 5.5.3.3. The emergency procedures has been communicated to the workers through training and briefing. Additionally, the procedure has been displayed on the notice board in local language, Bahasa Malaysia.</p> <p>First aid training has been provided to selected workers involve in operation and other station. Sighted the training records for first aid training dated 11/7/2018 done by hospital assistant conducted centrally at Chaah Estate. First aid kit was available at several station at the mill and has been mapped in the ERP/First aid box location. During the interview with Person Responsible for the first aid kit shows the understanding and competency of first aider.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance																											
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.                      - 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 June, July and Aug 2018.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance. Sighted the Approval slip for workmen compensation scheme:</p> <p><u>KKS Chaah</u></p> <table border="1" data-bbox="660 757 1289 954"> <thead> <tr> <th>Insurance</th> <th>Policy</th> <th>Coverage Period</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance Berhad</td> <td>MW 247945</td> <td>29/8/2018 – 28/8/2019</td> </tr> <tr> <td></td> <td>MW 240435</td> <td>6/8/2018 – 5/8/2019</td> </tr> </tbody> </table> <p><u>Sg. Simpang Kiri Estate</u></p> <table border="1" data-bbox="660 1043 1289 1267"> <thead> <tr> <th>Insurance</th> <th>Policy</th> <th>Coverage Period</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance Berhad</td> <td>MW 257050</td> <td>18/9/2018 – 17/9/2018</td> </tr> <tr> <td></td> <td>MW 257055</td> <td>11/9/2018 – 10/9/2018</td> </tr> </tbody> </table> <p><u>Chaah Estate</u></p> <table border="1" data-bbox="660 1357 1289 1554"> <thead> <tr> <th>Insurance</th> <th>Policy</th> <th>Coverage Period</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance Berhad</td> <td>FW 228097</td> <td>7/5/2018 – 6/5/2018</td> </tr> <tr> <td></td> <td>FW 230474</td> <td>7/6/2018 – 6/6/2019</td> </tr> </tbody> </table>	Insurance	Policy	Coverage Period	RHB Insurance Berhad	MW 247945	29/8/2018 – 28/8/2019		MW 240435	6/8/2018 – 5/8/2019	Insurance	Policy	Coverage Period	RHB Insurance Berhad	MW 257050	18/9/2018 – 17/9/2018		MW 257055	11/9/2018 – 10/9/2018	Insurance	Policy	Coverage Period	RHB Insurance Berhad	FW 228097	7/5/2018 – 6/5/2018		FW 230474	7/6/2018 – 6/6/2019	<p>Complied</p>
Insurance	Policy	Coverage Period																											
RHB Insurance Berhad	MW 247945	29/8/2018 – 28/8/2019																											
	MW 240435	6/8/2018 – 5/8/2019																											
Insurance	Policy	Coverage Period																											
RHB Insurance Berhad	MW 257050	18/9/2018 – 17/9/2018																											
	MW 257055	11/9/2018 – 10/9/2018																											
Insurance	Policy	Coverage Period																											
RHB Insurance Berhad	FW 228097	7/5/2018 – 6/5/2018																											
	FW 230474	7/6/2018 – 6/6/2019																											
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics                      - Minor compliance -</p>	<p><u>KKS Chaah</u></p> <p>Lost Time Accident (LTA) metrics was recoded base on form JKPP 6, 7 and 8. Sampled statistic observed as follows:</p> <table border="1" data-bbox="660 1675 1310 1890"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Chaah POM</th> <th colspan="2">North Labis Estate</th> <th colspan="2">Chaah Estate</th> </tr> <tr> <th>Cases</th> <th>LTA</th> <th>Cases</th> <th>LTA</th> <th>Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>3</td> <td>54</td> <td>22</td> <td>149</td> <td>4</td> <td>11</td> </tr> <tr> <td>2016</td> <td>3</td> <td>8</td> <td>10</td> <td>143</td> <td>5</td> <td>11</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p>		Chaah POM		North Labis Estate		Chaah Estate		Cases	LTA	Cases	LTA	Cases	LTA	2017	3	54	22	149	4	11	2016	3	8	10	143	5	11	<p>Complied</p>
	Chaah POM		North Labis Estate		Chaah Estate																								
	Cases	LTA	Cases	LTA	Cases	LTA																							
2017	3	54	22	149	4	11																							
2016	3	8	10	143	5	11																							
<p><b>Criterion 4.8:</b>                      All staff, workers, smallholders and contract workers are appropriately trained.</p>																													

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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 -	<u>KKS Chaah</u> Training need assessment has been conducted and documented in Training Requirement for Operating Unit SOU 20: Chaah POM. Sighted the assessment for FY Jul – Dec 2018. The assessment was done base on employee designation. Base on the assessment done training plan has been established and documented. Sighted the training plan FY Jul – Dec 2018. The training plan covers all safety and health, environmental, Operation SOP and RSPO Principles and Criteria. Same document was sighted in North Labis Estate, Sg. Simpang Kiri Estate and Chaah Estate.	Complied
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	All training conducted base on the training plan established. Training was given by Plantation Executives i.e Asst. Manager, Agronomist or Supplier for spraying equipment or pesticides. Training was conducted centrally for SOU 20 and by individual operating unit. The implementation of training plan for FY July – Dec 2018 is still in progress. Sighted the training records as follows: <u>KKS Chaah</u> <ol style="list-style-type: none"> <li>i. Working in confined space training dated 7/9/2018</li> <li>ii. Lock out, take out training dated 22/9/2018</li> <li>iii. Accident classification records dated 12/9/2018</li> <li>iv. First aid and CPR training dated 11/7/2018</li> <li>v. ERP on chemical spillage dated</li> </ol> <u>North Labis Estate</u> <ol style="list-style-type: none"> <li>i. ERP: Fire fighting training dated 22/5/2018</li> <li>ii. PPE awareness and spraying technique dated 21/9/2018</li> <li>iii. Recycle waste awareness dated 13/9/2018</li> <li>iv. SOP for handling Mechanical Buffalo training dated 25/7/2018</li> <li>v. Spraying for Pest and disease and chemical calibration training dated 10/4/2018</li> </ol> <u>Chaah Estate</u> <ol style="list-style-type: none"> <li>i. Safety handling and daily maintenance for tractor driver dated 12/9/2018</li> <li>ii. HCV, Bufferzone and COBC training dated 9/8/2018</li> <li>iii. Waste management plan – recycling of waste and no open burning awareness dated 13/8/2018</li> </ol>	Complied

**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

**Criterion 5.1:**

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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:  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.  POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. Among the activities covered in the assessment were replanting, road, dispensary, FFB transport, weeding and spraying, harvesting and collection, pest and disease, petrol/diesel storage, schedule waste store, store and workshop. Significant environmental impact is based on the rating of impacts and related legal reference. Environmental management plan will be developed based on the identified significant aspect.	Complied
5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	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.	Complied
5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	An Environmental Pollution Prevention Plan for 2018 were made available by both mill and estates. The plans have the information about environmental issue, improvement plan, location, PIC and time frame. This environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year to reflect the results of monitoring operational changes that may have positive and negative environmental impacts.	Complied
<b>Criterion 5.2:</b> The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.		



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	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 -	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 -	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 -	Complied

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

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	The waste products and sources of pollution were documented in Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008. In POM, 3 types of waste were identified – <ul style="list-style-type: none"> <li>Scheduled waste,</li> <li>Domestic waste and</li> <li>Industrial waste. These categories include: effluent, fibre/shell, EFB, decanter solid, boiler ash and etc.</li> </ul> In estate, similar waste identification were sighted. Waste identification cover all types of waste generated from the different station from the estate.	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p><u>Mill</u> Spent chemicals (SW322, SW305) and chemical containers disposed as scheduled wastes through authorised vendors. Consignment notes from eswis were available for verification e.g. consignment no. 2018072112ZY0LR8 (0.559 mt of spent reagent and IPA), 201807211101QXAH (0.827 mt of spent oil) and 2018071218CBSP4G (0.47 mt of empty spent reagent containers).</p> <p><u>Estates</u> Empty chemical containers were disposed through a collector after the triple reince procedure has been undergone. Delivery receipts were available for verification. Whereas the spent oil (SW305) was disposed through authorised vendors.</p> <p>Consignment notes were available for verification, for e.g. #16268 dated 6/6/2018 at Simpang Kiri Estate.</p>	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Waste management plan for 2018 was made available at all visited operating units. Based on the established plan, scheduled waste is 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 licensed collector. The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers were triple rinsed and punctured to avoid any misuse. For domestic waste, the estates have selected areas in the estates which were located far from residential area and waterways to be the place for domestic wastes landfill. Based on site visit, the landfill area were found to be well managed.	Complied
<b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. Other effort to improve the consumption of non-renewable energy were regular maintenance of vehicles and machinery and continuously educate the operators/drivers in best practice.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhere to the policy of "Zero open burning" for any replanting, if any, in the estates. Based on visit at block 99, Chaah, palms were felled, chipped and windrowed. No trace of open burning observed.	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 -	Not applicable as no fire was used in preparing land for replanting.	Complied
<b>Criterion 5.6:</b> 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. Among the gaseous emissions sources identified were smoke from boiler operation, methane from effluent treatment plant and emission from fossil fuel engines to name a few.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	A 5 years plan for GHG reduction [phase I, 20 mills (Malaysia)] was sighted. Programme such as feed in tariff (FIT), flaring, CNG, CaP, Co-gen was included in the plan. The Carbon Emission Reduction Strategy is the overall implementation plan that cuts across SDP's value chain-upstream, downstream and other related business. The group target is to reduce emission by 40% at 2021.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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 -	<p>RSPO GHG calculator was used to calculate the GHG emission of the certification unit. The report had been submitted to RSPO in April 2018 for 2017 performance.</p> <p>Verification of data through inspection of various records such as store issuance records and SAP system showed that the input data was authentic and verifiable.</p> <p>The mill has also conducted its emission monitoring through complying its DOE's compliance schedule (<i>Jadual Pematuhan</i>) and reports were well maintained for verification. Among the reports verified were:</p> <ul style="list-style-type: none"> <li>• Ambient air quarterly monitoring were conducted quarterly as per Compliance Schedule requirements. Verified report PAC-AA-180709 (4-5/6/2018), PAC-AA-180313 (26-27/3/2018), PAC-AA-171123 (29-30/11/2017) and ETD/SDPSB/2017/05/16055 (31/5'1/6/2017).</li> <li>• Stack sampling were conducted twice a year as per Compliance Schedule requirement. Verified report PAC-AE-180513 (29/5/2018) and AIR/1712/001C (14/12/2017) both for chimney no. 4. Chimney No. 3 is planned not to used anymore.</li> <li>• Currently ambient air monitoring and stack sampling are conducted by PAC Testing &amp; Consulting (SAMM 606).</li> </ul>	Complied
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b>		
<b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social & Environment Projects Unit, PSQM Department has carried out Social Impact Assessment for whole SOU 20 Chaah region on 6-9/4/2015 which included Chaah POM, Chaah Estate, North Labis Estate and Sungai Simpang Kiri Estate. The techniques for the assessment were field observation, interview and documentation review. The assessment has involved the affected stakeholders such as government authorities and internal workers. The findings raised during the assessment were recorded in the report.	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment has carried out with the participation of affected stakeholders such as government authorities and internal workers. Seen the attendance list that attached in the assessment report.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.3</p> <p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>Management plan on Social Impact Assessment was developed with issues reported during meetings. The management plan has included the person in charge with completion date and status. Sampled of issues as below:</p> <ul style="list-style-type: none"> <li>a. Key finding: There were 2 units of street light at housing complex that not working and caused that area too dark at night. Action Plan: Chargeman will look up for the damage units and immediately replace with spare unit. Status: Seen in the Daily Plant Maintenance Elec Book found that the 2 units of street light were repaired on 28/4/2018.</li> <li>b. Key finding: At North Labis Division found that fire extinguisher at housing area was expired and no training on how to use the fire extinguisher. Action Plan: Medical Assistant to check and update the fire extinguisher and training to be conducted. Status: The training on how to use the fire extinguisher was completed on 22/5/2018 and seen the photo evident and attendance list. Besides, MA has monitored on the expiry date of fire extinguisher by using List of Fire Extinguisher in both divisions. The last monitor was done on 18/8/2018.</li> <li>c. Key finding: Villager requested to include them in discussion regarding bund project at estate border. Action Plan: To organize stakeholder meeting to update the villagers on the bund project progress and join venture inspection at the Sungai Simpang Kiri river to identify root cause water stagnant in the smallholder's field and take the necessary action. Stakeholders has issued application to JPS for carry out river cleaning.</li> <li>d. Status: Stakeholder meeting was carried out on 5/9/2018 where progress has been updated. The estate management has open tender invitation for desilting at Sungai Simpang Kiri river on 2/4/2018. Currently, it is still waiting for contractor to tender. Seen the letter of invitation to 3 contractors.</li> </ul>	<p>Complied</p>
<p>6.1.4</p> <p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance -</p>	<p>The management plan was reviewed once a year and the last review was conducted on 2/4/2018 in Chaah POM, 18/9/2018 in North Labis Estate, 5/9/2018 in Sungai Simpang Kiri Estate and 25/8/2018 in Chaah Estate.</p>	<p>Complied</p>
<p>6.1.5</p> <p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>There was no scheme smallholders involved in the certification unit.</p>	<p>Not applicable</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Sime Darby Plantation Berhad has implemented Procedure for External Communication (Sub-section 5.5, Appendix 5.5.3.2, ver. 1 dated 1/11/2008) where the purpose of the procedure is to put in place a system to effectively communicate with external interested parties on matters pertaining to QSHE performance of the estate. Time frame for dealing and provide feedback to the external communication was within two weeks of the date of receipt for communication that require direct feedback and within one week of the completion of investigation for communication that required investigation.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Assistant Mill Manager has been appointed as social officer to handle any social issues reported in the mill. Seen the appointment letter dated 1/7/2018.  Manager of North Labis Estate has appointed the Assistant Manager to act as the social officer to handle issue related to social in the estate and appointment letter dated 3/7/2018 was sighted.  Assistant Manager of Sungai Simpang Kiri Estate has been appointed by the Manager to take up the role as social officer in the estate with appointment letter dared 1/1/2018 was sighted.  Assistant Manager of Chaah Estate has been appointed as Social Officer and appointment letter dated 1/7/2018 was sighted.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.2.3</p> <p>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.</p> <p>- Minor compliance -</p>	<p>Stakeholder list was developed where stakeholders such as contractors, suppliers, local communities, government authorities and NGO in the list.</p> <p>Stakeholder meeting was organized once a year and the last meeting was conducted on 5/9/2018 with the participation of stakeholders such as local communities, government authorities, smallholder and contractor in Chaah POM and Chaah Estate. Meeting minutes was sighted and issues reported were recorded. Action plan was developed in the meeting minutes.</p> <p>North Labis Estate has organized two stakeholder meetings since last audit. One of the stakeholder meeting was involved the cattle’s owners only and carried out on 28/12/2017. There was no issue reported by the owners. The other stakeholder meeting was conducted on 29/9/2017 which involved contractors and suppliers, school’s representatives and smallholders. Meeting minutes was sighted.</p> <p>Stakeholder meeting was carried out on 5/9/2018 in Sungai Simpang Kiri Estate with participation of smallholders and cattle’s owners. Meeting minutes was sighted and issue was reported. The management has updated on the status of issue raised during social impact assessment.</p> <p>Chaah POM has implemented External Communication Logbook to record request from external stakeholders. The requests were such as condition of road to mill was unsatisfactory and cattle was found in the estate. Action taken and status of the actions have been recorded in the logbook.</p>	<p>Complied</p>
<p><b>Criterion 6.3:</b>            There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p> <p>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.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed and implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.</p>	<p>Complied</p>



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.                      - Major compliance –</p>	<p>Chaah POM has implemented Complaint Form/ Repair for workers for the workers to record any defects in the quarters. Sampled of complaints and evidences were sighted as below:</p> <ul style="list-style-type: none"> <li>a. House No.: 23 dated 20/8/2018                              Issue: No dustbin in the house.                              Action: The management has issued the dustbin to the workers on 3/9/2018 by verified through the Dust Bin Record. The worker has acknowledged on the complaint form once the issue has been resolved.</li> </ul> <p>North Labis Estate has implemented Defect of Workers' Housing Complex Logbook to record all the housing complains from the workers. Sampled of the complaints and evidences were as below:</p> <ul style="list-style-type: none"> <li>a. House No.: Medical Assistant dated 12/7/2018                              Issue: Door grill was broken.                              Action: Welding was carried out on 16/7/2018 and verified through interviewed with MA found that action has been taken.</li> </ul> <p>Complaint form for housing defects was implemented in Sungai Simpang Kiri Estate for the workers to report if there is any defect in the house. Sampled of the complaint as below:</p> <ul style="list-style-type: none"> <li>a. House No.: 16/9 dated 6/9/2018                              Issue: 5 pieces of window, pipe in the sink and room's door were broken.                              Action: Repair works have been carried out through verified the Bin Card and acknowledgement has been sighted by the complainant after action taken.</li> </ul>	<p>Complied</p>
<p><b>Criterion 6.4:</b>                      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>Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 and issue date: 1/11/2008. The procedure has detailing the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	<p>Complied</p>



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	SOP as per indicator 6.4.1.  Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundaries.  Complied
<b>Criterion 6.5:</b> 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 -	Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. The payslip has included basic pay, allowances, working days, deduction of salary such as Union, electricity, temple and mosque fund. Payslip for October 2017, November 2017, March 2018 and July 2018 was sampled based on the crop summary as below: <ul style="list-style-type: none"> <li>a. Employee No.: 14626 (CPOM)</li> <li>b. Employee No.: 74793 (CPOM)</li> <li>c. Employee No.: 137039 (CPOM)</li> <li>d. Employee No.: 128457 (CPOM)</li> <li>e. Employee No.: 116096 (CPOM)</li> <li>f. Employee No.: 61034 (NLE)</li> <li>g. Employee No.: 134148 (NLE)</li> <li>h. Employee No.: 109025 (NLE)</li> <li>i. Employee No.: 119865 (NLE)</li> <li>j. Employee No.: 70827 (SSKE)</li> <li>k. Employee No.: 10028 (SSKE)</li> <li>l. Employee No.: 132864 (SSKE)</li> <li>m. Employee No.: 102154 (SSKE)</li> <li>n. Employee No.: 99396 (SSKE)</li> <li>o. Employee No.: 83456 (CE)</li> <li>p. Employee No.: 108992 (CE)</li> <li>q. Employee No.: 120983 (CE)</li> <li>r. Employee No.: 90874 (CE)</li> </ul> All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/month or RM 38.46/day.

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Employment contract are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 128457 (CPOM)</li> <li>b. Employee No.: 137039 (CPOM)</li> <li>c. Employee No.: 134148 (NLE)</li> <li>d. Employee No.: 137381 (NLE)</li> <li>e. Employee No.: 130352 (NLE)</li> <li>f. Employee No.: 132698 (NLE)</li> <li>g. Employee No.: 126694 (SSKE)</li> <li>h. Employee No.: 131201 (SSKE)</li> <li>i. Employee No.: 132861 (SSKE)</li> <li>j. Employee No.: 120983 (CE)</li> <li>k. Employee No.: 136406 (CE)</li> <li>l. Employee No.: 130212 (CE)</li> <li>m. Employee No.: 137409 (CE)</li> </ul> <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: EMP04/INDO/2017/01) as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 74793 (CPOM)</li> <li>b. Employee No.: 112306 (CPOM)</li> <li>c. Employee No.: 116096 (CPOM)</li> <li>d. Employee No.: 106650 (NLE)</li> <li>e. Employee No.: 119865 (NLE)</li> <li>f. Employee No.: 109025 (NLE)</li> <li>g. Employee No.: 61034 (NLE)</li> <li>h. Employee No.: 102154 (SSKE)</li> <li>i. Employee No.: 109438 (SSKE)</li> <li>j. Employee No.: 53505 (SSKE)</li> <li>k. Employee No.: 67948 (SSKE)</li> <li>l. Employee No.: 99396 (SSKE)</li> <li>m. Employee No.: 94923 (CE)</li> <li>n. Employee No.: 109149 (CE)</li> <li>o. Employee No.: 108992 (CE)</li> <li>p. Employee No.: 112962 (CE)</li> </ul> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.3</p> <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>Linesite inspection was carried out on weekly basis by Supervisor and verified by the Assistant in Chaah POM. Seen the inspection records by using the Housing Complex/ Next/ Community Hall Inspections form where the last inspections for September 2018 were conducted on 5/9/2018, 12/9/2018 and 19/9/2018. No issue was reported during the inspections.</p> <p>Medical Assistant in North Labis Estate has conducted linesite inspection in North Labis Division and Sg. Labis Division on weekly basis. Comments were recorded in the inspection checklists such as the toilet clogged at House 458. The management has sent letter to Indah Water Konsortium to request for quotation to clear the septic tank on 19/7/2018. Currently, awaiting the contractor to visit the housing complex.</p> <p>Linesite inspection was conducted by Medical Assistant in Sungai Simpang Kiri Estate on weekly basis by using the inspections checklist. There was no issue reported during inspection. Medical Assistant has arranged for linesite maintenance works such as upgrading the drainage in linesite and replaced water pump.</p> <p>Hospital Assistant of Chaah Estate has carried out linesite inspection on weekly basis. The last inspection was carried out on 22/9/2018 and acknowledged by the Estate Manager.</p> <p>Clinic, crèches and other facilities such as football field were provided to the workers. Water and electricity was supplied to workers. Government schools were located nearby the estates where the company has provided school bus with subsidize to send the children to school.</p>	<p>Complied</p>
<p>6.5.4</p> <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>	<p>There were sundry shops located in the estates' compound and the estates are nearby to the nearest town. The workers can easily access to adequate, sufficient and affordable foods and goods. Price of goods were displayed at the sundry shops.</p>	<p>Complied</p>
<p><b>Criterion 6.6:</b>  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>		
<p>6.6.1</p> <p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively. The policy was developed in Bahasa Malaysia and English. The policy has been briefed to all the workers on 4/9/2018 in Chaah POM, 17/7/2018 in Sungai Simpang Kiri Estate and 22/5/2018 in Chaah Estate. The policy was displayed at the notice board outside the office. Interviewed with the workers confirmed that they understood on the policy and aware that they are freely to join any association.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.6.2</p> <p>Minutes of meetings with main trade unions or workers representatives shall be documented.                      - Minor compliance -</p>	<p>Chaah POM has organized meeting with NUPW representatives to discuss the workers' issue. The last meeting was conducted on 20/9/2018 with meeting minutes sighted. Issues such as cleanliness in the canteen, road and water issues were discussed in the meeting. The management has developed an action plan for the issues raised.</p> <p>Meeting between management and NUPW representatives was conducted on 7/2/2018 in North Labis Estate. Meeting minutes was sighted with no issue reported. Explanation of changing method of harvesting from System SD3 to SD 1 to the union representatives.</p> <p>Sungai Simpang Kiri Estate's management has carried out meeting with the NUPW representatives at least once a year to discuss welfare of the workers. The last meeting was conducted on 4/9/2018 with total 9 participants including management and workers' representatives. Meeting minutes was sighted and no issue has been raised during the meeting.</p> <p>Union meeting was conducted on 27/7/2018 with total 10 participants from management and Union representatives in Chaah Estate. No issue reported during the meeting through verified the meeting minutes.</p>	<p>Complied</p>
<p><b>Criterion 6.7:</b>                      Children are not employed or exploited.</p>		
<p>6.7.1</p> <p>There shall be documentary evidence that minimum age requirements are met.                      - Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Child Protection Policy and Social Policy dated January 2015 where they are committed to comply with the minimum age of employees. The policy has been briefed to all the workers on 4/9/2018 in Chaah POM, 17/7/2018 in Sungai Simpang Kiri Estate and 22/5/2018 in Chaah Estate. The policy was displayed at the notice board outside the office. Document reviewed on the master listing of the employees found that all workers employed were above 18 years old. Interviewed with the workers confirmed that no child labour was found in the plantations.</p>	<p>Complied</p>
<p><b>Criterion 6.8:</b>                      Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p>6.8.1</p> <p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.                      - Major compliance -</p>	<p>SDPB has implemented Social Policy, Social &amp; Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age. The policy has been briefed to all the workers on 4/9/2018 in Chaah POM, 17/7/2018 in Sungai Simpang Kiri Estate and 22/5/2018 in Chaah Estate. The policy was displayed at the notice board outside the office.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
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 -	Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. The workers were provided with standard treatment such as free medical treatment, fair overtime offered to all the workers whoever want to work and free housing to everyone.	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 -	Sime Darby Plantation Berhad has developed Workforce Management Unit Liaison & Recruitment (LR) Procedure with Doc. No. WMU/LR-SOPP/MARCH2016, rev. 0 dated 30/3/2016. The recruitment process was clearly stated in the procedure where the recruitment was based age, medical fitness and etc. There is no any discrimination based on religion, gender, nationality and etc during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and etc.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Sime Darby Plantation Berhad has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. Briefing of the policies was conducted on 1/6/2018 for the new workers. Besides, policy is displayed at the notice board.	Complied
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy has been briefed to all the workers on 4/9/2018 in Chaah POM, 17/7/2018 in Sungai Simpang Kiri Estate and 22/5/2018 in Chaah Estate. The policy was displayed at the notice board outside the office.	Complied

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Minor compliance -</p>	<p>Gender Committee was established in Chaah POM and the committee is leading by the Chief Clerk. Appointment letters of the committee were sighted. Meeting was conducted quarterly on 18/9/2018, 19/6/2018, 22/3/2018, 16/1/2018 and 23/10/2017. Seen all the meeting minutes with no issue reported. Activities such as pap-smear test organized by Health Clinic was participated by the workers, planting of flowers, festival celebration events and bowling competition. Interviewed with the female workers confirmed that no case of sexual harassment and violence reported.</p> <p>North Labis Estate has established Gender Committee to monitor and discuss any issues related to sexual harassment and violence in the estate. The last meeting was conducted on 9/1/2018, 6/4/2018 and 28/7/2018. Interviewed with the committees confirmed that no sexual harassment and violence case reported.</p> <p>Gender committee was established in Sungai Simpang Kiri Estate and organization chart for the committee was sighted. Meeting was conducted on quarterly basis and meeting minutes sighted are dated 1/11/2017, 7/2/2018, 8/5/2018 and 10/8/2018. There was no case of sexual harassment and violence reported during the meeting. Interviewed with the female workers confirmed that they are aware that they are not allowed to handle chemical works if they are pregnant and breastfeeding.</p> <p>Second clerk of Chaah Estate is leading the Gender Committee and appointment letter was sighted. Meeting was conducted quarterly and the last meeting carried out since last audit were 11/9/2018, 10/7/2018, 6/4/2018, 12/1/2018 and 12/10/2017. No issue was reported and no case of sexual harassment and violence reported. Activities such as pap-smear and health seminar was organized and participated by the female workers and housewives.</p> <p>Training on Sexual Harassment was conducted during region meeting on 29/8/2018 that involved all the estates and seen the training material.</p>	<p>Complied</p>
<p><b>Criterion 6.10:</b>            Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Chaah Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.</p>	<p>Complied</p>
<p>6.10.2</p> <p>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).</p> <p>- Major compliance -</p>	<p>Chaah Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Sampled of contract agreements as below: a. Company No.: 194089-M dated 19/12/2017 for transporting of CPO which valid until 30/4/2019. b. Company No.: JM0584525-U dated 1/1/2018 for grass cutting activities in workers' quarters, water reservoir and mill compound which valid until December 2018. c. Company No.: 628700-K for transporting of FFB which valid until 31/8/2019. d. Contract No.: LSSK/SA 01/1819 dated 1/6/2018 for supply school bus to transport children to school which valid until 31/12/2019. e. Company No.: JM0542597-V for pruning/ raking/ transport FFB/ transport soil/ transport fertilizer/ hiring machineries which valid until 18/1/2019.	Complied
6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -	The payment will be made on a monthly basis within 30 days from the date of receipt of invoice from the transporter/ contractor. The invoice shall be submitted by the contractor/ transporter within the first week of every month. Document verified the invoices submitted by contractor and the payment vouchers by the company confirmed that payment was made promptly. Sampled of invoices and payment voucher as below: a. INV# 60259 dated 31/5/2018 paid on 8/6/2018 with Doc.# 1600063124 b. INV# 60260 dated 30/6/2018 paid on 9/7/2018 with Doc.# 1600000987 c. INV# 70260 dated 31/7/2018 paid on 9/8/2018 with Doc.# 1600007445	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	The mill and estates have made contribution to the local communities such as organized festival celebration that participated by all workers, Family Day on 1/5/2018, donation to the temple festivals. Besides, North Labis Estate has provided sprayers to nearby police station to carry out spraying of weeds upon request by the police officer. Sungai Simpang Kiri Estate has organized activities such as dinner together with workers during fasting month, distribution of meat during festival season to workers and futsal and volleyball competition among the workers.	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 -	There were no scheme smallholders involved in the certification unit.	Not applicable
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.		



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>6.12.1</p> <p>There shall be evidence that no forms of forced or trafficked labour are used.                      - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers. The workers have signed on the employment contract in the language that understood by them. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> <li>a. Permit No.: PE 1572820 valid until 20/10/2019(CPOM)</li> <li>b. Permit No.: PE 0147778 valid until 28/3/2019 (CPOM)</li> <li>c. Permit No.: PE 0852575 valid until 5/8/2019 (CPOM)</li> <li>d. Permit No.: PE 1668826 valid until 25/9/2019 (CPOM)</li> <li>e. Permit No.: PE 1572816 valid until 13/10/2019 (NLE)</li> <li>f. Permit No.: PD 9649061 valid until 6/1/2019 (NLE)</li> <li>g. Permit No.: PE 0428663 valid until 15/5/2019 (NLE)</li> <li>h. Permit No.: PD 9510720 valid until 5/1/2019 (NLE)</li> <li>i. Permit No.: PE 0428798 valid until 15/5/2019 (NLE)</li> <li>j. Permit No.: PD 9929189 valid until 2/12/2018 (NLE)</li> <li>k. Permit No.: PD 9649167 valid until 14/12/2018 (SSKE)</li> <li>l. Permit No.: PE 0555227 valid until 4/4/2019 (SSKE)</li> <li>m. Permit No.: PE 0492844 valid until 20/5/2019 (SSKE)</li> <li>n. Permit No.: PD 9286215 valid until 2/12/2018 (SSKE)</li> <li>o. Permit No.: PD 9872081 valid until 22/2/2019 (CE)</li> <li>p. Permit No.: PE 1729952 valid until 11/10/2019 (CE)</li> <li>q. Permit No.: PE 0468497 valid until 21/6/2018 (CE)</li> <li>r. Permit No.: PE 1550201 valid until 14/9/2019 (CE)</li> <li>s. Permit No.: PE 0153236 valid until 14/4/2018 (CE)</li> </ul> <p>Interviewed with the workers confirmed that they are allowed to move around without restriction.</p>	<p>Complied</p>
<p>6.12.2</p> <p>Where applicable, it shall be demonstrated that no contract substitution has occurred.                      - Minor compliance –</p>	<p>Interviewed with the foreign workers confirmed that the terms and conditions in the contracts they signed in home country were the same as they signed in Sime Darby. There was no contract substitution occurred.</p>	<p>Complied</p>



**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	SDPB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below:  <ul style="list-style-type: none"> <li>a. Providing equal opportunity</li> <li>b. Respecting freedom of association</li> <li>c. Eradicating any form of exploitation</li> <li>d. Ensuring favourable working conditions</li> <li>e. Enhancing Safety and Health</li> <li>f. And etc.</li> </ul> Induction training was given to all the new workers during their arrival to the plantations. Terms and conditions stated in the employment contract, company's policies, safety and health at workplace, job scope and the culture in the company were briefed to the new workers. Seen the attendance list of the new workers who have attended the induction training dated 10/8/2018 in North Labis Estate for total 36 workers, 17/8/2018 in Diamond Jubilee Estate for total 5 workers and 19/9/2018 in Sungai Simpang Kiri Estate for 6 workers.	Complied
<b>Criterion 6.13:</b> Growers and millers respect human rights.		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. The policy has been briefed to all the workers on 4/9/2018 in Chaah POM, 17/7/2018 in Sungai Simpang Kiri Estate and 22/5/2018 in Chaah Estate. The policy was displayed at the notice board outside the office.	Complied
6.13.2 As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable in Peninsular Malaysia.	Not applicable
<b>Principle 7: Responsible development of new plantings</b>		
Chaah 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.		
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>		
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);               <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> <p>- Major compliance -</p>	<p><u>KKS Chaah</u></p> <p>Mill has established the Continual Improvement Plan which covers issues related to waste reduction, mill operation, and Social, Environmental and Company profit. The plan stated the improvement issue, workstation, mitigation plan and person responsible to monitor the implementation. Sighted the continual improvement plan as follows:</p> <ol style="list-style-type: none"> <li>i. Waste reduction – to proper record and tracking the usage of hydraulic and lubricant oil for each machinery</li> <li>ii. Mill operation – to minimize using clean water for dilution and ex-centrifuge discharge</li> <li>iii. Social – implementing total productive maintenance and 5s activity at all station.</li> </ol> <p>The estates visited has established the Continual Improvement Plan and documented in several management plan i.e Pollution Reduction Plan, GHG reduction Plan, Waste Management Plan, Environmental Management Plan, Energy Management Plan and Lean Six Sigma.</p>	<p>Complied</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

**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	Mill was closed down.
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	Mill was closed down.
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020, MUTU – RSPO/091	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019, MUTU-RSPO/094	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049, MUTU-RSPO/092	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-855480	N.A
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051, MUTU-RSPO/093	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	Mill was closed down.
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11 Apr '16	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042, BV-RSPO-20170705-01	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BV-RSPO-20170623-01	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	Mill was closed down.
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	Mill was closed down.
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	Mill was closed down.
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.

**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

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU-RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri 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
----------------------------------	-----------	--------

NA - NOT APPLICABLE

**Appendix C: GHG Reporting Executive Summary**

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

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

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

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.42
PKO	1.42

Extraction	%
OER	19.45
KER	5.13

Production	t/yr
FFB Process	116,781.80
CPO Produced	22,718.41
PKO Produced	5,992.54

Land Use	Ha
OP Planted Area	8,065.84
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
<b>Total</b>	<b>8,065.84</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	57,650.51	0.51	-	-	-	-	57,650.51	0.51
CO <sub>2</sub> Emission from fertilizer	7,011.58	0.06	-	-	-	-	7,011.58	0.06
NO <sub>2</sub> Emmision	5,753.58	0.05	-	-	-	-	5,753.58	0.05
Fuel Consumption	968.64	0.01	-	-	-	-	968.64	0.01
Peat Oxidation	0	0	-	-	-	-	0	0
<b>Sink</b>								
Crop Sequestration	-54,645.03	-0.49	-	-	-	-	-54,645.03	-0.49
Conservation Sequestration	0	0	-	-	-	-	0	0
<b>Total</b>	<b>16,739.58</b>	<b>0.14</b>	-	-	-	-	<b>16,739.58</b>	<b>0.14</b>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	22,891.21	0.2
Fuel Consumption	69.97	0
Grid Electricity Utilisation	968.21	0.01
<b>Credit</b>		
Export of Grid Electricity	-	-
Sales of PKS	-	-
Sales of EFB	-	-
<b>Total</b>	<b>23,929.39</b>	<b>0.2</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	8,488.41
PK from other source	-
Fuel Consumptions	-
<b>Total Crusher emissions</b>	<b>*-</b>

\*This mill has no kernel crusher operation.

<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	-
Divert to anaerobic diversion (%)	100

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	-
Divert to methane captured (energy generation) (%)	-



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

<b>5.1 Applicability of the general chain of custody requirements for the supply chain</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Sime Darby Plantation headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Global Trade Marketing department at Sime Darby Plantation, HQ and held the palmTrace registration number for respective mill (Chaah Oil Mill: RSPO_PO1000000190)	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Chaah POM is not a trader or distributor.	Yes
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Sime Darby Plantation Berhad held RSPO membership number: 2 1-0008-04-000-00 since 06 September 2004.  Company has registered in palmTrace system as follows:  Members ID – Chaah Oil Mill: RSPO_ PO1000000190 Licence valid until 17/11/2018 Member category : Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids was not in used at Chaah Palm Oil Mill.	Yes
<b>5.2 Supply chain model</b>			

5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.  During the period of August 17-August 18, Chaah Palm Oil Mill has received and processed FFB from own plantations/estate : 157,790.11 mt with module D (Identity Preserved) for supply chain model.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Chaah Palm Oil Mill was certified with Identity Preserved Module	Yes
<b>5.3. Documented Procedures</b>			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.	Yes
	<ul style="list-style-type: none"> <li>• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	Chaah Palm Oil Mill has prepared a dedicated records and Forms in relation to RSPO Supply Chain Certification.  Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on	Yes

		10/08/2018. The records of training was sighted and available at mill.	
	<ul style="list-style-type: none"> <li>• Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization’s procedures for the implementation of this standard.</li> </ul>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>Assistant Engineer has been appointed as person in charge for supply chain and can demonstrate awareness of the organization’s procedure. Appointment letter dated 1/7/2018 was sighted. During interview with him, he able to demonstrate the awareness of the own established procedures for the implementation of supply chain at Chaah POM.</p>	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered internal audit. The internal audit for supply chain was conducted on 13-17/8/2018 by GSQM team. There was 2 OFIs raised for supply chain element.	Yes
	<ul style="list-style-type: none"> <li>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</li> <li>ii) effectively implements and maintains the standard requirements within its organization</li> </ul>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered internal audit. The internal audit for supply chain was conducted on 13-17/8/2018 by GSQM team. There was 2 OFIs raised for supply chain element. It found that the internal audit was effectively implemented and maintained at Chaah POM.</p>	Yes
<b>5.4. Purchasing and goods in</b>			

**RSPO Public Summary Report  
Revision 7 (Aug /2018)**

<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by external audit.</p> <p>Sungai Simpang Kiri Estate Code : E-534, date: 8/8/18, Weighbridge Ticket# 11219, Field : 2000B1 and 2000B2, Tonnage: 10,880 kg Cert No: RSPO548299</p> <p>North Labis Estate Code : E-134, date: 1/8/18, Weighbridge Ticket# 21468, Field : 00, 00A and 2009A Tonnage: 12,010 kg Cert No: RSPO548299</p> <p>Chaah Estate Code : E-105, date: 13/8/18, Weighbridge Ticket# 23304, Field : 2004A Tonnage: 11,660 kg Cert No: RSPO548299</p> <p>Chaah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 21 (Yong Peng Estate) Code : E-250, date: 29/4/2018, Consignment note# 6796, Field :2002F,2011D Tonnage: 13,730 kg</p>	<p>Yes</p>
--------------	---	--	------------

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

		<p>Cert no: RSPO901888 (by Intertek)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p>	
	<ul style="list-style-type: none"> <li>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by external audit.</p> <p>Sungai Simpang Kiri Estate  Code : E-534, date: 8/8/18, Weighbridge Ticket# 11219,  Field : 2000B1 and 2000B2,  Tonnage: 10,880 kg  Cert No: RSPO548299</p> <p>North Labis Estate  Code : E-134, date: 1/8/18, Weighbridge Ticket# 21468,  Field : 00, 00A and 2009A  Tonnage: 12,010 kg  Cert No: RSPO548299</p> <p>Chaah Estate  Code : E-105, date: 13/8/18, Weighbridge Ticket# 23304,  Field : 2004A  Tonnage: 11,660 kg  Cert No: RSPO548299</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

		<p>Chaah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 21 (Yong Peng Estate)          Code : E-250, date: 29/4/2018, Consignment note# 6796,          Field :2002F,2011D          Tonnage: 13,730 kg          Cert no: RSPO901888 (by Intertek)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p>	
	<ul style="list-style-type: none"> <li>The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by external audit.</p> <p>Sungai Simpang Kiri Estate          Code : E-534, date: 8/8/18, Weighbridge Ticket# 11219,          Field : 2000B1 and 2000B2,          Tonnage: 10,880 kg          Cert No: RSPO548299</p> <p>North Labis Estate          Code : E-134, date: 1/8/18, Weighbridge Ticket# 21468,          Field : 00, 00A and 2009A          Tonnage: 12,010 kg          Cert No: RSPO548299</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

		<p>Chaah Estate  Code : E-105, date: 13/8/18, Weighbridge Ticket# 23304,  Field : 2004A  Tonnage: 11,660 kg  Cert No: RSPO548299</p> <p>Chaah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 21 (Yong Peng Estate)  Code : E-250, date: 29/4/2018, Consignment note# 6796,  Field :2002F,2011D  Tonnage: 13,730 kg  Cert no: RSPO901888 (by Intertek)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p>	
	<ul style="list-style-type: none"> <li>• A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> </ul>	<p>Not applicable</p>	<p>Not applicable</p>
	<ul style="list-style-type: none"> <li>• The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements.</li> </ul>	<p>Not applicable</p>	<p>Not applicable</p>

5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Chaah Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.	
<b>5.5. Outsourcing activities</b>			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>Chaah POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.</p> <p>There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.</p>	Yes
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable
	<p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that</p>	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable



	certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.		
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There was no outsourced process within Chaah Palm Oil Mill, hence this requirement is not applicable.	Not applicable
<b>5.6. Sales and goods out</b>			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/ delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> </ul>	<p>Chaah Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 was developed.</p> <p>Sample the weighbridge ticket/dispatch note as below:</p> <p>A) CSPO Despatch Note: 008276 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1806/CPO0018E, Quantity:41.25mt Shipment date: 18/7/18 Quantity: 41.25</p>	Yes

**RSPO Public Summary Report  
Revision 7 (Aug /2018)**

	<ul style="list-style-type: none"> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>Product: CPO RSPO IP            Transport: Syarikat Wijaya (Masai) Sdn Bhd            Supply chain cert no: RSPO548299            Transaction ID:</p> <p>Despatch Note: 007600            Buyer: XXXX            Address: XXXX            Contract No: S/C-PSD/1711/CPO0515,            Quantity:300mt            Shipment date: 14/11/17            Quantity shipment: 26.40mt            Product: CPO RSPO IP            Transport: Syarikat Wijaya (Masai) Sdn Bhd            Supply chain cert no:RSPO548299</p> <p>B) CSPK            Despatch Note: 007970            Buyer: XXXX            Address: XXXX            Contract No: S/C-PSD/1803/PK0170,            Quantity:50mt            Shipment date: 21/3/2018            Quantity: 37.57mt            Product: PALM KERNEL RSPO IP            Transport: Cekap Sepakat Enterprise            Supply chain cert no: RSPO548299</p> <p>Despatch Note: 008167            Buyer: XXXX            Address: XXXX            Contract No: S/C-PSD/1805/PK0317, Quantity:100mt</p>	
--	--	--	--

		Shipment date: 29/5/18 Quantity: 38.75 Product: PALM KERNEL RSPO IP Transport: Cekap Sepakat Enterprise Supply chain cert no: RSPO548299	
	<ul style="list-style-type: none"> <li>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	Seen the weighbridge ticket, shipping documents as per above sampled.	Yes
	<ul style="list-style-type: none"> <li>For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	Seen the weighbridge ticket, shipping documents as per above sampled.	Yes
<b>5.7. Registration of transactions</b>			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> <li>are mills, traders, crushers and refineries and;</li> <li>take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable.</li> </ul>	The registration of PalmTrace will be carried out by the Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace:- Members ID – Chaah Oil Mill: RSPO_PO1000000190 Licence valid until 17/11/2018 Member category : Oil Mill	Yes
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> <li>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform.</li> </ul>	Chaah Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.  Sampled the shipping announcement for the contract below were sighted:	Yes

**RSPO Public Summary Report  
Revision 7 (Aug /2018)**

	<p>The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</p>	<p>A) CSPO          Despatch Note: 008276          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1806/CPO0018E, Quantity:41.25mt          Shipment date: 18/7/18          Quantity: 41.25          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no: RSPO548299          Transaction ID: TR-e7ae4b66-c444</p> <p>Despatch Note: 007600          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1711/CPO0515,          Quantity:300mt          Shipment date: 14/11/17          Quantity shipment: 26.40mt          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no:RSPO548299          Transaction ID: TR-16b8e788-bb7d</p> <p>B) CSPK          Despatch Note: 007970          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1803/PK0170,          Quantity:50mt          Shipment date: 21/3/2018          Quantity: 37.57mt</p>	
--	--	--	--

		<p>Product: PALM KERNEL RSPO IP          Transport: Cekap Sepakat Enterprise          Supply chain cert no: RSPO548299</p> <p>Despatch Note: 008167          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1805/PK0317, Quantity:100mt          Shipment date: 29/5/18          Quantity: 38.75          Product: PALM KERNEL RSPO IP          Transport: Cekap Sepakat Enterprise          Supply chain cert no: RSPO548299</p>	
	<ul style="list-style-type: none"> <li>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	<p>Every shipping announcement made accordingly as unique id for traceability and recorded accordingly in the RSPO Palm Oil Purchase, Sales and Balance Control Table, update at real time basis by Global Trade Marketing, HQ.</p>	Yes
	<ul style="list-style-type: none"> <li>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> </ul>	<p>There were volume sold for conventional (refer to Supply Chain declaration).</p>	Yes
	<ul style="list-style-type: none"> <li>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	<p>Sampled of shipping announcement documents and found that the management done the shipping announcement accordingly.</p>	Yes
<b>5.8. Training</b>			
5.8.1	<p>The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Sustainability training plan &amp; records for year 17/18 sighted available during the audit. The training was conducted on 7/11/2017 by SQM team.</p>	Yes

5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 7/11/2017 by SQM team, however the training was not included weighbridge operator.	Yes
<b>5.9. Record Keeping</b>			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Chaah Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has defined the retention time for RSPO certified units at least 2 years of retention time for all records and report.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for Nov 2018 – Oct 2019: CSPO= 30,267.11 MT CSPK= 7,904.04 MT	Yes
<b>5.10. Conversion factors</b>			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website ( <a href="http://www.rspo.org">www.rspo.org</a> ); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable	Not applicable
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable	Not applicable

<b>5.11. Claims</b>		
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	Not in use
<b>General corporate communications</b>		
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	NA as no claim was made.
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Not applicable
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	Not applicable

<b>Business to business communications</b>			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Not applicable	Not applicable
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Not applicable	Not applicable
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	Not applicable	Not applicable
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.  For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified	Not applicable	Not applicable



	status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.		
<b>Business to consumer communication</b>			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	Not applicable	Not applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	Not applicable	Not applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Not applicable	Not applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Not applicable	Not applicable
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	Not applicable	Not applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Not applicable	Not applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Not applicable	Not applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be	Not applicable	Not applicable

	<p>undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on <a href="http://www.rsपो.org">www.rsपो.org</a>.</p>		
<p><b>MODULE A – IDENTITY PRESERVED &amp; SEGREGATED SPECIFIC RULES</b></p>			
<p><b>Auditor Hint:</b></p>			
<p>This specific rules shall be audited concurrently with the relevant Module A and Module B (including Module F &amp; G) under the Supply Chain Modular Requirements</p>			
<p><b>Certified oil palm content (IP)</b></p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Not applicable</p>	<p>Not applicable</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>Not applicable</p>	<p>Not applicable</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Labelling and trademark (IP)</b></p>			

	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ol style="list-style-type: none"> <li>a. RSPO trademark which includes the tag 'CERTIFIED' or</li> <li>b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.</li> </ol>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Messaging (IP)</b></p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> <li>• The oil palm products contained in this product have been certified to come from RSPO sources. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• The entire supply chain is monitored by independent, RSPO-accredited auditors. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records.</li> </ul>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>MODULE B – MASS BALANCE SPECIFIC RULES</b>  <b>Auditor Hint:</b></p>			

This specific rules shall be audited concurrently with the relevant Module C (including Module F & G) under the Supply Chain Modular Requirements			
<b>Minimum Mass Balance content (MB)</b>			
	95% or above of the oil palm content must be RSPO MB-certified.	Not applicable	Not applicable
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	Not applicable	Not applicable
<b>Labelling and trademark (MB)</b>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Surrounded by the text: 'Certified sustainable palm oil'.</li> <li>• The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</li> <li>• The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'.</li> <li>• Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch).</li> <li>• In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is</li> </ul>	Not applicable	Not applicable

	provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document.		
<b>Messaging (MB)</b>			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> <li>• [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain.</li> <li>• The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations.</li> <li>• In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</li> </ul>	Not applicable	Not applicable
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <p>Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</p>	Not applicable	Not applicable
<b>MODULE C – PARTIAL PRODUCT CLAIMS</b>			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> <li>• The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO.</li> </ul>	Not applicable	Not applicable

	<ul style="list-style-type: none"> <li>• At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB.</li> <li>• The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume.</li> <li>• The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'.</li> <li>• The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim.</li> </ul>		
<b>MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES</b>			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG =&gt; 95% SG claim is made          65% SG + 30% MB =&gt; 95% MB claim is made          55% MB + 40% B&amp;C =&gt; 95% partial product claim can be made          45% SG + 55% B&amp;C &lt; 50% B&amp;C claim can be made</p>	Not applicable	Not applicable
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB =&gt; 95% IP IP claim can be made          95% SG + 5% MB =&gt; 95% SG SG claim can be made          95% MB + 5% C =&gt; 95% MB MB claim can be made</p>	Not applicable	Not applicable
<b>5.12. Complaints</b>			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Chaah POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered complaints element. From the records, there was no complaint related to the supply chain received by the management.	Yes
<b>5.13. Management Review</b>			

5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Chaah POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered management review. The management review need to be conducted on annually at planned intervals. The latest management review for Chaah POM was conducted on 14/9/2018, chaired by the manager of Chaah POM.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	The latest management review for Chaah POM was conducted on 14/9/2018, chaired by the manager of Chaah POM. All the inputs have been discussed accordingly, eg: Results of internal audits covering RSPO Supply Chain Certification Standard, Customer feedback, Status of preventive and corrective actions, Follow-up actions from management reviews, Changes that could affect the management system, Recommendations for improvement.	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	The latest management review for Chaah POM was conducted on 14/9/2018, chaired by the manager of Chaah POM. All the outputs have been discussed accordingly, eg: Improvement of the effectiveness of the management system and its processes and resource needs.	Yes

**Appendix E: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved )**

<b>D.1 Definition</b>		
<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
<b>D.1 Definition</b>		
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Chaah Palm Oil Mill received the certified FFB from certified supply bases. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>	<p>Yes</p>
<b>D.2 Explanation</b>		
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>	<p>Yes</p>
<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>Company has registered in palmTrace system as follows:            Members ID – Chaah Oil Mill: RSPO_ PO1000000190            Licence valid until 17/11/2018</p>	<p>Yes</p>



	Member category : Oil Mill	
<b>D.3 Documented procedures</b>		
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.</p>	Yes
<p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. During interview with mill manager, he had explained that he has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>	Yes
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBs.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill’s supply chain model and production volume.</p>	Yes

<b>D.4 Purchasing and goods in</b>		
<p>D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by external audit.</p> <p>Sungai Simpang Kiri Estate Code : E-534, date: 8/8/18, Weighbridge Ticket# 11219, Field : 2000B1 and 2000B2, Tonnage: 10,880 kg Cert No: RSPO548299</p> <p>North Labis Estate Code : E-134, date: 1/8/18, Weighbridge Ticket# 21468, Field : 00, 00A and 2009A Tonnage: 12,010 kg Cert No: RSPO548299</p> <p>Chaah Estate Code : E-105, date: 13/8/18, Weighbridge Ticket# 23304, Field : 2004A Tonnage: 11,660 kg Cert No: RSPO548299</p> <p>Chaah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	<p>SOU 21 (Yong Peng Estate)          Code : E-250, date: 29/4/2018, Consignment note# 6796,          Field :2002F,2011D          Tonnage: 13,730 kg          Cert no: RSPO901888 (by Intertek)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p>	
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>They aware on the overproduction as per stated in the procedure.</p>	<p>Yes</p>
<p><b>D.5 Record keeping</b></p>		
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p>	<p>Chaah Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.</p> <p>Sampled the shipping announcement for the contract below were sighted:</p> <p>A) CSPO          Despatch Note: 008276          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1806/CPO0018E,          Quantity:41.25mt</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	<p>Shipment date: 18/7/18          Quantity: 41.25          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no: RSPO548299</p> <p>Despatch Note: 007600          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1711/CPO0515,          Quantity:300mt          Shipment date: 14/11/17          Quantity shipment: 26.40mt          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no:RSPO548299</p> <p>B) CSPK          Despatch Note: 007970          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1803/PK0170,          Quantity:50mt          Shipment date: 21/3/2018          Quantity: 37.57mt          Product: PALM KERNEL RSPO IP          Transport: Cekap Sepakat Enterprise          Supply chain cert no: RSPO548299</p> <p>Despatch Note: 008167          Buyer: XXXX          Address: XXXX</p>	
--	--	--

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	Contract No: S/C-PSD/1805/PK0317, Quantity:100mt Shipment date: 29/5/18 Quantity: 38.75 Product: PALM KERNEL RSPO IP Transport: Cekap Sepakat Enterprise Supply chain cert no: RSPO548299	
<b>D.6 Processing</b>		
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate.	Yes

**Appendix F: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved )**

D.1 Definition		
Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
<b>D.1 Definition</b>		
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Chaah Palm Oil Mill received the certified FFB from certified supply bases. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>	<p>Yes</p>
<b>D.2 Explanation</b>		
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>	<p>Yes</p>
<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>Company has registered in palmTrace system as follows:            Members ID – Chaah Oil Mill: RSPO_ PO1000000190            Licence valid until 17/11/2018</p>	<p>Yes</p>

	Member category : Oil Mill	
<b>D.3 Documented procedures</b>		
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.</p>	Yes
<p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. During interview with mill manager, he had explained that he has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>	Yes
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBs.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product,</p>	Yes

	outsourced contractor, training, reclassification of mill's supply chain model and production volume.	
<b>D.4 Purchasing and goods in</b>		
D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by external audit.</p> <p>Sungai Simpang Kiri Estate  Code : E-534, date: 8/8/18, Weighbridge Ticket# 11219,  Field : 2000B1 and 2000B2,  Tonnage: 10,880 kg  Cert No: RSPO548299</p> <p>North Labis Estate  Code : E-134, date: 1/8/18, Weighbridge Ticket# 21468,  Field : 00, 00A and 2009A  Tonnage: 12,010 kg  Cert No: RSPO548299</p> <p>Chaah Estate  Code : E-105, date: 13/8/18, Weighbridge Ticket# 23304,  Field : 2004A  Tonnage: 11,660 kg  Cert No: RSPO548299</p>	Yes



	<p>Chaah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p>SOU 21 (Yong Peng Estate)  Code : E-250, date: 29/4/2018, Consignment note# 6796,  Field :2002F,2011D  Tonnage: 13,730 kg  Cert no: RSPO901888 (by Intertek)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p>	
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>They aware on the overproduction as per stated in the procedure.</p>	<p>Yes</p>
<p><b>D.5 Record keeping</b></p>		
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p>	<p>Chaah Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.</p> <p>Sampled the shipping announcement for the contract below were sighted:</p> <p>C) CSPO  Despatch Note: 008276</p>	<p>Yes</p>

**RSPO Public Summary Report  
Revision 7 (Aug /2018)**

	<p>Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1806/CPO0018E,          Quantity:41.25mt          Shipment date: 18/7/18          Quantity: 41.25          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no: RSPO548299</p> <p>Despatch Note: 007600          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1711/CPO0515,          Quantity:300mt          Shipment date: 14/11/17          Quantity shipment: 26.40mt          Product: CPO RSPO IP          Transport: Syarikat Wijaya (Masai) Sdn Bhd          Supply chain cert no:RSPO548299</p> <p>D) CSPK          Despatch Note: 007970          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1803/PK0170,          Quantity:50mt          Shipment date: 21/3/2018          Quantity: 37.57mt          Product: PALM KERNEL RSPO IP          Transport: Cekap Sepakat Enterprise          Supply chain cert no: RSPO548299</p>	
--	--	--

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	<p>Despatch Note: 008167          Buyer: XXXX          Address: XXXX          Contract No: S/C-PSD/1805/PK0317, Quantity:100mt          Shipment date: 29/5/18          Quantity: 38.75          Product: PALM KERNEL RSPO IP          Transport: Cekap Sepakat Enterprise          Supply chain cert no: RSPO548299</p>	
<p><b>D.6 Processing</b></p>		
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.</p>	<p>During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate.</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

**Supply Chain Declaration** *(Applicable For Appendix E)*

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
<b>No.</b>	<b>Month - Year</b>	<b>Volume of FFB from certified supply bases (mt)</b>	<b>Volume of FFB from uncertified supply bases (mt)</b>	<b>Total FFB/Month (mt)</b>
1	Aug 17	10,962.69	N/A	10,962.69
2	Sep 17	12,434.67	N/A	12,434.67
3	Oct 17	12,294.98	N/A	12,294.98
4	Nov 17	16,662.93	N/A	16,662.93
5	Dec 17	15,037.55	N/A	15,037.55
6	Jan 18	12,477.45	N/A	12,477.45
7	Feb 18	11,080.22	N/A	11,080.22
8	Mar 18	13,062.70	N/A	13,062.70
9	Apr 18	11,637.45	N/A	11,637.45
10	May 18	11,615.34	N/A	11,615.34
11	June 18	10,093.90	N/A	10,093.90
12	July 18	9,297.98	N/A	9,297.98
13	Aug 18	11,132.25	N/A	11,132.25
	<b>TOTAL</b>	157,790.10	N/A	157,790.10

**Note:**

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (mt)</b>	<b>Certified PK (mt)</b>
1	Aug 17	2,522.11	371.34
2	Sep 17	1,418.35	434.00
3	Oct 17	2,384.36	755.81
4	Nov 17	2,842.15	504.21
5	Dec 17	2,605.35	798.96
6	Jan 18	2,469.33	563.78
7	Feb 18	2,193.57	556.82
8	Mar 18	2,923.36	346.92
9	Apr 18	2,969.94	588.66
10	May 18	2,654.24	847.29
11	June 18	1,669.09	184.00
12	July 18	1,912.74	398.12
13	Aug 18	2,475.21	578.40

**RSPO Public Summary Report**  
**Revision 7 (Aug /2018)**

	<b>TOTAL</b>	31,039.80	6,928.31
<b>Note:</b>			

<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit (if any) – Aug 2017 to Aug 2018</b>				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1.	Undisclosed 1	NA	27,572.74	
2.	Undisclosed 2	NA		5,057.76
<b>Note:</b>				

<b>D. Records of CPO &amp; PK Sold under other schemes to Buyers since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
	Nil			
<b>Note:</b>				

<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	Undisclosed 3	2,494.53 MT	
2	Undisclosed 4	767.85 MT	
3	Undisclosed 5	204.68 MT	
4	Undisclosed 6		366.51 MT
5	Undisclosed 7		416.05 MT
6	Undisclosed 8		989.61 MT
7	Undisclosed 9		98.38 MT
	<b>Total</b>	<b>3,467.06</b>	<b>1,870.55</b>
<b>Note:</b>			

<b>F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)</b>			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
Nil			
<b>Note:</b>			

**Appendix F: Location Map of Chaah Palm Oil Mill and Supply bases**

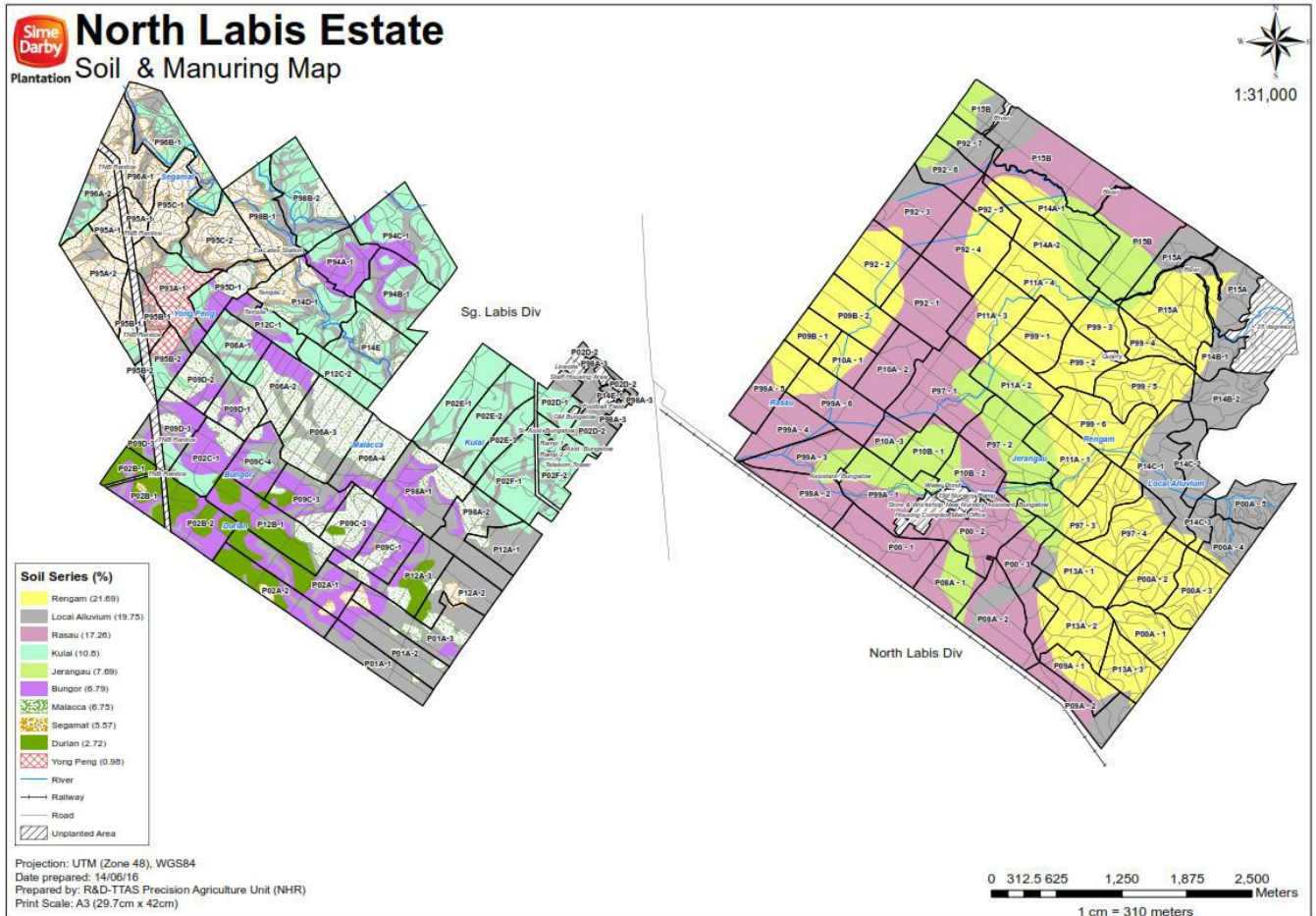


**Appendix G: Chaah Estate Field Map**



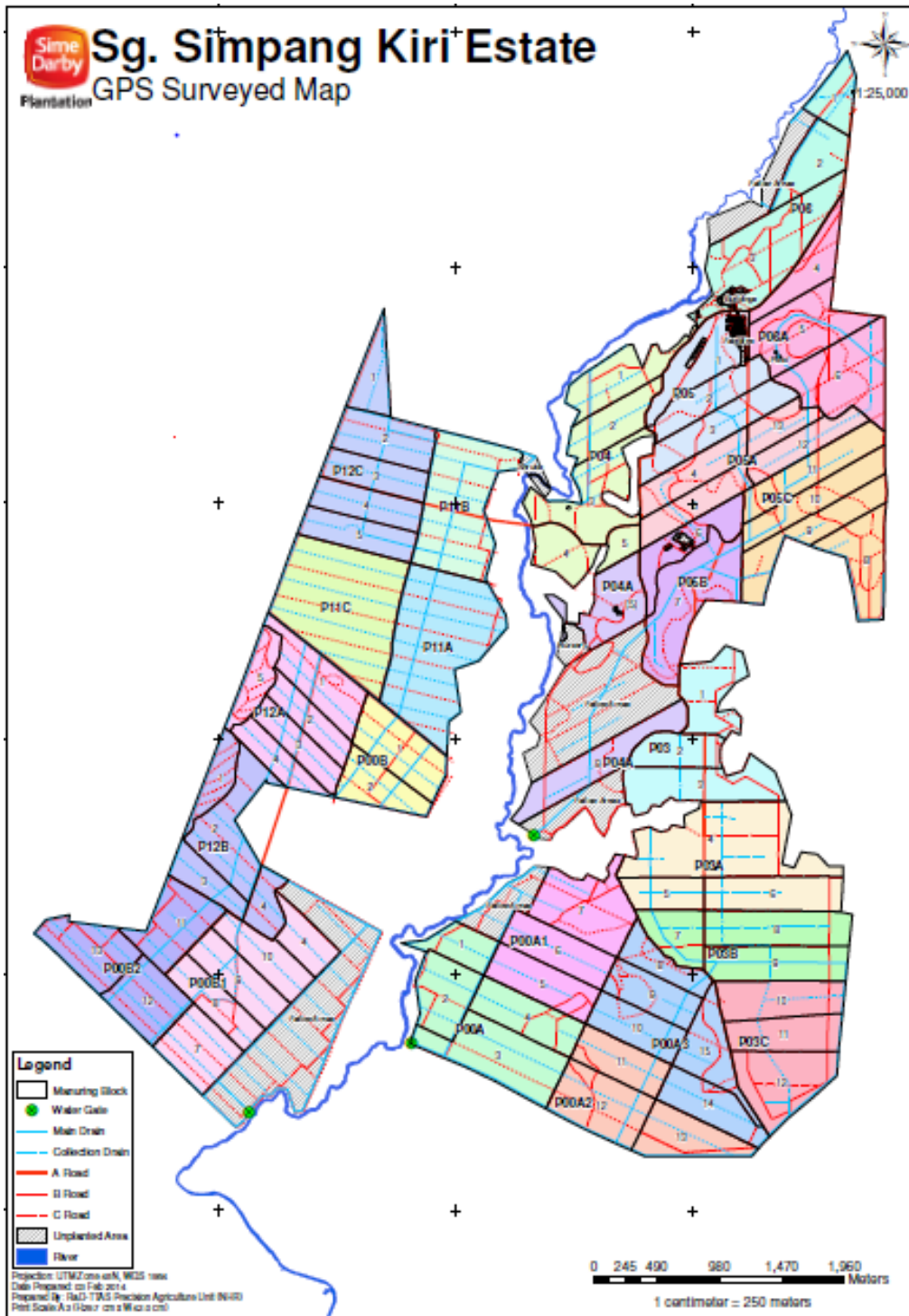


**Appendix H: North Labis Estate Field Map**





**Appendix I: Simpang Kiri Estate Field Map**



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

N/A

## **Appendix K: List of Abbreviations**

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