

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

Sime Darby Plantation Berhad
Head Office: Level 3A, Main Block, Plantation Tower No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 4) Flemington Palm Oil Mill Sungai Sumun 36369 Teluk Intan Perak, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	06/09/2004
Parent Company Name	Sime Darby Plantation Berhad		
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Subsidiary	Strategic Operating Unit (SOU 4) - Flemington Palm Oil Mill		
Address	Sungai Sumun, 36369 Teluk Intan, Perak, Malaysia		
Contact Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Azman Talkah (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com kks.elphil@simedarby.com
Telephone	+603-78484379 (Head Office) +605-648 9153 (Mill)	Facsimile	+603 78484363 (Head Office) +605-648 9153 (Mill)

2. Certification Information			
Certificate Number	RSPO 590802	Date of First Certification	05/10/2011
		Certificate Start Date	05/10/2016
		Certificate Expiry Date	04/10/2021
Scope of Certification	Palm Oil and Palm Kernel Production from Flemington Palm Oil Mill and Supply Base (Flemington, Bagan Datoh, Sungai Samak & Sabak Bernam Estate)		
Applicable Standards	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)		

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

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Longitude	Latitude
Flemington Palm Oil Mill (60 mt/hr)	36369 Sungai Sumun, Teluk Intan, Perak, Malaysia	100° 51' 26" E	3° 55' 41" N
Flemington Estate	36369 Sungai Sumun, Teluk Intan, Perak, Malaysia	100° 52' 50" E	3° 53' 28" N
Bagan Datoh Estate	Bagan Datoh, 36100 Perak, Malaysia	100° 47' 24" E	3° 59' 33" N
Sungai Samak Estate	Ulu Bernam, 36500 Perak, Malaysia	101° 08' 51" E	3° 44' 56" N
Sabak Bernam Estate	Sabak Bernam	101° 00' 24" E	3° 45' 33" N

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Flemington Estate	1,792.92	7.38	177.66	1,977.96	90.64
Bagan Datoh Estate	3661.01	2.00	217.87	3880.88	94.33
Sungai Samak Estate	2766.43	0.49	251.5	3017.93	91.67
Sabak Bernam Estate	2355.99	1.24	154.59	2511.39	93.00
Total	10,576.35	11.11	801.62	11,388.16	92.87

Note:

- Flemington Estate, Bagan Datoh Estate, Sabak Bernam Estate and Sungai Samak Estate – resurvey by Precision Agriculture Unit (PAU) on Feb 2018.
- Flemington Estate – Reduce in hactarage due to stop an activity on the leasing cultivated land from Angkatan Tentera Malaysia (ATM).
- Bagan Datoh- Reduce in hactarage due to some area acquire by state government to construct mosque and politech
- Sabak Bernam Estate – Increase in hactarage (+8.41ha) after resurvey by Precision Agriculture Unit (PAU) on Feb 2018.

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Flemington Estate	749.06	503.68	214.85	325.33	0.00	1,228.91	564.01
Bagan Datoh Estate	1415.71	1239.61	331.95	669.30	4.44	2245.30	1415.71
Sungai Samak Estate	574.02	618.41	1574	0	0	2357.21	409.22
Sabak Bernam Estate	1059.78	610.74	126	559.47	-	1296.21	1059.78
Total (ha)	3,798.57	2972.44	2246.80	1554.10	4.44	7127.63	3448.72

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (July 17 – June 18)	Actual (July 17 – July 18)	Forecast (Oct 18 – Sept 19)
Flemington Estate	27,897.00	29,164.42	26,200.00
Bagan Datoh Estate	56,755.46	68,714.32	61,322.00
Sungai Samak Estate	55,378.00	68,545.75	71,131.66
Sabak Bernam Estate	27,100.00	30,677.45	21,844.00
Total	167,130.46	197,101.98	180,497.66

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (July 17 – June 18)	Actual (July 17 – July 18)	Forecast (Oct 18 – Sept 19)
Sabrang Estate	N/A	5,552.54	N/A
Seri Intan Estate	N/A	2,081.49	N/A
Sg Wangi Estate	N/A	1,475.27	N/A
Sogomana Estate	N/A	1,457.34	N/A
Bikam Estae	N/A	736.89	N/A
Clunny Estate	N/A	34.26	N/A
Total	N/A	11,337.79	N/A

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (July 17 – June 18)	Actual (July 17 – July 18)	Forecast (Oct 18 – Sept 19)
Kuala Perak	N/A	565.00	6,600.00
Bagan Pasir	N/A	966.15	11,400.00
Sinaran Mewah	N/A	1,070.35	12,600.00
Total	N/A	2,601.50	30,600.00

10. Certified Tonnage			
Mill Capacity: 60 MT/hr	Estimated (July 17 – June 18)	Actual (July 17 – July 18)	Forecast (Oct 18 – Sept 19)
	FFB	FFB	FFB

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SCC Model: MB	167,130.46 mt	208,439.77 mt	180,497.66 mt
	CPO (OER:21.81 %)	CPO (OER:20.03 %)	CPO (OER: 20.50 %)
	36,463.11 mt	41,756.33 mt	37,002.02 mt
	PK (KER:5.55 %)	PK (KER:5.29 %)	PK (KER: 5.50 %)
	9,284.59 mt	11,044.15 mt	9,927.37 Mt

Note:

1. The Actual volume figure in table was from 2 period (July 17 – Sept 17 and Oct 17 – July 18)
2. FFB received for the period July 17 – Sept 17 was 55,646.88 mt while for the period Oct 17 – July 18 was 155,394.43 mt
3. Total CPO produced for the period July 17 – Sept 17 was 11,521.54 mt while for the period Oct 17 – July 18 was 31,725.53 mt
4. Total PK produced for the period July 17 – Sept 17 was 3,039.55 mt while for the period Oct 17 – July 18 was 8,328.68 mt

11. Actual Sold Volume (CPO) (Oct 17 – July 18)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	13,281.00			16,924.44	30,205.44

Note:

1. The Actual volume figure in table was from 2 period (July 17 – Sept 17 and Oct 17 – July 18)
2. Actual sold volume (RSPO Certified) for the period July 17 – Sept 17 was 5,700 mt while for the period Oct 17 – July 18 was 13,281.00 mt
3. Actual sold volume (Conventional) for the period July 17 – Sept 17 was 5,631.81 mt while for the period Oct 17 – July 18 was 16,924.44 mt

12. Actual Sold Volume (PK) (Oct 17 – July 18)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2,394.96	-	-	4,084.99	6,479.95

Note:

1. The Actual volume figure in table was from 2 period (July 17 – Sept 17 and Oct 17 – July 18)
2. Actual sold volume (RSPO Certified) for the period July 17 – Sept 17 was 2,350.00 mt while for the period Oct 17 – July 18 was 2,394.96 mt
3. Actual sold volume (Conventional) for the period July 17 – Sept 17 was 715.32 mt while for the period Oct 17 – July 18 was 4,084.99 mt

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	0	0
IS-CSPKO	0	0
IS-CSPKE	0	0

Section 2: Assessment Process

Certification Body:

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

The on-site surveillance assessment was conducted from 13 – 17/08/2018. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Flemington, Bagan Datoh, Sungai Samak & Sabak Bernam Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The audit programmes are included in Section 2.3.

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

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

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

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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 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 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)
Flemington Palm Oil Mill	√	√	√	√	√
Flemington Estate	√		√	√	√
Bagan Datoh Estate	√		√	√	√
Sungai Samak Estate		√	√	√	√
Sabak Bernam Estate		√	√	√	√

Tentative Date of Next Visit: August 5, 2019 – August 9, 2019

Total No. of Mandays: 16 mandays

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2.2 BSI Assessment Team:

Team Member Name	Role	Qualification
Mohd Hafiz Mat Hussain (HH)	Lead auditor	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in ISO9001, ISO14001 and OHSAS 18001 auditing since May 2013 within Malaysia, Brunei, Indonesia and RSPO auditing within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, SCC for mill, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Muhammad Fadzli (MF)	Team member	He 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. He 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. During this assessment, he assessed on the aspects of environmental and estate best practise. He is fluent in Bahasa Malaysia and English languages.
Ms Hu Ning Shing (HNS)	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 her 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

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

Accompanying Persons:

No.	Name	Role
	N/A	

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2.3 Assessment Plan

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

PRELIMINARY AGENDA						
Date	Time	Subjects	HH	MF	HNS	MH
Sunday, 12/08/2018	PM	Travel to Telok Intan	√	√	√	-
Monday, 13/08/2018 Flemington POM	09:00-09:30	Opening Meeting: • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). • Verification on previous audit findings.	√	√	√	-
	09:30-12:30	Flemington POM 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.	√	√	√	-
	10:00-12:30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-
	12:30-13:30	LUNCH				
	13:30-16:30	Flemington POM: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√	-
	16:30-17:00	Interim Closing Briefing	√	√	√	-
Tuesday, 14/08/2018 Flemington Estate	09:00-12:30	Flemington Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√	-
	10:00-12:30	Meeting with stakeholders for Flemington Estate (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-

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PRELIMINARY AGENDA						
Date	Time	Subjects	HH	MF	HNS	MH
	12:30-13:30	LUNCH				
	13:30-15:30	Flemington Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/ workers representatives, new planting, CIP and implementation etc).	√	√	√	-
	16:30-17:00	Interim Closing Briefing	√	√	√	-
Wednesday, 15/08/2018	09:00-12:30	Bagan Datoh Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√	-
	10:00-12:30	Meeting with stakeholders for Bagan Datoh Estate (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-
	12:30-13:30	LUNCH				
	13:30-15:30	Bagan Datoh Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√	-
	16:30-17:00	Interim Closing Briefing	√	√	√	-
Thursday, 16/08/2018	09:00-12:30	Sungai Samak Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√	-
	10:00-12:30	Meeting with stakeholders for Sungai Samak Estate (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-
	12:30-13:30	LUNCH				

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PRELIMINARY AGENDA							
Date	Time	Subjects	HH	MF	HNS	MH	
	13:30-15:30	Sungai Samak Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/ workers representatives, new planting, CIP and implementation etc.).	√	√	√	-	
	16:30-17:00	Interim Closing Briefing	√	√	√	-	
Friday, 17/08/2018	Sabak Bernam Estate	09:00-12:30	Sabak Bernam Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√	-
		10:00-12:00	Meeting with stakeholders for Sabak Bernam Estate (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√	-
		12:00-14:00	LUNCH/ FRIDAY PRAYER				
		14:00-15:30	Sabak Bernam Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/ workers representatives, new planting, CIP and implementation etc).	√	√	√	-
		15:30-16:00	Verify any outstanding issues & Preparation for closing meeting	√	√	√	-
		16:00-17:00	Closing Meeting	√	√	√	-
		Tuesday, 14/08/2018	Flemington POM	09:00-12:30	RSPO Supply Chain for Flemington POM General Chain of custody: Element 5.1 – 5.13	-	-
12:30-13:30	LUNCH						
13:30-16:30	RSPO Supply Chain for Flemington POM CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance			-	-	-	√
16:30-17:00	Interim Closing Briefing			-	-	-	√

Section 3: Assessment Findings

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

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

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia - Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia - Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. 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 st 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 st quarter of 2019.	Yes
Is the time bound plan challenging? • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law.	Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008-2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes
Have there been any changes since the last audit? Are they justified?	97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been	Yes

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Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
	updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007 .	
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 30th June 2016. Smallholders - As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is ongoing. 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 1st 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 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 1st quarter of 2019.</p>	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	<p>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. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019. *RSPO NPP process has been completed in 2011.</p>	

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Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
	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
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings 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. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 st 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 http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?	Yes
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	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 submission status as per below table:	Yes

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Time Bound Plan																																																																					
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	<p align="center"><u>SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</u></p> <table border="1"> <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="19">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	
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Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No stakeholder comments or complaints received.	Yes																																																																			
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Yes																																																																			
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes	Yes																																																																			

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

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

3.4 Details of findings

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

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

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

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1671687-201805-M1	Clause & Category (Major/Minor)	Indicator 2.1.1 Major
Date Issued	17/08/2018	Due Date	14/11/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	09/11/2018
Statement of Nonconformity	Sungai Samak Estate has yet to comply with Employment Act 955, Clause 60, Section 3 subsection (d), "In the case of an employee employed on piece rates who works on a rest day, he shall be paid twice his ordinary rate per piece."		
Requirement Reference	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence	In Sungai Samak Estate, Yew Lian Division, sampled of the loose fruit collectors found that they worked on rest day without paying double of the normal rate per piece. Sampled of workers as below:		
	Month	Employee No.	Days Worked on Rest Day
	March 2018	107855	1
		126839	1
134366		1	

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	<p>April 2018</p>	<p>107855</p>	<p>3</p>
		<p>126839</p>	<p>3</p>
		<p>134366</p>	<p>1</p>
	<p>July 2018</p>	<p>107855</p>	<p>3</p>
		<p>126839</p>	<p>3</p>
		<p>134366</p>	<p>3</p>
<p>Corrections</p>	<p>1. Training on Employment Act 1955, particularly on work on rest day provisions will be organized to Sungai Samak Estate Management by HQ.</p> <p>2. To cease the existing practice of paying loose fruit collectors on rest day for workers with in-complete task. If work is offered on rest day, workers will be paid twice of normal rate. Estate Management will prepare the necessary documentation for Employee ID No. 107855, 126839 and 134366 for March, April and July 2018 (the months the NCR was raised)</p>		
<p>Root Cause Analysis</p>	<p>1. Sungai Samak Estate Management, particularly at Yew Lian Division, does not understand the legal requirement pertaining to Employment Act 1955, work on rest day provisions.</p> <p>2. From our understanding,</p> <p>Section 60 (1) states that ... no employee shall be compelled to work on a rest day unless he is engaged in work which by reason of its nature requires to be carried on continuously or continually by two or more shifts etc...</p> <p>This section essentially implies that both employer and employee must consent for work to be carried out on a rest day</p> <p>Based on our further investigations, the Estate Management is of the view that Section 60 (3) is not applicable because:</p> <p>1. These employees were not required/instructed by the estate manager / their supervisors to work on their rest day. Therefore, the estate did not consent for them to work on a rest day;</p> <p>2. They had on their own accord decided to work on their rest day to complete tasks that were assigned to them on their normal working days during the week;</p> <p>3. Full payment of their wages were made at the time they were assigned their tasks on normal working days during the week and therefore is subject to the normal rate of pay and not the rate for rest day.</p> <p>However, there are opportunities for improvements in the implementation / mechanism to document the productivity, work offered and not offered as well as consent for work to be carried out on rest day to ensure consistency in the manner that the estate manages this issue.</p>		
<p>Corrective Action</p>	<p>1. Training on Employment Act 1955, particularly on work on rest day provisions will be organized to all Operating Units in SOU 4 Flemington by HQ.</p> <p>2. Estate Management together with the relevant department e.g. HR, IR and</p>		

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	<p>Upstream Malaysia will work together on the definition of the work offered by developing proper mechanisms to document important elements e.g. monitoring of productivity and consent to work by both parties on rest day of the loose fruit pickers to ensure compliance with Section 60 (3) of the Employment Act 1955.</p> <p>3. To disseminate and communicate the mechanism to all relevant parties by HR IR and Upstream Malaysia.</p>
<p>Assessment Conclusion</p>	<p>Major NC close out verification:</p> <p>1. Based on the productivity record, the loose fruit picker that worked on rest day were paid twice. The productivity record and piece rated input for loose fruit picker (Yew Lian Division) was sighted.</p> <p>September 2018</p> <ul style="list-style-type: none"> a. 107855 (2/9/18: 454kg, 16/9/18:366kg, 23/9/18: 513kg) b. 108053 (2/9/18: 198kg, 16/9/18: 380kg, 23/9/18: 218kg) c. 134366 (2/9/18: 238kg, 16/9/18: 303kg, 23/9/18: 418kg) <p>October 2018</p> <ul style="list-style-type: none"> a. 107855 (7/10/18:451kg,14/10/18:476kg, 28/10/18: 432kg) b. 108053 (14/10/18: 356kg, 28/10/18: 324kg) c. 134366 (7/10/18: 377kg, 14/10/18: 398kg,28/10/18:397kg) <p>2. Sample payslip workers;</p> <ul style="list-style-type: none"> a. 107855 (Sept 18 – 3 days work on rest day, Oct 18 – 3 days work on rest days), b. 108053 (Sep 18 – 3 days work on rest day, Oct 18 – 2 days work on rest day) c. 134366 (Sep 18 – 3 days work on rest day, Oct 18 – 3 days work on rest day) <p>3. Training on employment act was done on 31/10/2018 by Group IR, Sime Darby Plantation Berhad (HQ), Mr Mohd Akmal Md Zainal. The management of Sg Samak Estate (Manager, Assistant, Chief Clerk and other staff) was attended the training.</p> <p>4. Interviewed with the sampled workers, ID 107855, ID 108053 and ID 134366 confirmed that they were paid twice went they turn for work on rest day.</p> <p>Corrective action is found to be effective, thus the major NC was closed on 09/11/18 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.</p>

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1671687-201805-N1	Clause & Category (Major/Minor)	Indicator 4.8.2 Minor
Date Issued	17/08/2018	Due Date	Next Annual Surveillance Assessment
Closed (Yes/No)	No	Date of nonconformity closure	N/A
Statement of Nonconformity	The training on new changes in pesticides application (eg: spraying technique and PPE usage) was not fully implemented.		
Requirement Reference	Records of training for each employee shall be maintained.		
Objective Evidence	Flemington Estate (site visit at field P16B): The sprayers did not understand the proper maintenance and handling for the Respirator given to them (upgraded to implement 3M half face Respirator from N95 particulate respirator). Noted that they are no training provided regarding the usage of new type of Respirator to the sprayers. Sample workers are as follow: 1. Employee ID: 21281 2. Employee ID: 121794 3. Employee ID: 12179		
Corrections	To invite PPE supplier (Agri Bio) to conduct PPE training (especially for new PPE purchase).		
Root Cause Analysis	No awareness on the use of PPEs among Management and chemical handlers.		
Corrective Action	1. To check PPE compliance (SOP / PPE matrix / recommendation in CHRA) during visit to OUs by SQM team. 2. Add hoc visit during morning muster to selected OU to check on compliance issue.		
Assessment Conclusion	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Good positive feedback received from internal and external stakeholders

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1503700-201707-M1	Clause & Category (Major/Minor)	Indicator 6.5.1 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	26/09/2017
Statement of Nonconformity	Pay and conditions for the sampled workers were not achieved Minimum Wage Order 2016.		
Requirement Reference	Documentation of pay and conditions shall be available.		
Objective Evidence	In Sabak Bernam Estate, three workers' March 2017 payslips sampled below were found below Minimum Wage Order 2016 of RM 1000/month for piece-rated workers even though they have worked more than 26 days in the month: Employee No.: 80521 (RM 913.60) Employee No.: 116615 (RM 955.17) Employee No.: 117215 (RM 932.50)		
Corrective Action	Moving forward, Sime Darby Plantation IT team will generate a list of employee not eligible for the monthly top-up to facilitate the estate management to provide explanation and visibility to the details/reason for workers not achieving the minimum wage.		
Assessment Conclusion	ASA1_2 verification Payslip for September 2017, February 2018 and July 2018 was sampled based on the crop summary as below: a. Employee No.: 24857 (FPOM) b. Employee No.: 64989 (FPOM) c. Employee No.: 84705 (FPOM) d. Employee No.: 123501 (FPOM) e. Employee No.: 102576 (FPOM) f. Passport No.: BT 0067917 (Contractor's Worker FPOM) g. Passport No.: BK 0851510 (Contractor's Worker FPOM) h. Employee No.: 121795 (FE) i. Employee No.: 116586 (FE) j. Employee No.: 121794 (FE) k. Employee No.: 129870 (FE) l. Employee No.: 89338 (FE) m. Employee No.: 116591 (FE) n. Employee No.: 108002 (BDE) o. Employee No.: 132611 (BDE) p. Employee No.: 92333 (BDE) q. Employee No.: 133452 (BDE) r. Employee No.: 82804 (SSE) s. Employee No.: 134387 (SSE) t. Employee No.: 68756 (SSE) u. Employee No.: 129199 (SSE) v. Employee No.: 126516 (SBE) w. Employee No.: 107933 (SBE) x. Employee No.: 112141 (SBE) y. Employee No.: 91757 (SBE)		

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	<p>All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/month or RM 38.46/day.</p> <p>Thus, the major NC was effectively closed.</p>
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1503700-201707-N1	Clause & Category (Major/Minor)	Indicator 5.3.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	17/08/2018
Statement of Nonconformity	The waste and pollution management plan was not implemented effectively.		
Requirement Reference	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence	<p>In Flemington POM, observed that both oil trap - one channel from the perimeter drain and one channel from the storage tank are clogged and silted. Contaminated water and soil with oil trace detected at the outlet of the oil trap. Besides, part of the clay bath pit's structure collapsed and wastewater overflow into the perimeter drain.</p> <p>In Sg Samak estate, lubricant and petrol drums store at the motorcycle repair shop without proper storage. It post a high risk for spillage or leakage as no mitigation plan in place. Oil stain observed on the ground and drain as no oil trap available onsite.</p>		
Corrective Action	Will make environmental campaign programme and training for give more awareness.		
Assessment Conclusion	<p>Verification during ASA1_2:</p> <p>Observed in Flemington POM both oil trap has been cleared and not silted. Noted that perimeter drain flows into the oil trap is cleared from contaminated soil no oil trace observed in the drain. No contaminated water and soil observed in the oil trap during site visit.</p> <p>Training was conducted accordingly at Flemington POM and Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. Flemington POM - training was conducted on 9/7/2018 2. Sg Samak Estate - training was conducted on 18/7/2018 <p>Thus, the minor NC raised previous assessment was effectively closed.</p>		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1503700-201707-N2	Clause & Category (Major/Minor)	Indicator 4.7.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	17/08/2018
Statement of Nonconformity	Adequate and appropriate protective equipment was not made available to all workers at the place of work.		

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Requirement Reference	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.
Objective Evidence	Flemington POM Incomplete PPE worn by workshop operator while doing oxy cutting job. Sungai Samak Estate Observed at block 16A, sprayer gang was not provided with eye protection @ goggles and suitable respirator as per Sime Darby's Pictorial Safety Standard and CHRA recommendation Sabak Bernam Estate Unsuitable respirator used by spraying gang at P02B and not per Sime Darby's Pictorial Safety Standard and CHRA recommendation.
Corrective Action	To give awareness training to the worker and give worker the PPE as per CHRA recommendation.
Assessment Conclusion	Verification during ASA1_2: Training for welders and sprayers were conducted accordingly; 1. Flemington POM- training for welders was conducted on 16/7/18 2. Flemington Estate- training for spraying was conducted on 16/7/18 3. Bagan Datoh Estate – training for spraying was conducted on 6/12/17 4. Sg Samak Estate – training for spraying was conducted on 12/7/18 5. Sabak Bernam Estate – training for spraying was conducted on 9/7/2018 Thus, the minor NC raised previous assessment was effectively closed.

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/MINOR)	ISSUED	STATUS & DATE (Closure)
05/2009 5.6.2	Minor	15/09/2011	Closed 5/10/2012
06/2009 6.3.2	Minor	15/09/2011	Closed 5/10/2012
A790500/1: 2.1.1	Major	5/10/2012	Closed 3/12/2012
A790500/2: 4.7.1	Major	5/10/2012	Closed 3/12/2012
A790500/3: 4.7.3	Major	5/10/2012	Closed out on 03/12/12
A790500/4: 5.1.2	Minor	5/10/2012	Closed out on 05/07/13
A790500/5: 5.3.2	Minor	5/10/2012	Closed out on 02/07/13
A790500/6: 5.5.3	Minor	5/10/2012	Closed out on 02/07/13
6.5.3	Minor	5/10/2012	Closed out on 02/07/13
944268N0: 2.1.3	Minor	5/07/2013	Closed out on 19/08/14

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1091069M1:2.1.1	Major	22/8/2014	Closed out on 22/09/14
1091069N1:5.3.2	Minor	22/8/2014	Closed out on 28/07/15
1213779N1: 6.6.2	Minor	30/07/2015	Closed out on 15/08/16
1365885M1 - SCCS D4.2	Major	18/8/16	Closed out on 16/09/16
1365885M2 - 7.3.2	Major	18/8/16	Closed out on 12/10/16
1365885M3 - 2.1.1	Major	18/8/16	Closed out on 12/10/16
1365885M4 - 6.5.2	Major	18/8/16	Closed out on 12/10/16
1365885N1 - 4.7.6	Minor	18/8/16	Closed out on 27/07/17
1503700-201707-M1 - 6.5.1	Major	21/07/2017	Closed out on 26/09/17
1503700-201707-N1 - 5.3.3	Minor	21/07/2017	Closed out on 17/08/18
1503700-201707-N2 - 4.7.3	Minor	21/07/2017	Closed out on 17/08/18
1671687-201805-M1 - 2.1.1	Major	17/08/18	Closed out on 09/11/18
1671687-201805-N1 - 4.8.2	Minor	17/08/18	"open"

3.5. Stakeholders Consultation

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

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

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


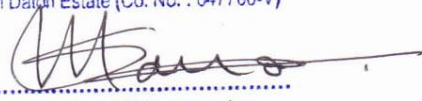
List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>Sprayers Harvesters Manurers Mill Operators Gender Committee Representatives Workers Union Representatives NUPW Representatives Workers Representative</p>	<p>Union/Contractors/Local Communities</p> <p>Contractors Head of Village, Kg. Kebun Sayur</p>
<p>Government Departments</p> <p>School’s Representatives (SJKT Ladang New Coconut) School’s Representatives (SJKT Bagan Datoh)</p>	<p>NGO</p> <p>No complaint by NGO for Flemington CU. Therefore, NGO was not contacted.</p>

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IS #	Description
1	<p>Issues: Local Communities (Kg. Kebun Sayur) – The villager informed that they are allowed to access estate’s road in order to enter to their village. So far, they have good relationship with the management and they will corporate with the management to maintain the good security in the area. There was no land dispute reported.</p> <p>Management Responses: The management will properly demarcate the boundary and maintain good relationship with the local communities.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Issues: Gender Committee Representatives – The female workers informed that they were treated equally without discrimination against gender. Meeting was conducted and monitoring of sexual harassment and violence was carried out. So far, there was no any sexual harassment and violence case reported.</p> <p>Management Responses: The management will ensure monitoring of sexual harassment and violence case will be conducted.</p> <p>Audit Team Findings: No other issue.</p>
3	<p>Issues: NUPW Representatives – They have meeting with the management at least once a year or whenever necessary. So far, they do not receive any complaints from the workers regarding wages, working condition and housing.</p> <p>Management Responses: The management will response to any complaints from NUPW if there is any.</p> <p>Audit Team Findings: No other issue.</p>
4	<p>Issues: Workers’ Representative (Indonesia, Bangladesh, India and Nepal) – They were treated equally without discrimination. They informed that their wages had achieved the Minimum Wage Order 2016. Free housing was provided to them. They are aware of the freedom of association and understood all the policies in the company.</p> <p>Management Responses: The management will continue to treat all the workers equally.</p> <p>Audit Team Findings: No other issue.</p>
5	<p>Issues: Contractors – They informed that they had signed on the agreement prior to work. Payment details were clearly stated in the agreement and the payment was made promptly.</p> <p>Management Responses: The management will ensure payment makes promptly.</p> <p>Audit Team Findings: No further issue.</p>

6	<p>Issues: School’s Representatives (SJKT Ladang New Coconut and SJKT Bagan Datoh) – The representatives were informed that they have good relationship with the management. The management has provided assistance whenever they requested.</p>
	<p>Management Responses: The management will continue to maintain good relationship with the school’s management.</p>
	<p>Audit Team Findings: No other issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Flemington Palm Oil Mill Certification Unit has complied with the RSPO P&C MYNI 2014, 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 Flemington Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohd Hafiz Mat Hussain	Name: MANOKARAM A/L SUBRAMANIAN
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: SIME DARBY PLANTATION
Title: Lead auditor	Title: SDM CHAIRMAN / SENIOR ESTATE MANAGER.
Signature: 	Signature: (I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.) Sime Darby Plantation Berhad Bagan Datoh Estate (Co. No. : 647766-V)  Manokaram a/l Subramanian Senior Manager
Date: 14/11/2018	Date: 27 NOV 2018

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	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. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, and EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance -	Stakeholders from mill and supply bases have write in formally to request for assistance from the management and the management has responded to them accordingly. For eg: SJK(T) Ladang New Coconut has requested assistance from the management to clean the drainage system as drainage was blocked with dried leaves which caused water stagnant during raining season on 8/11/2017. The management has taken action to clean the drainage system on 11/11/2017 and 13/11/2017 after meeting with the school representative. Interviewed with the school representative confirmed that the management has taken action to respond to their request.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>All the documents were made publicly available except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby Plantation Berhad continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. The company policies were available through Sime Darby Plantation Bhd website: http://www.simedarbyplantation.com/</p> <p>Documents that publicly available are such as social and environment impact assessment, action plan, meeting minutes and audit reports.</p> <p>Besides, policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance -</p>	<p>Sime Darby Plantations 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. Briefing of policy was given to the all the workers on 12/7/2018 in Flemington Estate and Sungai Samak Estate.</p>	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance																								
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>Flemington POM has received approval from Jabatan Tenaga Kerja Semenanjung Malaysia to allow the maximum overtime 130 hours per month. The approval letter with Ref. No. BHG.PU/9/134 JLD 9(11) dated 27/3/2017.</p> <p>Besides, Sungai Samak Estate has obtained approval from Jabatan Tenaga Kerja Semenanjung Malaysia regarding the deduction of salary for electricity. Seen the approval letter with Ref. No.: BHG.PU/9/129 JLD 3(53) dated 6/7/2017.</p> <p>Sabak Bernam Estate has obtained approval from Jabatan Tenaga Kerja Selangor regarding the deduction of salary for electricity and water. Seen the approval letter with Ref. No.: JTKS€ 6/115. Jld 29-14 (2) dated 31/10/2017.</p> <p>In Sungai Samak Estate, Yew Lian Division, sampled of the loose fruit collectors found that they worked on rest day without paying double of the normal rate per piece. Sampled of workers as below:</p> <table border="1" data-bbox="668 943 1299 1272"> <thead> <tr> <th>Month</th> <th>Employee No.</th> <th>Days Worked on Rest Day</th> </tr> </thead> <tbody> <tr> <td rowspan="3">March 2018</td> <td>107855</td> <td>1</td> </tr> <tr> <td>126839</td> <td>1</td> </tr> <tr> <td>134366</td> <td>1</td> </tr> <tr> <td rowspan="3">April 2018</td> <td>107855</td> <td>3</td> </tr> <tr> <td>126839</td> <td>3</td> </tr> <tr> <td>134366</td> <td>1</td> </tr> <tr> <td rowspan="3">July 2018</td> <td>107855</td> <td>3</td> </tr> <tr> <td>126839</td> <td>3</td> </tr> <tr> <td>134366</td> <td>3</td> </tr> </tbody> </table> <p>Thus, a major non-conformance was raised.</p>	Month	Employee No.	Days Worked on Rest Day	March 2018	107855	1	126839	1	134366	1	April 2018	107855	3	126839	3	134366	1	July 2018	107855	3	126839	3	134366	3	Major Non-Compliance
Month	Employee No.	Days Worked on Rest Day																								
March 2018	107855	1																								
	126839	1																								
	134366	1																								
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	134366	1																								
July 2018	107855	3																								
	126839	3																								
	134366	3																								

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<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU4 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU4 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p><u>Flemington POM:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 529874004000 (validity period 01/06/2018 – 31/05/2019) for 288,000 mt. 2. DOE License: 004234, ref: AS (B) A 91/110/616/081 (validity period 01/07/2018 - 30/06/2019) for 60 MT/hr. 3. Certificate of Fitness for Sterilizer – PMT147317 (valid till 22/07/2019). 4. Certificate of Fitness for thermal deareator – PMT147302 (valid until 21/4/2019) 5. Certificate of Fitness for electrical chain hoist – PK PMA 6500 (valid until 21/04/2019) 6. Certificate of Fitness for boiler – PMD8704 (valid until 21/04/2019) 7. Authorized Gas Tester #NW-HQ-AGT-0153-P 8. Energy commission license no: 2017/02726; serial no: 24363 (validity period 31/10/2017 – 29/10/2018) for 3400 kW installation capacity. 9. Electrical Charge-man #PJ-T-4-B-0177-2005. 10. Steam Engineer Grade 1 #128/2004 11. Engine Driver, PK117/2006, Gred 1. 12. Competent Person for CePSWaM (Certified Environmental Professional in Scheduled Waste Management), #CePSWaM/16394. 13. Competent Person for CePPOME (Certified Environmental Professional in the Treatment of Palm Oil Effluent), CePPOME/172727 <p><u>Flemington Estate:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 525193002000 (validity period 01/12/2017 – 30/11/2018) for 2,131 Ha 2. Certificate of Fitness for Air receiver – PMT103618 (valid until 15/7/2019) 3. Permit for diesel and petrol - #A035537 (valid until 15/10/2018) <p><u>Bagan Datoh Estate:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 525521002000 (validity period 01/01/2018 – 31/12/2018) for 3,618.55 Ha 2. Certificate of Fitness for air receiver – PK PMT3646 (valid until 7/2/2019) 3. Permit for diesel - #037417 (valid until 1/11/2018) 4. Pesticide permit - #PRK/2018/ACP/044(GL) for acephate <p><u>Sg Samak Estate:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 526340002000 (validity period 1/2/18 – 31/1/19) for 3,017.93 ha 2. MPOB license: 534975011000 (validity period 1/1/18 – 31/12/18) for OP nursery 3. Permit for diesel and petrol - #A035631 (valid until 9/4/2019) 	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	4. Certificate of fitness for air receiver – PK PMT 3426 (valid until 20/5/19) 5. Pesticide permit - #PRK/2018/ACP/030(GL) for acephate <u>Sabak Bernam Estate:</u> 1. MPOB license: 545859002000 (validity period 1/2/18 – 31/1/19) for 3,017.93 ha 2. Permit for diesel and petrol - #B026252 (valid until 21/1/2019) 3. Certificate of fitness for air receiver – SL PMT4704 (valid until 22/11/2018)	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance - SOU4 had documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment. 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.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance - Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units. Flemington POM - Latest review was done on 25/10/2017. Flemington Estate - Latest review was done on 2/7/2018. Bagan Datoh Estate - Latest review was done on 9/3/2018. Sg Samak Estate - Latest review was done on 15/9/2017. Sabak Bernam Estate - Latest review was done on 3/7/2018.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance - Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>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 -</p>	<p>Flemington Palm Oil Mill and Estate operation is on freehold and leasehold land. Land titles and copy of land titles are available during the audit.</p> <p>Flemington POM land title under Flemington Estate. Quit rent were paid by the Flemington Estate.</p> <ol style="list-style-type: none"> 1. Grant No: #46864 (Lot 1303) <p>Flemington Estate hold 46 land titles. Quit rent were paid accordingly. Sample of land title was sighted as follow:</p> <ol style="list-style-type: none"> 1. Grant No: #47176 (Lot 2447) 2. Grant No: #141481 (Lot 5138) 3. Grant No: #105018 (Lot 5435) 4. Grant No: #141507 (Lot 5827) <p>Bagan Datoh Estate hold 63 land titles. Quit rent were paid accordingly. Sample of land title was sighted as follow:</p> <ol style="list-style-type: none"> 1. Grant No: #46870 (Lot1012) 2. Grant No: #47095 (Lot1775) 3. Grant No: #56081 (Lot3243) 4. Grant No: #31784 (Lot4919) 5. Grant No: #141480 (Lot5132) <p>Sg Samak Estate hold 10 land titles. Quit rent were paid accordingly. Sample of land title was sighted as follow:</p> <ol style="list-style-type: none"> 1. Grant No: #47177 (Lot4189) 2. Grant No: #47643 (Lot4358) 3. Grant No: #151231 (Lot4359) 4. Grant No: #48658 (Lot4597) <p>Sabak Bernam Estate hold 7 land titles. Quit rent were paid accordingly. Sample of land title was sighted as follow:</p> <ol style="list-style-type: none"> 1. Grant No: #51816 (Lot2096) 2. Grant No: #51815 (Lot2094) 3. Grant No: #29597 (Lot 1) 4. Grant No: #45208 (Lot 2095) 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	<p>During site visit in all sampled estates, observed the legal boundary are clearly demarcated and visibly maintain. Boundary with village, school and small holders around the estate are separated with physical boundary such as trenches and bund.</p> <p><u>Flemington Estate</u> Observed that the legal boundaries was clearly demarcated and visibly maintained during site visit at Teluk Buluh Division. Field P08A and P08C adjacent to smallholders with boundary markers is visibly maintain. The boundary was also separated with trenches.</p> <p><u>Bagan Datoh Estate</u> Observed that the legal boundaries was clearly demarcated and visibly maintained during the site visit. Boundary markers can be observed at P17B adjacent to SK Sri Muara and Perumahan Awam. The boundary along the estate was also separated with trenches.</p> <p><u>Sungai Samak Estate</u> Legal boundary has been clearly demarcated and can be observed at P15A adjacent to small holders. The boundary along the estate was also separated with trenches.</p> <p><u>Sabak Bernam Estate</u> Boundary marker is clearly demarcated and visibility maintained near to the boundary along P17E which adjacent to Kg. Parit Jawa separated with physical boundary (trenches).</p>	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 -	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	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 -	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	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 -	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied

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

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Criterion / Indicator		Assessment Findings	Compliance
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, OPEX, CAPEX etc. Flemington Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. No CAPEX allocation for mill for Financial Year 18/19. Estates: New vehicle/machinery i.e tractors and Kubota (mini), upgrading workers and executive housing and security equipment.	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 -	SOU4 estates have long range replanting program until 36/37. Replanting is planned for tall palm and older than 25 years old as well as Ganoderma infected palms. Replanting programme for the next financial year as follow: <u>Flemington Estate</u> 18/19 : 193.99 ha (for field 95N1, 95N2, 95N4) 19/20 : 72.18 ha (for field 95N3) <u>Bagan Datoh Estate</u> 18/19 : 380.39 ha (for field 95B1, 95B1A, 95B1B, 95B1C, 95B1D) 19/20 : 331.88 ha (for field 94M4, 94M5, 95M, 95MA) <u>Sabak Bernam Estate</u> FY18/19 : 297.51 ha (field 95G, 95H, 96F, 96G, 96H)	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>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. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure:</p> <ul style="list-style-type: none"> i) SPMS, Appendix 7: SOP for water quality monitoring, issue:2 dated 1/6/16. SOP for sampling guideline ii) Water and Wastewater Sampling Guideline, issue:1 dated 1/6/16. iii) RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated October 2016. 	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Quality Assurance, Quality Management Unit (PSQM) inspect and report to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.	Complied

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<p>4.1.3</p>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>Sime Darby has established a system to monitor the mill and estate operation. The Structured Oil Recovery Assessment (SORA) (for Mill) / Structured Crop Recovery Assessment (SCRA) (for estates) and Planning and Monitoring Unit visited the operating units quarterly. Their reports covers on all aspect of operation. In addition, visit by agronomist was made yearly. The report focusing on rainfall, yield [performing and under-performing], palm nutrition status, field observation agronomic matters and fertilizer recommendation has been included in the report. All the reports of monitoring were available at estate and mill office for references.</p> <p><u>Flemington POM</u> Structured Oil Recovery Assessment (SORA) latest visit to Flemington POM was on 16-19 April 2018. The report covering on process control/safety, process losses, product quality, housekeeping/upkeep/environment and security. No major issue issued from the visit.</p> <p><u>Flemington Estate</u> Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit for FY 2017/2018 was carried out on 17/11/2017, 18/2/2018 and 18/5/2018. The report covered on Oil Palm mature and immature upkeep, fertiliser application and estate cost of operation. No major issue was raised during the audit.</p> <p><u>Bagan Datoh Estate</u> Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 17/4/2018. The report was available at the estate for review. The report covers on crop recovery and crop quality. Visit from Planning and Monitoring Units (PMU) reports were done quarterly. Observed the latest report for May 2018 dated 22/5/2018. No major issue was raised during the visit.</p> <p><u>Sungai Samak Estate</u> Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 16/4/2018. The report was available at the estate for review. The report covers on crop recovery and crop quality. Visit from Planning and Monitoring Units (PMU) reports were done quarterly. The reports covers on Oil Palm Nursery, replanting, manuring standard, palm growth and cost of production. Observed the latest report for May 2018 dated 7/5/2018. No major issue was raised during the visit.</p> <p><u>Sungai Samak Estate</u> Agronomist report, FY2018/2019 was carried out on 4-5/12/2018. Refer to report dated 2/21/18. Monitoring of (rainfall, yield [performing and under-performing], palm nutrition status, fertilizer recommendation has been included in the report. Other matters such as field observation and agronomic matters was also incorporated in the report i.e water management, bagworm infestation etc.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Sabak Bernam Estate</u> Agronomist report, FY2018/2019 has been carried out as per report dated 13/4/18. Monitoring of (rainfall, yield [performing and under-performing], palm nutrition status, fertilizer recommendation has been included in the report. Other matters such as field observation and agronomic matters was also incorporated in the report i.e water management, bagworm infestation etc.</p>	
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	Complied
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
4.2.1	<p>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 -</p>	Complied

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<p>4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -</p>	<p>Fertilizer application program is based on the recommendation by Agronomist and documented in Agronomic and Fertilizer Recommendation Report. Observed the recommendation and implementation record for FY 2018:</p> <p><u>Flemington Estate</u> Date of visit was on 28-29/11/2017. Program for mature and immature fields available. Observed application records as per agronomist recommendation: Month program: Mar 18 Field: 2008C Ha program: 45.77 ha Type: MOP Rate/palm: 0.75 kg/palm Month applied: 28/2-2/3/2018 Ha applied: 45.77</p> <p><u>Bagan Datoh Estate</u> Date of visit was on 8-10/11/2017. Program for mature and immature fields available. Observed application records as per agronomist recommendation: Month program: May 18 Field: 1995M1 Ha program: 101.77 ha Type: RP Rate/palm: 1.50 kg/palm Month applied: 3-5/5/2018 Ha applied: 101.77</p> <p><u>Sungei Samak Estate</u> Date of visit was on 4-5/12/2017. Program for mature and immature fields available. Observed application records as per agronomist recommendation: Month program: Jul-Sept 18 Field: 06MA Ha program: 72.43 ha Type: MOP Rate/palm: 0.75 kg/palm Month applied: 27/7/2018 Ha applied: 72.43 ha</p>	<p>Complied</p>

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<p>4.2.3</p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p>	<p>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation.</p> <p>As per company SOP, the soil sampling analysis carried at 5 years interval.</p> <p>The leaf analysis and soil analysis report was made available for review. Noted the analysis report for estate visited as follows:</p> <p><u>Flemington Estate</u> Last soil sampling analysis was carried out on 19/9/2014. Refer report no. S83/2014 dated 17/12/2014. Last leaf sampling analysis was carried out on September 2017. Foliar nutrient status enclosed with 2018 Agronomic report dated 15/1/2018.</p> <p><u>Bagan Datoh Estate</u> Last soil sampling analysis was carried out on 17/7/2014. Refer report no. S63/2014 dated 31/10/2014. Last leaf sampling analysis was carried out on July 2017. Foliar nutrient status enclosed with 2018 Agronomic report dated 5/1/2018.</p> <p><u>Sabak Bernam Estate</u> Last soil sampling analysis was carried out on 24/4/15. Refer report no. S37/2015 . Last leaf sampling analysis was carried out on Dec 2017. Foliar nutrient status enclosed with 2018 Agronomic report dated 13/4/2018.</p>	<p>Complied</p>
<p>4.2.4</p> <p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. EFB applied at selected fields at the estates. Verified sampled EFB application program as both visited estates. Sample of application record checked:</p> <p><u>Flemington Estate</u> EFB applied at replanting area at P17 with application for the month July at 520.92 MT</p> <p><u>Sabak Bernam Estate</u> EFB applied for ring mulching for at replanting area. Observed record of application for the field P17E at 66.79 ton for 63.95 ha.</p>	<p>Complied</p>
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Soil series map available for both estates visited.</p> <p><u>Flemington Estate</u> No fragile soil categorized in the estate. Most soil in the estate are from Selangor, Jawa, Bria and Bernam series.</p> <p><u>Bagan Datoh Estate</u> No fragile soil categorized in the estate. Most soil in the estate are from Selangor, Kangkong, Sedu, Jawa, Bria and Bernam series.</p> <p><u>Sungei Samak Estate</u> There were 828ha of peat soils at Sungai Samak estate. No other soil categorised as problematic or fragile soil. Mostly are Bria and Bernam series.</p>	<p>Complied</p>
<p>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 -</p>	<p><u>Bagan Datoh Estate</u> Terrain classification: Flat (0-2o) – 99.72%, undulating (2-6o) – 0.28%</p> <p><u>Sungei Samak Estate</u> Terrain classification: Flat (0-2o) – 91.31%, undulating (2-6o) – 8.69%</p> <p><u>Sabak Bernam Estate</u> Terrain classification: Flat (0-2o) – 99.82%, undulating (2-6o) – 0.18%</p> <p>Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as mucuna and soft grasses and ferns.</p>	<p>Complied</p>
<p>4.3.3 A road maintenance programme shall be in place. - Minor compliance -</p>	<p><u>Flemington Estate</u> Observed at P08 adjacent to P17, the road maintenance is still in progress for grading, compacting and patching potholes.</p> <p><u>Bagan Datoh Estate</u> Observed during site visit at P15 noted that the road maintenance programme is still in progress for grading and patching potholes.</p> <p>Estates visited have implemented annual Road Maintenance Programme FY2018/2019. Plan for the next financial year (FY 2019/2020) available for grading and compacting, resurfacing and road side pruning at Sabak Bernam Estate.</p> <p><u>Sungei Samak Estate</u> Observed at field P16A, road maintenance is still in progress for grading, resurfacing and patholes patching.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.4</p> <p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -</p>	<p>Based on established ARM, section 10: Water Management</p> <p>In Coastal and Peat Plantings, Water management on peat area is based on the established SOP, level 3, section B15 entitled water management. Water level marker is located at 800 -1000m interval (close to sluice gate/drain block).</p> <p>Visited water level marker for upstream water sampling point at P11 found at green level which recorded at desired level. Water level indicator as per below reading:</p> <p>Green – 45- 60 cm from soil surface (optimal level for acid sulphate/peat)</p> <p>Yellow – 60 – 90 cm from soil surface (optimal level for non-acid sulphate soil)</p> <p>Red – above 90 cm from soil surface</p> <p>Water level monitoring recorded on weekly basis. Refer to the latest report for July 2018 for Yew Lian Division (ruler#1) and recorded at 45-60 cm (green indicator)</p>	<p>Complied</p>
<p>4.3.5</p> <p>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 -</p>	<p>No replanting programme for the next five 5 years in Sungai Samak Estate. Thus, drainability assessment was not required.</p>	<p>Complied</p>
<p>4.3.6</p> <p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -</p>	<p>Management strategy for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils) is based on the established ARM, section 10: Water Management In Coastal and Peat Plantings. 2 management strategies; optimal water level monitoring and flushing of acid rain water. Verified management plan for FY2018/2019 at Sungai Samak Estate.</p>	<p>Complied</p>
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>		

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<p>4.4.1</p>	<p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>In POM, the document: Water Management Plan for Financial Year 18/19 updated in 16 July 2018. These include Water usage Plan, Identification and Management of Wastewaters, Water Reduction Plan and Contingency Plan during Water Shortage.</p> <p><u>Flemington Estate</u> Water Management Plan: Contingency Plan for FY 2018/19 focusing on action plan to be taken during water shortage/dry spell and Reduction of Water Usage for FY 2018/19 focusing on action to reduce water usage. The plan has been reviewed in July 2018.</p> <p><u>Bagan Datoh Estate</u> Water Management Plan for FY 2018/19 has been reviewed on 1/7/2018. The plan focusing on reducing the water usage in chemical activity, reducing water usage in housing complex and contingency action during water shortage. In the plan has stated the PIC and time frame for the action taken to be evaluated/completed. Water analysis test for river water (pesticides) conducted on quarterly basis by Sime Darby Research Sdn. Bhd. Following sampled test report no: IE915/2018 dated 8/8/2018 for water sampling point 1 for pesticides analysis. Noted the result as Not Detected.</p> <p><u>Sg Samak Estate</u> In estate, the water source from the government supply's – Lembaga Air Perak and also own water treatment plant. The management plan 2018/2019 focusing in reduction of water usage and contingency plan during water shortage/dry season. In the plan stated the mitigation plan and person in charge for action plan to be taken. Besides, the analysis for the treated water (E.coli) and the river water (pesticides) conducted on quarterly basics by Sime Darby Research Sdn Bhd. Following the sampled report: a. May 2018 i. Report no: IE 600/2018 (Pesticides y Analysis Test Report); Non-detected. ii. Report no: IE 590/2018 (Microbiology Analysis Test Report); Non-detected. b. Feb 2018 i. Report no: IE211/2018 (Microbiology Analysis Test Report); Non-detected. ii. Report no: PL300/2017 (Pesticides Analysis Test Report); Non-detected. In addition, the estate engage 3rd party for domestic water analysis, Nalco. Noted report visit dated 14/8/2018.</p> <p><u>Sabak Bernam Estate</u> Water management Plan: Contingency Plan Year 2018/19 focusing in action steps during water shortage/dry spell. The plan has been prepared on 1 Jul 2018. Sampled water has been sent to Sime Darby Research Sdn Bhd. quarterly for Pesticides analysis. Observed the sampled report: a. July 2018 i. Report no: IE886/2018 (Pesticides Analysis Test Report); Non-detected</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance												
	b. April 2018 i. Report no: IE492/2018 (Pesticides Analysis Test Report); Non-detected													
4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following: <table border="1" data-bbox="668 591 1300 775"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> Observed during site visit there are no spraying activity along the river buffer zone for Sungai Bernam at Teluk Buluh Division (P08C). The vegetative along the river buffer zone are well maintained. <u>Bagan Datoh Estate</u> There are no spraying activity along the river buffer zone with Sungai Perak. The vegetation along the river buffer zone are well preserved. <u>Sungei Samak Estate</u> There are no spraying activity along the river buffer zone and the vegetation along the buffer zone is well maintained. The buffer zone area have been demarcated as observed at P11E. <u>Sabak Bernam Estate</u> Observed during site visit at P13B, waster sampling point no 4, there are well maintained vegetative along the river buffer zone.	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
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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 -	In POM, effluent Analysis conducted by Sime Darby Research and submitted to DOE every 3 months through OER (Online Environmental Report). Noted the following report in the Flemington POM: a. Report no: EP248/2018 dated 4/6/2018 BOD: 57 mg/L b. Report no: EP294/2018 dated 11/7/2018 BOD: 60 mg/L All the parameters have conform to parameters limit for watercourse discharge.	Complied												
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill water source from the supply of government-Lembaga Air Perak (LAP). In POM, the water usage monitoring for FFB/tonne: a. Jan 2018- 0.02 m3/ FFB (mt) b. Feb 2018- 0.33 m3/ FFB (mt) c. Mar 2018- 0.40 m3/ FFB (mt)	Complied												
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.														

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.1</p> <p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates are continue to plant beneficial plants such as Turnera subulata.</p> <p><u>Flemington Estate</u> Rat baiting application: Warfarin (1st generation), application date 7-8/3/2018. (2nd campaign) Barn owl box: Occupancy rate average at 63% (Feb 2018) together with BOB maintenance and replacement/new box.</p> <p><u>Bagan Datoh Estate</u> Rat baiting application: Warfarin (1st generation), field 2015F, application date 3-14/7/2018. (2nd campaign) Barn owl box: Occupancy rate average at 66% (Jul/Aug 2018) together with BOB maintenance and replacement/new box. Record of planting of beneficial plant Cassia Cobanensis, Tunera Subulata, Antigonan Leptopus was available for review as per IPM plan with ratio of 6:2:2 (target: 2dm/ha). Observe during site visit the beneficial planted at P17A.</p> <p><u>Sungei Samak Estate</u> Sungei Samak Estate has established IPM management programme FY 2018/19 focusing on increasing the establishment of beneficial plant, Ganoderma issue, Barn Owl Box and Bagworm Monitoring. Rat baiting application: Warfarin (1st generation), field 05DA, application date 25/4-7/5/2018. (2nd campaign) For bagworm, the estate continue to census for bagworm outbreak monthly. Observed census report for the month of July and August 2018. Record of planting of beneficial plant Cassia Cobanensis, Tunera Subulata, Antigonan Leptopus was available for review as per IPM plan as per June 2018, the planted at 1.82dm/ha (target: 2dm/ha). Observe during site visit the beneficial planted at P15C.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -</p>	<p><u>Bagan Datoh Estate</u> IPM training has been provided by the plantation executives to the field supervisor and mandore. Latest training done by Sr. Asst Manager on 5/2/2018. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census.</p> <p><u>Sungei Samak Estate</u> IPM training has been provided by the plantation executives to the field supervisor and mandore. Latest training done by Asst. Manager on 16/7/2018 on spraying of Rhinoceros Beetle in immature area which involve field supervisor. Interview with the management team confirm their understanding of the benefit of planting beneficial plant to fight pest.</p> <p><u>Sabak Bernam Estate</u> IPM training by A.M regarding planting technique for beneficial plant. Dated refer below under training. Interview with management team confirm their understanding implementation of IPM as per Agricultural References manual the benefit of IPM in oil palm plantations.</p>	<p>Complied</p>
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>		
<p>4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample) - General weeds : Glyphosate - Pennisetum polystachion : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate</p> <p>Mature planting - Grass weed and Asystasia : glyphosate & 2,4-D amine</p> <p>The selection is also evaluated by the agronomist during his visit to the estate</p>	<p>Complied</p>

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<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate.</p> <p>For FY2016/2017, total 0.148 Ai/Ha recorded for Sungai Samak Estate. (Metsulforon methyl, cypermethrin, acephate, warfarin, glufossinate ammonium, thiram, triclopyr butoxy – ethyl ester). Summary of Ai/Ha from July 2017 – June 18 as per below:</p> <table border="1" data-bbox="671 705 1080 1099"> <thead> <tr> <th>Month</th> <th>Ai/Ha (kg)</th> </tr> </thead> <tbody> <tr><td>July 17</td><td>0.704</td></tr> <tr><td>Aug 17</td><td>0.272</td></tr> <tr><td>Sep 17</td><td>0.199</td></tr> <tr><td>Oct 17</td><td>0.176</td></tr> <tr><td>Nov 17</td><td>0.469</td></tr> <tr><td>Dec17</td><td>0.322</td></tr> <tr><td>Jan 18</td><td>0.254</td></tr> <tr><td>Feb 18</td><td>0.417</td></tr> <tr><td>Mar 18</td><td>0.430</td></tr> <tr><td>Apr 18</td><td>0.308</td></tr> <tr><td>May 18</td><td>0.493</td></tr> <tr><td>Jun 18</td><td>0.460</td></tr> </tbody> </table> <p>Summary of Ai/Ha for Sabak Bernam Estate from July 2017 – June 18 as per below:</p> <p>Sabak Bernam Estate</p> <table border="1" data-bbox="671 1245 1080 1637"> <thead> <tr> <th>Month</th> <th>Ai/Ha (kg)</th> </tr> </thead> <tbody> <tr><td>July 17</td><td>0.248</td></tr> <tr><td>Aug 17</td><td>0.330</td></tr> <tr><td>Sep 17</td><td>0.260</td></tr> <tr><td>Oct 17</td><td>0.321</td></tr> <tr><td>Nov 17</td><td>0.211</td></tr> <tr><td>Dec17</td><td>0.269</td></tr> <tr><td>Jan 18</td><td>0.216</td></tr> <tr><td>Feb 18</td><td>0.318</td></tr> <tr><td>Mar 18</td><td>0.309</td></tr> <tr><td>Apr 18</td><td>0.273</td></tr> <tr><td>May 18</td><td>0.369</td></tr> <tr><td>Jun 18</td><td>0.336</td></tr> </tbody> </table>	Month	Ai/Ha (kg)	July 17	0.704	Aug 17	0.272	Sep 17	0.199	Oct 17	0.176	Nov 17	0.469	Dec17	0.322	Jan 18	0.254	Feb 18	0.417	Mar 18	0.430	Apr 18	0.308	May 18	0.493	Jun 18	0.460	Month	Ai/Ha (kg)	July 17	0.248	Aug 17	0.330	Sep 17	0.260	Oct 17	0.321	Nov 17	0.211	Dec17	0.269	Jan 18	0.216	Feb 18	0.318	Mar 18	0.309	Apr 18	0.273	May 18	0.369	Jun 18	0.336	<p>Complied</p>
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<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	<p>Complied</p>																																																				

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Criterion / Indicator	Assessment Findings	Compliance
<p>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 -</p>	<p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class II, III & IV chemical used at visited estates. Alternative for class IA chemical, Methamidophos was used named Acephate under class III for bagworm infestation.</p> <p><u>Sungai Samak Estate</u> Permit to buy Acephate available. Refer to permit, PK/ACEP(GL)/17/003 dated 26/1/17 for total 400kg.</p>	<p>Complied</p>
<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>Pesticides operators for all estates visited has been provided with proper Personal Protective Equipment. Observed during site visit, the PPE provided to the operators such as google, half face respirator, nitril hand glove, rubber boot and apron.</p> <p>Additional, the operators has been given training regarding the usage safety and health issue and proper way for chemical application and attend monthly medical check-up done by the Medical Assistant. Observed the implementation during site visit and workers interview in following estate:</p> <p><u>Flemington Estate</u> Pesticides operators has been provided with proper PPE. Observed during the site visit the PPE usage by the operators such as google, half face respirator, nitril hand glove, rubber boot and apron.</p> <p><u>Bagan Datoh Estate</u> Pesticides operators has been supplied with proper PPE. The operators has been given training regarding the usage safety and health issue and proper way for chemical application. It was observed during site visit and interview with the sprayer at P15E.</p> <p><u>Sungei Samak Estate</u> Pesticide operators has been given with suitable PPE. The operators has been trained with safety and health issue and the technique of spraying frequently. The pesticides operators will attend medical check-up monthly by Medical Assistant. Noted during interview with sprayer at P15C.</p>	<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 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</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. For weeding activities, knapsack spray pump and low volume CDA spray are used for selective and circle spraying.</p>	<p>Complied</p>

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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 -	No aerial spray at SOU4.	Complied																																																																
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU4. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied																																																																
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates. Interviewed the workers in workshop, line site and store and they aware of the proper waste handling method.	Complied																																																																
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p>Annual medical surveillance for sprayers and fogger operators were demonstrated. Medical examination programme established for sprayers which conducted by Sabak Dispensary (HQ/08/DOC/00/131) for Flemington Estate, Klinik & Surgeri Lee (HQ/12/DOC/00/279) for Bagan Datoh Estate, Klinik K.S.Tan (HQ/08/DOC/00/660).</p> <table border="1" data-bbox="668 1218 1315 1937"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>87846</td> <td rowspan="3">22/8/17</td> <td>Fit</td> <td rowspan="3">FLE</td> </tr> <tr> <td>21231</td> <td>Fit</td> </tr> <tr> <td>21219</td> <td>Fit</td> </tr> <tr> <td>137240 (fogger)</td> <td rowspan="2">27/10/17</td> <td>Fit</td> <td rowspan="2"></td> </tr> <tr> <td>108091 (fogger)</td> <td>Fit</td> </tr> <tr> <td>116910</td> <td rowspan="2">6/2/18</td> <td>Fit</td> <td rowspan="2">BDE</td> </tr> <tr> <td>134433</td> <td>Fit</td> </tr> <tr> <td>134826</td> <td>7/1/18</td> <td>Fit</td> <td rowspan="4"></td> </tr> <tr> <td>116527</td> <td>4/4/18</td> <td>Fit</td> </tr> <tr> <td>21507</td> <td></td> <td>Fit</td> </tr> <tr> <td>21441 (workshop)</td> <td>7/1/18</td> <td>Fit</td> </tr> <tr> <td>102001</td> <td rowspan="6">25/10/17</td> <td>Fit</td> <td rowspan="6">SSE</td> </tr> <tr> <td>108057</td> <td>Fit</td> </tr> <tr> <td>102000</td> <td>Fit</td> </tr> <tr> <td>29511 (fogger)</td> <td>Fit</td> </tr> <tr> <td>22152 (workshop)</td> <td>Fit</td> </tr> <tr> <td>22181 (workshop)</td> <td>Fit</td> </tr> <tr> <td>130253 (workshop)</td> <td rowspan="4">22/3/18</td> <td>Fit</td> <td rowspan="4">SBE</td> </tr> <tr> <td>138631</td> <td>9/4/18</td> <td>Fit</td> </tr> <tr> <td>133827</td> <td>19/4/18</td> <td>Fit</td> </tr> <tr> <td>135573</td> <td></td> <td>Fit</td> </tr> </tbody> </table>	ID No	Date of Medical check up	Result	Estate	87846	22/8/17	Fit	FLE	21231	Fit	21219	Fit	137240 (fogger)	27/10/17	Fit		108091 (fogger)	Fit	116910	6/2/18	Fit	BDE	134433	Fit	134826	7/1/18	Fit		116527	4/4/18	Fit	21507		Fit	21441 (workshop)	7/1/18	Fit	102001	25/10/17	Fit	SSE	108057	Fit	102000	Fit	29511 (fogger)	Fit	22152 (workshop)	Fit	22181 (workshop)	Fit	130253 (workshop)	22/3/18	Fit	SBE	138631	9/4/18	Fit	133827	19/4/18	Fit	135573		Fit	Complied
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Criterion / Indicator		Assessment Findings	Compliance
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			

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<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU4 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English. Health and safety plan was established for FY18/19.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u></p> <p>Flemington POM - CHRA was conducted on 26/5/2018 and 2/7/2018 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 31 findings/recommendations reported.</p> <p>Flemington Estate – CHRA was conducted on 23/7/15 and 7/8/2015 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 21 findings/recommendations reported.</p> <p>Bagan Datoh Estate - CHRA was conducted on 25/5/15 and 3/7/2015 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 22 findings/recommendations reported.</p> <p>Sg Samak Estate - CHRA was conducted on 15 and 29/7/2015 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 26 findings/recommendations reported. The CHRA for new activity (trunk injection) was conducted on 25/4/2017 (JKPP KIM127/453/6(8)). Based on the report, 3 recommendations was reported by the assessor.</p> <p>Sabak Bernam Estate - CHRA was conducted on 14/7 and 29/7/15 by registered assessor JKPP HIE 127/171-2(124). Based on the CHRA, a total of 21 findings/recommendations reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><u>Baseline & Annual Audiometric Testing</u> Flemington POM – Baseline & Annual Audiometric testing completed on 13/03/2018 by Procoma Environmental (M) Sdn Bhd. Total of 91 workers were sent for the annual testing. Results from testing: 85 workers with normal, 1 worker moderate (impairment), 1 worker moderate severe (impairment) and 4 workers with standard threshold shift (STS). The repeat test for the workers identified with STS was conducted on 3/7/2018. The report yet to be received by the mill.</p> <p><u>Medical Surveillance</u> Medical surveillance was conducted on 20/09/2017 by Klinik K.S.Tan (HQ/08/DOC/00/660). Total 45 workers were sent for medical surveillance. All workers were found fit to work (eg: employee ID: 24891, 24894, 24837, 24789, 24851), except for #24791. Retest medical surveillance was done on 9/1/2018 for him. From the report, found that the test result was normal and fit for work.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Periodic Chemical Exposure Monitoring</u> Flemington POM - The periodic chemical exposure monitoring was conducted on 21/7/2017 by JKPP HIE 127/171/3-1(20) for the laboratory operators and workshop operators was observed. The exposure results of personal monitoring at Laboratory for n-Hexane and workshop for manganese were compliance with the permissible exposure limit as specified under OSH USECHH Regulation 2000.</p> <p><u>LEV inspection and testing</u> Flemington POM - LEV inspection and testing was conducted on 09/09/2017 by registered hygiene tech II assessor (JKPP HIE 127/171-3/2(134)). Sighted the report dated 30/11/2017. From the assessment, the assessor conclude that the LEVs system at chemical lab was found very effective to capture and transport the contaminants away from the work place.</p> <p><u>Contractors Management/Permit to work</u> Flemington POM - Permit to Work (PTW) has been implemented for internal and external works involving confined space, hot work, working at height, LOTO. Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented. For example: PTW: Hot work dated 9/6/2018, scope of work: welding liner, contractor: Babu Solve Tech</p>	

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU4 had identified and reviewed significant hazards and risks and determined appropriate risk control measures.</p> <p>The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p>Flemington POM - HIRARC was reviewed on 29/11/2017 and approved by the Manager. Mill activities was identified and risk assessed with respect to reception station, fruit handling station, Sterilizer Station, threshing station, pressing station, Clarification station, depericarping station, kernel recovery station, boiler station, power generation station, despatch station, laboratory, oil recovery station, water treatment plant, ETP operation, workshop, scheduled waste, mill compound, store, office and EB press.</p> <p>At the estate, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p>Flemington Estate - HIRARC was reviewed on 14/12/2017 and approved by the Manager. Revision done for gardening activity.</p> <p>Bagan Datoh Estate - HIRARC was reviewed on 6/7/2018 and approved by the Manager. Revision done for cleaning and sweeping the compound.</p> <p>Sg Samak Estate - HIRARC was reviewed on 4/10/2017 and approved by the Manager.</p> <p>Sabak Bernam Estate - HIRARC was reviewed on 8/6/2018 and approved by the Manager. The review was done after the accident happened (travelling to/fro field using motorcycle).</p>	<p>Complied</p>

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<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. #cross refer to indicator 4.8.2.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Press/workshop operator – Safety Helmet, Safety Shoes, Safety Vest and Ear plug/muff ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>SOU4 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><u>Flemington POM</u> OSH meeting conducted on quarterly basis and last meeting conducted on 14/06/2018. The work place inspection conducted on 08/06/18 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 14/6/2018, 14/3/2018, 20/12/2017 and 20/9/2017.</p> <p><u>Flemington Estate</u> OSH meeting conducted on quarterly basis and last meeting conducted on 25/7/2018. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 25/7/2018, 27/4/2018, 25/1/2018 and 13/10/2017.</p> <p><u>Bagan Datoh Estate</u> OSH meeting conducted on quarterly basis and last meeting conducted on 27/6/2018. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 27/6/2018, 20/3/2018, 20/9/2017 and 21/6/2017.</p> <p><u>Sg Samak Estate</u> OSH meeting conducted on quarterly basis and last meeting conducted on 30/7/18. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 30/7/18, 27/4/18, 29/1/18 and 27/10/18.</p> <p><u>Sabak Bernam Estate</u> OSH meeting conducted on quarterly basis and last meeting conducted on 6/6/18. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 6/6/18, 19/3/18, 9/1/18 and 26/9/18</p>	<p>Complied</p>

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<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to employees, contractors and visitors.</p> <ol style="list-style-type: none"> Flemington POM - Fire evacuation drill was last conducted on 27/4/2018 to test the state of readiness during emergency situation. Flemington Estate - Fire evacuation drill was last conducted on 13/7/2018 to test the state of readiness during emergency situation. Bagan Datoh Estate - Fire evacuation drill was last conducted on 29/8/17 and 13/4/18 to test the state of readiness during emergency situation. Sg Samak Estate - Fire extinguisher training was last conducted on 29/8/2017. The training was conducted by BOMBA Hutan Melintang. Sabak Bernam Estate - Fire drill was last conducted on 3/5/18. The training was conducted by BOMBA Sabak Bernam. <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. Emergency eye wash facility available at chemical store and laboratory. Both are in good working condition. <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p><u>Flemington POM</u> 04 accidents reported for 2017 and no accident for 2018. JKKP 6 was sent to DOSH accordingly (eg: date of accident on 7/10/17 at workshop area. JKKP 6 was sent to DOSH on 14/10/17). JKKP 8 for the year 2017 was sent to DOSH on 11/01/2018.</p> <p>DOSH visits (05/07/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><u>Bagan Datoh Estate</u> 01 accident reported for 2018. JKKP 6 was sent to DOSH accordingly (eg: date of accident on 11/1/18 at field 2015F. JKKP 6 was sent to DOSH on 15/1/18). JKKP 8 for the year 2017 was sent to DOSH on 24/01/2018.</p> <p><u>Flemington Estate</u> 01 accident reported for 2018. JKKP 6 was sent to DOSH accordingly (eg: date of accident on 7/2/18 at field 2016A (rat baiting activity). JKKP 6 was sent to DOSH on 9/2/18). JKKP 8 for the year 2017 was sent to DOSH on 19/01/2018.</p> <p><u>Sg Samak Estate</u></p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance															
		<p>06 accidents reported for 2018 (less than 4 days MC). The accident report was sighted (eg: date of accident: 24/6/18 while riding the bike). JKPP 8 for the year 2017 was sent to DOSH on 31/1/2018.</p> <p>Sabak Bernam Estate 01 accidents reported for 2018 (more than 4 days MC). The accident report was sighted (eg: date of accident: 23/3/18 at gate Jalan Sepintas). JKPP 6 for the accident was sent to DOSH on 29/3/18. JKPP 8 for the year 2017 was sent to DOSH on 11/1/2018.</p>																
4.7.6	<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 May 2018, June 2018, July 2018.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (MW240638)</td> <td>14/7/18 – 13/7/19</td> <td>Flemington POM</td> </tr> <tr> <td>RHB Insurance (FW224914)</td> <td>26/3/18 – 25/3/19</td> <td>Flemington Estate</td> </tr> <tr> <td>RHB Insurance (FW219868)</td> <td>16/1/18 – 15/1/19</td> <td>Bagan Datoh Estate</td> </tr> <tr> <td>RHB Insurance (MW219874)</td> <td>25/4/18 – 24/4/18</td> <td>Sg Samak Estate</td> </tr> </tbody> </table>	Insurance	Period	Remark	RHB Insurance (MW240638)	14/7/18 – 13/7/19	Flemington POM	RHB Insurance (FW224914)	26/3/18 – 25/3/19	Flemington Estate	RHB Insurance (FW219868)	16/1/18 – 15/1/19	Bagan Datoh Estate	RHB Insurance (MW219874)	25/4/18 – 24/4/18	Sg Samak Estate	Complied
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4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained. Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year</th> <th>FPOM</th> <th>FE</th> <th>BDE</th> <th>SSE</th> <th>SBE</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>4 (LTA 86)</td> <td>4 (LTA 224)</td> <td>3 (LTA 27)</td> <td>6 (LTA 6)</td> <td>13 (LTA 117)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days</p>	Year	FPOM	FE	BDE	SSE	SBE	2017	4 (LTA 86)	4 (LTA 224)	3 (LTA 27)	6 (LTA 6)	13 (LTA 117)	Complied			
Year	FPOM	FE	BDE	SSE	SBE													
2017	4 (LTA 86)	4 (LTA 224)	3 (LTA 27)	6 (LTA 6)	13 (LTA 117)													
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>																		
4.8.1	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -</p>	<p>A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Refer to training programme FY 18/19 of SOU 4 POM and respective estate. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be in compliance.</p>	Complied															

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Criterion / Indicator	Assessment Findings	Compliance												
<p>4.8.2</p> <p>Records of training for each employee shall be maintained. - Minor compliance -</p>	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&C. Training need and plan for FY2017/2018 was verified as per Form RM-01/TNP – Estate/Mill Quality Management</p> <p>System Subsection 6.1 Appendix 6.2.2 Version 1, Year 2008 Issue 1 (2008).</p> <p>Training records checked:</p> <p><u>Flemington POM</u> a. Morning Briefing/Training for RSPO dated 2/6/2018 b. Whistleblowing Training dated 24/4/2018 c. SCCS reclassification IP to MB training dated 6/6/2018</p> <p><u>Flemington Estate</u> Pesticides operators have not fully aware regarding the proper use of PPE. Observe during site visit and interview with sprayers at P16B. The sprayers didn't understand the proper maintenance and handling for the Respirator given to the sprayers as the management upgraded the usage of 3M half face Respirator from N95 particulate respirator. Noted that they are no training provided regarding the usage of new type of Respirator to the sprayers.</p> <p>Sprayers interviewed:</p> <table border="1" data-bbox="667 1167 1182 1290"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Emp. No</th> </tr> </thead> <tbody> <tr> <td>Searoma</td> <td>Mandore</td> <td>21281</td> </tr> <tr> <td>Ram Kumar</td> <td>Sprayer</td> <td>121794</td> </tr> <tr> <td>Ashok Kumar</td> <td>Sprayer</td> <td>121793</td> </tr> </tbody> </table> <p>Thus, Minor NC was issued raised during this assessment.</p> <p><u>Bagan Datoh Estate</u> a. IPM training dated 5/2/2018 b. Spraying Techniques and Safety Aspects and Maintenance of Inter Sprayer dated 5/7/18 c. Maintenance of Spray Equipment and Calibration dated 25/5/2018</p> <p><u>Sg Samak Estate</u> a. Training for Environmental Conservation, HCV and biodiversity dated 18/7/2018 b. Training of IPM, RB spray immature field dated 16/7/2018 c. Training for chemical spraying equipment dated 4/7/2018</p> <p><u>Sabak Bernam Estate</u> a. Beneficial plant planting dated 31/7/2018 b. Safety Briefing at replanting field 95G dated 18/7/2018 c. HCV, Policy COBC, whistleblowing and ERS dated 3/7/2018</p>	Name	Designation	Emp. No	Searoma	Mandore	21281	Ram Kumar	Sprayer	121794	Ashok Kumar	Sprayer	121793	<p>Minor nonconformance</p>
Name	Designation	Emp. No												
Searoma	Mandore	21281												
Ram Kumar	Sprayer	121794												
Ashok Kumar	Sprayer	121793												

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p>		
<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p> <p>Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p> <p>Noted the last review was conducted in 15 June 2018 at POM covering all the activities:</p> <ul style="list-style-type: none"> a. Reception Area b. Sterilizer Bay c. EFB Ramp d. Workshop e. Schedule Waste Store f. Press station and etc. <p>The identification aspect and impacts also incorporating the composting plant and also the biogas plant which been reviewed on 26 June 2018</p> <p><u>Flemington Estate</u> Noted Environmental Aspect and Impact Identification has been reviewed on 2/7/2018 during EAI review meeting. No changes made during the review. All main activities included in the EAI such as FFB production, upkeep and support activities such as dispensary and upkeep office compound.</p> <p><u>Sungei Samak Estate</u> Noted Environmental Aspect and Impact Identification has been reviewed on 2/7/2018 during EAI review meeting. No changes made during the review. All main activities included in the EAI such as FFB production, upkeep and support activities such as dispensary and upkeep office compound.</p> <p><u>Sabak Bernam Estate</u> Noted the Environmental Aspect and Impact Identification has been reviewed on 28/12/2017 during EAI meeting. The Environmental Aspect and Impact register updated on 2/1/2018. All main activities included in the EAI such as FFB production, upkeep and support activities such as dispensary and upkeep office compound.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>All estate has established Environmental Improvement Plan/Pollution Prevention Plan and the document was available in the estate/mill for review.</p> <p>In Flemington POM, Pollution Prevention Plan for Financial Year 2018/2019 which updated in 23 July 2018:</p> <ul style="list-style-type: none"> a. Erosion of Effluent Pond Bund b. Overflow of POME c. Leakage of oil at piping during process time d. Chemical spillage at boiler areas and etc. <p>Besides, the boiler man has been appointed as the members of Environmental Performance Monitoring Committee (EPMC) effective from 19 Apr 2017. The responsible person in charge of monitor operation, maintenance and performance of pollution control system.</p> <p><u>Flemington Estate</u> Environmental Prevention Plan for FY 2018/19 was updated in July 2018. The plan covers various environmental issue and mitigating measures that need to be address:</p> <ul style="list-style-type: none"> a. Leakage of lubricant or fuel during repair, maintenance and washing into outside land b. Open Burning c. Chemical spillage or over usage of chemical spraying <p>In the plan also stated the PIC for each issue and time frame to complete the mitigating measures.</p> <p><u>Bagan Datoh Estate</u> Environmental Improvement Plan for FY 2018/19 was updated in 1/7/2018. The plan covers the environmental issue, mitigating measures, PIC and time frame the action taken to be completed. Issue for the FY 2018/19:</p> <ul style="list-style-type: none"> a. Spillage during fuel fill up b. Chemical spillage during Mixing and washing chemical pump c. Open burning at linesite. <p><u>Sungei Samak Estate</u> Environmental Improvement Plan for FY 2018/19 was updated in 4/7/2018. The plan covers the environmental issue, mitigating measures and PIC. The issue to be address for FY 2018/19:</p> <ul style="list-style-type: none"> a. Oil Spillage b. Open Burning c. Water pollution (chemical/Fertilizer/Oil Spillage) <p><u>Sabak Benam Estate</u> The Environmental Management Programme for FY 2018/19 has been reviewed on 1/7/2018 by the management. Two objective target has been established:</p> <ul style="list-style-type: none"> a. To ensure 100% of engine oils spillage are retain and properly disposed b. To develop schedule for engine repair and maintenance at workshop and handling of Scheduled waste. 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.	Complied
Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.		
5.2.1 Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV Assessment for Strategic Operating Unit (SOU) 4 Flemington has been conducted on September 2016 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd. Final Report (Version II) was sighted. Total HCV area identified falls under: 1. Bund for Bernam’s river – HCV 4 (Flemington Estate) 2. Mill water catchment – HCV 4 (Flemington Estate) 3. Bund for Perak’s river – HCV 4 (Bagan Datoh Estate) 4. River reserve, Bernam river – HCV 4 (Sabak Bernam Estate) 5. River reserve, Sg Erong & Sg Chawang – HCV 4 (Sg Samak Estate) 6. Pond – HCV 4 (Sg Samak Estate)	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 -	No RTE was identified within the planted or surrounding village area based on the HCV assessment report dated September 2016. Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation/ buffer zone areas. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited found to have been satisfactorily maintained.	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 -	Training related to HCV was conducted accordingly for SOU 4 Flemington by SQM Department. The training was conducted on 6/8/2018 at Bagan Datoh Estate Training Room. All the estate managers, assistant managers, staff and mandore were attended this training. Sighted the attendance and training report.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.2.4</p> <p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>Biodiversity Basement Assessment Plan was established:</p> <p><u>A) Flemington Estate</u></p> <ol style="list-style-type: none"> 1. Inspection of the conservation area Remark: The monitoring of HCV and conservation areas was done on monthly basis. The last monitoring was conducted on 3/8/2018 by Ast. Manager. 2. Education and awareness Remark: The training was conducted on 6/8/2018 by SQM Department. 3. Signage Remark: Signage was installed accordingly by the management. During site visit, sighted the signage at field P08C (water gate no 3). <p><u>B) Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> 1. Signage Remark: Signage was installed accordingly by the management. During site visit, sighted the signage at field P98BD. 2. Inspection of the conservation area Remark: The monitoring of HCV and conservation areas was done on monthly basis. The last monitoring was conducted on 20/07/18 by auxiliary police. 3. Education and awareness Remark: The training was conducted on 6/8/2018 by SQM Department. <p><u>C) Sg Samak Estate</u></p> <ol style="list-style-type: none"> 1. Signage Remark: Signage was installed accordingly by the management. During site visit, sighted the signage at field P11E. 2. Inspection of the conservation area Remark: The monitoring of HCV and conservation areas was done on monthly basis. The last monitoring was conducted on 11/07/18 by auxiliary police. 3. Education and awareness Remark: The training was conducted on 6/8/2018 by SQM Department and 18/7/2018 by Assistant Manager. <p><u>D) Sabak Bernam Estate</u></p> <ol style="list-style-type: none"> 1. Signage Remark: Signage was installed accordingly by the management. During site visit, sighted the signage at field P13B. 2. Education and awareness Remark: The training was conducted on 6/8/2018 by SQM Department. 	<p>Complied</p>
<p>5.2.5</p> <p>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.</p> <p>- Minor compliance -</p>	<p>There are no HCV set-asides for local communities identified in all the estates.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.3:			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008. In POM, 3 types of waste were identified: a. Scheduled waste, b. Domestic waste and c. Industrial waste. These categories include: effluent, fibre/shell, EFB, decanter solid, boiler ash and etc. In estate, similar waste identification were sighted. Waste identification cover all types of waste generated from the different station from the estate.	Complied

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<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>The disposal of used chemicals and containers were done in accordance with their schedule on waste management as planned. Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>In POM, schedule waste dispose through licensed contractor: Kualiti Alam Sdn Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> a. 26/7/2018 for SW 410; C/N no: 2018072610L1N73G : 0.295 MT b. 26/7/2018 for SW 409; C/N no: 2018072610A15QEX : 0.014 MT c. 26/7/2018 for SW 322; C/N no: 2018072610DISN98 : 0.325 MT <p>Inventory of scheduled wastes (no: A31/152/000/048) inventory no. 0808A6622431172018 of July 2017 submitted through online reporting system.</p> <p><u>Flemington Estate</u> Schedule waste such as empty containers was sold to licensed contractors. Noted the disposal of SW 409 empty containers to Textcycle (P2) Sdn. Bhd. CN TC 18-06264 dated 4/5/18</p> <p><u>Bagan Datoh Estate</u> Empty containers triple rinse and puncture and stored and locked facility before sold to the licensed contractors. SW 305 lubricant oil disposed 14/8/2018 CN no. 89560 to Aliran Segar Sdn.Bhd License no 004191</p> <p><u>Sungei Samak Estate</u> In Sg Samak estate, schedule waste such as empty containers and used lubricants were sold to licensed contractor. Noted the sales of tripled rinsed empty containers to SS Setia Teknologi Enterprise (authorized under JPK No. 3.45/06). Disposal record documented in sales note dated 23/7/2018.</p> <p>SW 305 lubricant oil disposed 26/7/2018 CN no. 35098 to Primochem Sdn. Bhd. License no 004164</p> <p><u>Sabak Bernam Estate</u> In Sabak Bernam estate, record of schedule waste inventory and disposal record made available during onsite visit. Noted the disposal record for SW 305 and SW410:</p> <ul style="list-style-type: none"> a. Consignment note no: TC18-04659 dated 4/4/2018 for SW410 b. Consignment note no: TC18-04660 dated 4/4/2018 for SW305 <p>The Schedule waste disposal was contracted to licensed contractor Textcycle (P2) Sdn. Bhd.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>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.</p> <p>Waste Management Action Plan Financial Year 2018/2019 Flemington Mill reviewed on 17/7/2018 has identified different action to be taken for scheduled waste, domestic waste and industrial waste.</p> <p><u>Flemington Estate</u> The estate has engage contractor to collect the domestic waste once a week and send to municipal designated landfill. Observed payment record for the month of July 2018. For clinical waste, VMO from Sabak Dispensary collected the waste for disposal. Observed the record in clinical Schedule Waste record dated 23/6/2018.</p> <p><u>Bagan Datoh Estate</u> The estate has established the Waste Management Plan and reviewed on 1/7/2018. In the plan, the estate has identified 3 type of waste such as Scheduled waste, Domestic waste and Industrial Waste. The estate has also identified the action taken for disposal of the waste generated. For domestic waste, the estate has engage the contractor to collect and disposed at MPTI rubbish dumping area.</p> <p><u>Sungei Samak Estate</u> The estate has established the Waste Management Plan and reviewed on July 2018. In the plan, the estate has identified 5 type of waste such as Scheduled waste, Domestic waste, Recycle Waste, Clinical Waste and Sewage. The estate has also identified the action taken for disposal of the waste generated.</p> <p>In Sg Samak estate, the company has engaged the contractor to collect the domestic waste and send to the municipal designated landfill.</p> <p>For clinical waste, the estate has engaged contractor Edgenta Mediserve for disposal. Latest record dated 9/7/2018 and the consignment note no: AUJ dated 9/7/2018 for 1.5kg SW 404 sighted during onsite.</p> <p><u>Sabak Bernam Estate</u> The estate has established the Waste Management Plan and reviewed on 1/7/2018. In the plan, the estate has identified 3 type of waste such as Scheduled waste, Domestic waste and Industrial Waste. The estate has also identified the mitigation plan and PIC. For domestic waste, the estate has engage the contractor to collect and disposed at MPTI rubbish dumping area. For clinical waste, VMO from Sabak Dispensary collected the waste for disposal.</p>	<p>Complied</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.4.1</p> <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO.</p> <p>Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively.</p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric ton of palm product at the Mill were available.</p> <p>For example for financial year July 2017 – June 2018:</p> <ul style="list-style-type: none"> a. Apr 18- 0.87 liter/ CPO(mt) b. May 18 - 0.46 liter/ CPO(mt) c. Jun 18 - 0.35 liter/ CPO(mt) <p>For fibre/shell usage:</p> <ul style="list-style-type: none"> d. Apr 18 - 0.80 mt/ CPO(mt) e. May 18 - 0.83 mt/ CPO(mt) f. Jun 18 - 0.84 mt/ CPO(mt) <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends.</p> <p><u>Bagan Datoh Estate</u></p> <ul style="list-style-type: none"> a. Apr 18 – 1.71 L/FFB MT b. May 18 – 1.66 L/FFB MT c. Jun 18 – 1.63 L/FFB MT <p><u>In Sg Samak Estate</u></p> <ul style="list-style-type: none"> a. Apr 18 - 1.69 liter/FFB MT b. May 18 - 1.67 liter/FFB MT c. Jun 18 - 1.81 liter/FFB MT <p><u>In Sabak Bernam Estate</u></p> <ul style="list-style-type: none"> a. Apr 18 - 2.66 liter/FFB MT b. May 18 - 2.68 liter/FFB MT c. Jun 18 - 4.23 liter/FFB MT 	<p>Complied</p>
<p>Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		

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Criterion / Indicator		Assessment Findings	Compliance
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as (felling & chipping, cambering/land forming and path construction).	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 -	No use of fire for land preparation during replanting.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.6.1</p> <p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -</p>	<p>Various monitoring has been conducted including the effluent analysis, stack monitoring and river water monitoring.</p> <p>In POM, effluent Analysis conducted by Sime Darby Research and submitted to DOE every 3 months through OER (Online Environmental Report). Noted the following report in the Flemington POM:-</p> <p>a. Report no: EP248/2018 dated 4/6/2018 BOD: 57 mg/L</p> <p>b. Report no: EP294/2018 dated 11/7/2018 BOD: 60 mg/L</p> <p>All the parameters have conform to parameters limit for watercourse discharge.</p> <p>For continuous emission reporting system, it always online and send to HQ of Department of Environment in Putrajaya. Measurement of dust particulate concentration of Stack 1-Boiler (PMD 8703) by Environmental Science (M) Sdn Bhd. Following is the monitoring report sighted:</p> <p>a. Ref no: L-PG-AQ1805CSD- 0423 dated 22 June 2018;</p> <p>The monitoring result indicated at 0.2272 gm/Nm³, lower than the permissible limit of 0.4 gm/Nm³ stipulated under the Environmental Quality (Clean Air) Regulations, 1978.</p> <p>In Sungei Samak and Sabak Bernam Estate, water analysis test report for river across the estate as below:</p> <p><u>Sungei Samak Estate</u></p> <p>a. May 2018</p> <p>i. Report no: IE 600/2018 (Pesticides y Analysis Test Report); Non-detected.</p> <p>ii. Report no: IE 590/2018 (Microbiology Analysis Test Report); Non-detected.</p> <p>b. Feb 2018</p> <p>i. Report no: IE211/2018 (Microbiology Analysis Test Report); Non-detected.</p> <p>ii. Report no: PL300/2017 (Pesticides Analysis Test Report); Non-detected.</p> <p>In addition, the estate engage 3rd party for domestic water analysis, Nalco. Noted report visit dated 14/8/2018.</p> <p><u>Sabak Bernam Estate</u></p> <p>Water management Plan: Contingency Plan Year 2018/19 focusing in action steps during water shortage/dry spell. The plan has been prepared on 1 Jul 2018. Sampled water has been sent to Sime Darby Research Sdn Bhd. quarterly for Pesticides analysis. Observed the sampled report:</p> <p>a. July 2018</p> <p>i. Report no: IE886/2018 (Pesticides Analysis Test Report); Non-detected</p> <p>b. April 2018</p> <p>i. Report no: IE492/2018 (Pesticides Analysis Test Report); Non-detected</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	For the estate, GHG emissions identified including CO _x , SO _x and NO _x from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area. For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization. 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.	Complied
5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented. Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied. These GHG calculations were done as per certification unit basics including 5 estate and mill. Summary emissions: a. Emission/ mt CPO= 1.4 tCO ₂ e/mt CPO b. Emission/ mt PK= 1.4 tCO ₂ e/mt PK	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.		
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social Impact Assessment has been conducted on 27/6 – 1/7/2016 for the whole SOU 4 Flemington which consisted of Flemington POM, Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam Estate. The assessment was done by Sustainability Strategy Unit, PSQM Department. The methodology of the assessment was through document review, site observation and interview with sampled of stakeholders. The assessment has involved the participation of stakeholders such as government authorities, workers, contractors and local communities. Attendance list of the stakeholders involved was sighted.	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 involved the participation of affected stakeholders such as local communities, internal workers, contractors and government authorities. The attendance list was sighted.	Complied

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<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. - Major compliance -</p>	<p>Action Plan for Social Assessment was developed on 16/7/2018 by Flemington POM and Flemington Estate. Issues raised during stakeholder meeting have been incorporated into the action plan. For eg:</p> <p>a. Issue: The school’s representative has requested the management to assist on the reduction of the rat population in the school compound. Action Plan: To liaise with Flemington Estate to help in reduction of rat population. Time Frame: December 2018</p> <p>b. Issue: The representative from SOCSO has informed that the insurance claims will only be entertained if they reported within 3 months from the date of accident and every contributor to SOSCO is entitled for the insurance claims does not matter the duration of contribution period. Action Plan: To disseminate the information to all the staffs and workers. Time Frame: July 2018 Status: Seen the evidence of meeting with the staffs to inform them regarding this information from SOCSO on 11/7/2018.</p> <p>c. Issue: Not enough street light in Sungai Samak Estate. Action Plan: To consider to install streetlight at most critical places such as junction and bridge. Time Frame: July 2018 Status: The lighting was installed at the bridge near the pond and linesite area and seen the receipt of purchased of goods from supplier dated 5/7/2018.</p> <p>d. Issue: Access of estate’s road by communities might increase security risk issue such as theft, illegal harvesting and fishing in Sabak Bernam Estate. Action Plan: To generate the map of estate showing roads, villages and other stakeholders and consultation with communities regarding use of estate’s road. Time Frame: On-going Status: Estate map route for outsider to in and out was developed and informed the communities regarding this route map during stakeholder meeting conducted on 25/7/2018.</p> <p>Besides, reviewed on the Action Plan for Social Assessment dated July FY2017/2018 and verified the issues reported in the action plan. For eg:</p> <p>a. Issue: Workers linesite/ housing repair in Flemington Estate Action: To continue apply to HQ on upgrade old housing of 2 rooms to 3 rooms at all division and to continue to paint all housing workers using one standard colour code. Status: Seen the quotations that given by the contractors and approval on the quoted price on May 2018. Photo evident of the painted house was sighted and verified during linesite visit confirmed that part of the houses was newly painted.</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>b. Issue: Water supply using main water tank in Bagan Datoh Estate Action: To replace with new water tank. Status: Letter of Award dated 17/7/2017 was sighted where the company has awarded the construction and completion of 2 x 8,000 gallons elevated water tank at main division of Bagan Datoh Estate to contractor. Site visit found that the water tank was replaced.</p> <p>c. Issue: Housing condition/ living improvement in Sungai Samak Estate Action: To repair and replace old pipe and tank to improve quality of water supply. Status: Seen the Project Meeting No.1/2016 with contractor to discuss on the upgrading work to be done in the estate. The scope of works was to make good of water meter, overhead tank and installation of new HDPE pipes. The job was completed on July 2017 as verified with the permit to work and seen the handling over inspection form dated 12/7/2017.</p>	
6.1.4	<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. - Minor compliance -</p>	<p>The action plan has been reviewed on yearly basis and the last review was conducted on 16/7/2018 in Flemington POM and Flemington Estate, 1/7/2018 in Bagan Datoh Estate, July 2018 in Sungai Samak Estate and 2/7/2018 in Sabak Bernam Estate.</p>	Complied
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -</p>	<p>There was no scheme smallholder involved in the certification unit.</p>	Not applicable
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Consultation and communication procedures shall be documented. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Procedure for External Communication, Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 1/11/2008. The procedure has outlined the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks from the date of receipt of communication and within one week of the completion of the investigation.</p>	Complied

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<p>6.2.2</p> <p>A management official responsible for these issues shall be nominated. - Minor compliance -</p>	<p>Assistant of Flemington POM has been appointed as Social Officer to handle issues related to social in the mill. Seen the appointment letter dated 15/7/2017 issued by Mill Manager.</p> <p>Assistant Manager of Flemington Estate, Sg Samak Estate and Sabak Bernam Estate has been appointed by the Manager to be the Social Officer for the social issue involved in the estate. Appointment letter dated 1/7/2017 and 3/7/2017 was sighted respectively.</p> <p>Senior Manager of Bagan Datoh Estate has been appointed by CEO to be the Social Officer to handle social issue in the estate. Appointment letter dated 1/1/2018 was available.</p>	<p>Complied</p>
<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. - Minor compliance -</p>	<p>Stakeholder list was sighted in the mill where the list has included local communities, government authorities, contractors and suppliers.</p> <p>Stakeholder meeting was conducted on 26/6/2018 with the participation of stakeholders such as school's representatives, contractors, local communities and government authorities in Flemington POM and Flemington Estate. Meeting minutes was sighted and issues were reported during the meeting. The issues reported have been incorporated into the Action Plan of Social Assessment that developed on 16/7/2018.</p> <p>There was a stakeholder meeting conducted on 6/6/2018 in Bagan Datoh Estate with the participation of stakeholders such as contractors, local communities, government authorities and smallholders. Meeting minutes was sighted and there was no issue raised by the stakeholders. Some of the stakeholders have complimented the management for the good work done.</p> <p>Stakeholder meeting was carried out on 19/7/2018 in Sungai Samak Estate where the stakeholders such as contractors, government authorities, representatives from neighbouring plantations and shops' owners around the area. Seen the meeting minutes and issues raised by the stakeholders were recorded in the minutes. The management has developed action plan on the issues raised. For eg: The school's representative has reported there was lack of support from parents during PIBG meeting, sport day and other events organized by school. The management has conducted meeting with all parents to emphasize the importance of good relationship between parents and teachers on 2/8/2018. Meeting minutes was available.</p> <p>Stakeholder meeting was held on 25/7/2018 in Sabak Bernam Estate with participation of stakeholders such as contractors, local community and government authorities. Issues reported during the meeting was recorded in the minutes and incorporated into the action plan.</p>	<p>Complied</p>
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		

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6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Sime Darby Plantation Berhad has 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.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	<p>Flemington POM has implemented Defect of Housing complaint form to allow the workers to fill in the form if there are any issues related to housing repair. For eg:</p> <p>a. House No.: FA-7 on 9/6/2018 Issue: Ceiling in the toilet was leakage, pump toilet was damaged and electric in master room always tripped. Status: Contract has been tendered to contractor and seen the Purchase Requisition dated 7/7/2018 and contract form Doc. No. 4300429790 dated 20/7/2018 was sighted.</p> <p>Bagan Datoh Estate has implemented External Complaints Book and Internal Complaints Book. The assistants have monitored if there is any complains. So far, there was no complain received. Besides, General Damage and Repair of Housing in Bagan Datoh Estate was implemented. Sampled of the complaints from workers as below:</p> <p>a. House No.: 15B on 23/7/2018 Issue: Broken of roof Status: Seen the Purchase Order # 4502196496 dated 23/7/2018 where the management has order the white asbestos 8' and replaced on 24/7/2018. The owner has acknowledged on the repair done.</p> <p>Sungai Samak Estate has established and implemented Complaint Form for Damage and sampled the complaint as below:</p> <p>a. House No.: Staff House on 25/5/2018 Issue: Light in the living room was broken. Status: The light has been replaced on 28/5/2018 verified through the receipt of purchase from the supplier dated 28/5/2018.</p>	Complied
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	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.	Complied

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6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>SOP as per indicator 6.4.1.</p> <p>Besides, the company has implemented Social Policy dated January 2015 where they are committed to ensure that any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p> <p>Complied</p>
6.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p> <p>Complied</p>
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
6.5.1	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment. The payslip has included basic pay, allowances, working days, deduction of salary such as Union, electricity, temple and mosque fund. Payslip for September 2017, October 2017, February 2018 and July 2018 was sampled based on the crop summary as below:</p> <ul style="list-style-type: none"> a. Employee No.: 121795 (FE) b. Employee No.: 108088 (FE) c. Employee No.: 121794 (FE) d. Employee No.: 61902 (BDE) e. Employee No.: 119651 (BDE) f. Employee No.: 108002 (BDE) g. Employee No.: 134747 (SSE) h. Employee No.: 137252 (SSE) i. Employee No.: 107933 (SBE) j. Employee No.: 126516 (SBE) k. Employee No.: 134172 (SBE) l. Employee No.: 24857 (FPOM) m. Employee No.: 64989 (FPOM) n. Employee No.: 117509 (FPOM) <p>All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/ month or RM 38.46/day.</p> <p>Complied</p>

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<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"> a. Employee No.: 128113 (FE) b. Employee No.: 142444 (FE) c. Employee No.: 142447 (FE) d. Employee No.: 136940 (FE) e. Employee No.: 121774 (BDE) f. Employee No.: 132611 (BDE) g. Employee No.: 134824 (BDE) h. Employee No.: 133452 (BDE) i. Employee No.: 134747 (SSE) j. Employee No.: 137252 (SSE) k. Employee No.: 126839 (SSE) l. Employee No.: 132685 (SSE) m. Employee No.: 126098 (SBE) n. Employee No.: 126101 (SBE) o. Employee No.: 126516 (SBE) p. Employee No.: 134172 (SBE) <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"> a. Employee No.: 84705 (FPOM) b. Employee No.: 96139 (FPOM) c. Employee No.: 117509 (FPOM) d. Employee No.: 76260 (FE) e. Employee No.: 121794 (FE) f. Employee No.: 116586 (FE) g. Employee No.: 108088 (FE) h. Employee No.: 108002 (BDE) i. Employee No.: 92333 (BDE) j. Employee No.: 71840 (BDE) k. Employee No.: 82804 (SSE) l. Employee No.: 107859 (SSE) m. Employee No.: 68756 (SSE) n. Employee No.: 121315 (SBE) o. Employee No.: 196618 (SBE) p. Employee No.: 107933 (SBE) q. Employee No.: 31757 (SBE) <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>

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<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 conducted on weekly basis by the appointed staff by using the Housing Complex/ Creche/ Community Hall Inspections form. The last inspections were conducted on 6/8/2018, 1/8/2018, 25/7/2018, 20/7/2018 and 17/7/2018 in Flemington POM.</p> <p>The appointed Assistant Manager has conducted the linesite inspection on weekly basis for each of the division. Seen the inspection forms dated 11/8/2018, 4/8/2018, 28/7/2018 and 21/7/2018 for New Coconut Division, 13/8/2018, 6/8/2018, 27/7/2018 and 20/7/2018 in Flemington Division and 13/8/2018, 6/8/2018 and 27/7/2018 in Teluk Buloh Division.</p> <p>Hospital Assistant has carried out linesite inspection on weekly basis by using the checklist. The last inspection was conducted on 11/8/2018, 4/8/2018, 28/7/2018 and 21/7/2018 in Bagan Datoh Estate.</p> <p>In Sungai Samak Estate, the Medical Assistant has carried out inspection on weekly basis for Main Division and Yew Lian Division. The last inspection was carried out on 13/8/2018, 6/8/2018, 30/7/2018 and 23/7/2018 in Main Division and 13/8/2018, 7/8/2018, 30/7/2018 and 23/7/2018 in Yew Lian Division.</p> <p>Government treated water and electricity was supplied to the workers with charges according to the units. Clinic was available in the estate in order for the workers to get free treatment. There were government schools constructed inside the compound.</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 inside the estates' compound. Price was displayed at foods and goods. Besides, some of the estates were nearby the town where they can easily access to the town to purchase for their daily goods. Interviewed with the workers found that the price inside the estates was slightly higher than the nearby shops in the town but still acceptable.</p>	<p>Complied</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<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 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. Briefing of the policies was conducted on 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies 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>

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<p>6.6.2</p> <p>Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -</p>	<p>There was meeting held between management and the Union representatives to discuss the issues related to workers on 14/3/2018 in Flemington POM. Meeting minutes was sighted and no issue was reported by the representatives.</p> <p>Union meeting was conducted once a year and the last meeting was carried out on 17/7/2018 in Flemington Estate. Meeting minute was sighted and issues raised was responded immediately during the meeting by the Manager. Interviewed with the Union’s representatives confirmed that no issue related to work and housing by the workers. All the workers will inform her if they have any issues.</p> <p>The management of Bagan Datoh has conducted meeting with the union representatives once a year and the last meeting was conducted on 1/1/2018. Seen the meeting minutes and the issues reported were recorded in the minutes.</p> <p>Union meeting was carried out on 8/2/2018 between the Sungai Samak’s management and the union representatives. Meeting minutes was sighted and the issues reported in the meeting was incorporated into the social action plan. Interviewed with the Union’s representative confirmed that no outstanding issue reported.</p> <p>Committee of Union was established in Sabak Bernam Estate and meeting was held once a year. The last meeting was conducted on 24/4/2018 and minute of the meeting was sighted. Issues were reported during the meeting and action plan was developed. For eg: Issue: The committee has suggested that to organize activities such as badminton and soccer competition to improve the relationship between the management and the workers. Action and Status: The management has organized competition of badminton in the estate on 4-5/5/2018. Seen the photo evident of the activities conducted.</p>	<p>Complied</p>
<p>Criterion 6.7: 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>The company has developed Child Protection Policy and Social Policy dated January 2015 where they are committed to comply with the minimum age of employees. Briefing of the policies was conducted on 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies was displayed at the notice board outside the office. Through document review on the Employee Master List confirmed that all the workers are above 18 years old.</p>	<p>Complied</p>
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		

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6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age. Briefing of the policies was conducted on 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh Estate, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies was displayed at the notice board outside the office.	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. They are allowed to transfer of job station if they found they are unfit for the job offered. 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
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	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 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies was displayed at the notice board outside the office.	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. Briefing of the policies was conducted on 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies was displayed at the notice board outside the office.	Complied

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<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 the mill which lead by the Office Clerk with total 7 members. Meeting was conducted once every 3 months and the last meeting was conducted on 18/7/2018. Meeting minutes was sighted and no issue has reported during the meeting. Interviewed with the female workers confirmed that no case of sexual harassment or violence case reported.</p> <p>Gender Committee was established in Flemington Estate which formed representatives from Flemington Division, New Coconut Division and Teluk Buloh Division. The meeting was conducted quarterly and the last meetings were conducted on 6/4/2018 and 20/7/2018. Meeting minutes was sighted and there was no case of sexual harassment and violence reported. During the latest meeting, there were issues raised such as the committees have requested to allow them to back 1 hour earlier during the meeting day so that they can attended the meeting at 3.30pm and they have requested for soap to wash their hands before eat for the sprayers. Action plan was developed with planned action to be taken. Issue such as request to replace the rubber shoe was resolved where the management has replaced it on 23/7/2018 by verified through the PPE insurance record. Besides, the committee has organized activities such as cake baking among the committee and sport day. Seen the evidence of photos for the cake baking and sport day.</p> <p>There was a Gender committee established in Bagan Datoh Estate by the female employees. Meeting was conducted with the participation of the members and meeting minutes was sighted. So far, there was no complaint received for the sexual harassment and violence case. The last meeting was conducted on 2/7/2018.</p> <p>Sungai Samak's Gender Committee has carried out meeting once every quarterly and seen the meeting minutes dated 13/7/2018, 11/4/2018, 16/1/2018 and 16/10/2017. No issue was reported regarding sexual harassment or violence matter. Interviewed with the female workers found that they were aware of the complaint procedure if there is any sexual harassment or violence happened. Social activities were organized in the committee such as cake baking and campaign of pap smear.</p>	<p>Complied</p>
<p>Criterion 6.10: 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>The mill has displayed the FFB pricing for the particular month at the weighbridge area. The pricing was displayed in front of the weighbridge counter.</p>	<p>Complied</p>

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6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	The mill has received outsider crops since July 2018. Pricing of the FFB was displayed on the weighbridge on monthly basis. They have signed agreement with the mill and sampled of the agreement as below: a. Agreement No.: P/P/0718/FFB01257L which valid from 1/7/2018 to 31//12/2018. b. Agreement No.: P/P/0718/FFB01256L which valid from 1/7/2018 to 31//12/2018. c. Agreement No.: P/P/0718/FFB01255L which valid from 1/7/2018 to 31//12/2018. Calculation of the pricing was detailing in the agreement, Third Schedule.	Complied
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Sampled of contract agreement/ letter of award of the contractors as below: a. Company No.: 1094061-U for CPO transportation which valid from 1/5/2016 until 30/4/2019. b. Company No.: IP0108185-U for grass cutting activities which valid from 2/7/2018 to 30/6/2019. c. Company No.: 500620-W for land preparation and other works for replanting activities which valid from 16/7/2018 to 30/6/2019.	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 thirty days from the date of receipt of invoice from the contractors. The payment was made by Head Office to the contractors directly. The payment was made promptly as per the agreement. Interviewed with the contractors confirmed that the payment will be made few days after they submitted the tax invoice to the estates. No delay in payment was reported.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	The company has made contribution to the local communities and internal stakeholders such as the company has organized Northern Region Hari Raya Open House 2017 on 14/7/2017, SOU 4 Flemington Complex has participated in the MPOA sport day that held on 12/8/2018, donation to MPOA for the sport day, donation to school for Sport Day upon request by the school, provided assistance to help the school in Flemington Estate to clean the drainage, donation to temple festival event upon request. Seen the official receipt for the donation for school sport day. In Sungai Samak Estate, the stakeholders wrote in to request for assistance such as water supply and water tank during festive season in the temple. The management has provided the assistance accordingly. In Sabak Bernam Estate, the management has conducted activities and seminar related to religion.	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 was no scheme smallholder involved in the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.		

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<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. Contract of employment in their national language was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> a. Permit No.: PD 8729200 valid until 31/10/2018 (FPOM) b. Permit No.: PE 0855432 valid until 13/7/2019 (FPOM) c. Permit No.: PD 8574935 valid until 18/10/2018 (FPOM) d. Permit No.: PE 1238526 valid until 19/9/2019 (FPOM) e. Permit No.: PD 9827434 valid until 7/6/2019 (Contractor's Worker FPOM) f. Permit No.: PD 8821799 valid until 6/9/2019 (Contractor's Worker FE) g. Permit No.: PD 9867227 valid until 6/1/2019 (Contractor's Worker FE) h. Permit No.: PE 0462172 valid until 23/3/2019 (Contractor's Worker FE) i. Permit No.: PE 0948770 valid until 19/8/2019 (FE) j. Permit No.: PE 1306870 valid until 12/9/2019 (FE) k. Permit No.: PE 1238517 valid until 21/7/2019 (FE) l. Permit No.: PD 9284310 valid until 16/11/2018 (FE) m. Permit No.: PE 0300320 valid until 19/5/2019 (FE) n. Permit No.: PE 0458333 valid until 18/5/2019 (BDE) o. Permit No.: PE 0492556 valid until 7/5/2019 (BDE) p. Permit No.: PD 9896070 valid until 9/2/2019 (BDE) q. Permit No.: PD 9904348 valid until 21/3/2019 (BDE) r. Permit No.: PE 1238611 valid until 17/7/2019 (SSE) s. Permit No.: PE 0938932 valid until 12/6/2019 (SSE) t. Permit No.: PD 9032217 valid until 27/11/2018 (SSE) u. Permit No.: PD 9892787 valid until 15/2/2019 (SSE) v. Permit No.: PE 0711528 valid until 20/6/2019 (SSE) w. Permit No.: PE 0578985 valid until 26/2/2019 (SBE) x. Permit No.: PE 0144565 valid until 24/4/2019 (SBE) y. Permit No.: PE 0589654 valid until 5/6/2019 (SBE) z. Permit No.: PD 9925411 valid until 16/11/2018 (SBE) aa. Permit No.: PE 1217439 valid until 18/8/2019 (SBE) <p>Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day. They are volunteered to surrender the passport to the management for safety reason as they worried the passport will be lost if kept by themselves.</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>

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Criterion / Indicator	Assessment Findings	Compliance
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	SDPB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below: a. Providing equal opportunity b. Respecting freedom of association c. Eradicating any form of exploitation d. Ensuring favourable working conditions e. Enhancing Safety and Health f. And etc. Induction training was given to all the new workers during their arrival to the plantations. Company policy, terms and conditions stated in the employment contract and the culture of plantations were briefed to the new workers. Seen the attendance list of the new workers who have attended the induction training dated 15/1/2018 in Bagan Datoh Estate, 12/7/2018 in Sungai Samak Estate and 12/7/2018 in Sabak Bernam Estate.	Complied
Criterion 6.13: Growers and millers respect human rights.		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. Briefing of the policies was conducted on 9/7/2018 in Flemington POM, 12/7/2018 in Flemington Estate, 8/3/2018 in Bagan Datoh, 12/7/2018 in Sungai Samak Estate and 3/7/2018 in Sabak Bernam Estate and the policies was displayed at the notice board outside the office.	Complied
6.13.2 As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable in Peninsular Malaysia.	Not applicable
Principle 7: Responsible development of new plantings		
Flemington 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.		
Principle 8: Commitment to continual improvement in key areas of activity		
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Flemington POM and supply bases had established continuous improvement plan, for example:</p> <ol style="list-style-type: none"> 1. To recover palm kernel after empty bunch press 2. To reduce kernel loss/FFB 3. To improve reduction of A4 paper 4. To reduce scout harvesting cost 5. To reduce P&D expenditure cost 6. To reduce medicine material cost 7. To reduce total usage of diesel 8. To reduce electric cost 9. To reduce water usage 10. To reduce electricity consumption 	<p>Complied</p>

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Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	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	

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SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
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

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SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	N.A

Legends

Certification Withdrawal

NA - NOT APPLICABLE

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

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SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	SGS-RSPO/PC17-00005	N.A
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamakan 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	Pamakan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU-RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A

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NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
			Timur, Kalimantan Tengah				
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	N.A
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	N.A
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	N.A
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	N.A

Legends

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

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Flemington POM 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 Flemington POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.4
PKO	1.4

Extraction	%
OER	20.58
KER	5.37

Production	t/yr
FFB Process	219,232.33
CPO Produced	45,111.94
PKO Produced	11,765.68

Land Use	Ha
OP Planted Area	25,302.81
OP Planted on peat	502.68
Conservation (forested)	0
Conservation (non-forested)	0
Total	25,805.49

FFB Process
 Own – 185774.03
 Group – 33458.30

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	104083.28	0.56	28425.35	0.49	0	0	132508.63	1.05
CO ₂ Emission from fertilizer	10411.07	0.06	2245.88	0.04	0	0	12656.95	0.10
NO ₂ Emmision	12712.19	0.07	1796.92	0.03	0	0	14509.11	0.10
Fuel Consumption	1372.63	0.01	481.40	0.01	0	0	1854.03	0.02
Peat Oxidation	27145.92	0.15	0	0	0	0	27145.92	0.15
Sink								
Crop Sequestration	-95780.93	-0.52	-27008.52	-0.47	0	0	-122789.45	-0.99
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	59944.16	0.33	5941.03	0.10	0	0	65885.19	0.43

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	12658.9	0.06
Fuel Consumption	62.93	0
Grid Electricity Utilisation	1037.73	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	13759.56	0.06

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	16475.28
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	5
Divert to anaerobic diversion (%)	95

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	23
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	77

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

	Requirement	Evidence	Compliance
5.1 Applicability of the general chain of custody requirements for the supply chain			
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.	Flemington Palm Oil Mill takes legal ownership and physically handles its RSPO certified oil palm products i.e. CPO and PK.	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.	Flemington POM is not a trading company. Therefore, this requirement is not applicable.	N/A
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.	The parent company (Sime Darby Plantation Sdn Bhd) is the member of RSPO [membership no.: 1-0008-04-000-00] and the mill is registered in the Palm Trace system [member ID: RSPO_1000000294].	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	Processing aids are not used in the milling process.	N/A
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The FFB suppliers are of RSPO certified estates which consists of Flemington certification unit and other Sime Darby group estates. Declassification of the CPO or PK was done in accordance to the correct order. Starting from 1 st July 2018, the supply chain model has been downgraded to mass balance due to incoming of uncertified crop from OCP and smallholders.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Flemington POM was previously IP certified and the sales of product were IP or conventional. Starting from July 2018 onwards, all sales of products will be under MB or conventional.	Yes
5.3. Documented Procedures			

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	Requirement	Evidence	Compliance
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>Procedure for supply chain has been established entitled "Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability" [appendix 15 of the Sustainable Plantation Management System (SPMS)], version 2, dated Feb 2018.</p> <p>Among the subjects covered in the procedure are:</p> <ul style="list-style-type: none"> • Responsibilities • control of documents & records • delivery of FFB from the estate • receiving FFB at the mill • process monitoring • CPO and PK dispatch • Non-conforming products and/or documents • Product claims • Outsourced contractor • Training • Reclassification of mill's supply chain model • Production volume • Conversion factors • Internal audit • Complaints • Management review 	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Among the records included in the procedures are:</p> <ul style="list-style-type: none"> • Weighbridge tickets • Dispatch of CPO/PK – weighbridge ticket, delivery order, shipping document • Daily production report • Record and balance <p>All the records were found to be up-to-date.</p>	Yes
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>Addressed in the SOP for Sustainable Supply Chain and Traceability, clause 4.0. The assigned persons are the Head of Operating Unit where in this case the Mill Manager. Based on interview, the person in-charge was able to demonstrate the implementation of their procedures in accordance to the standard requirements.</p>	Yes

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	Requirement	Evidence	Compliance
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.	Addressed in the SOP for Sustainable Supply Chain and Traceability, clause 17.0. Based on the procedure, the internal audit is to be conducted annually in accordance to Internal Audit Procedure (SD/SDP/PSQM/IAP).	Yes
	ii) effectively implements and maintains the standard requirements within its organization	Internal audit for supply chain was last conducted on 13/4/2018 by 2 internal auditor sourced from other department (PSQM). There were 4 OFIs raised as the results of the audit.	Yes
5.4. Purchasing and goods in			
5.4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form: <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	When FFB delivered to the mill from the estates, the transporters presented Delivery Order (DO) to the mill weighbridge clerk in order the FFB to be received by the mill. E.g. of information available in the DO is as follows: <ul style="list-style-type: none"> • Consignment note no. • Estate’s names • Date & time of delivery • Field No. • No. of bunches • Vehicle no. • Seal no. E.g. of information available in the mill’s weighbridge tickets is as follows: <ul style="list-style-type: none"> • Weighbridge ticket no.: • Name of estates • Field No. • Name of driver • Vehicle no. • Date & time in/out • Total bunches • Seal no. • Net weight 	Yes
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	The information was available in various documents such as delivery order and weighbridge tickets.	Yes
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products 	The mill has a list of certified FFB suppliers which has the information	Yes

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	Requirement	Evidence	Compliance
	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.	about certificate number and validity period. This is applied to both second and third party FFB suppliers [ref.: clause 7.2 of SOP for Sustainable Supply Chain and Traceability].	
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	A check of the validity of supply chain certification of supplier is done via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org). Physical RSPO certificate for all diverted crops sent to Flemington Mill, e.g. from SOU5 (Selaba and Sri Intan) were verified. Validity check was done prior to each FFB delivery. Sri Intan SOU5 RSPO certificate, RSPO 0015 valid until 2/3/2021 and Selaba SOU5 RSPO certificate, RSPO 0016 valid until 2/3/2021.	Yes
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	NA – this part is applicable for supply chain actor after refinery.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Addressed in the SOP clause 10.0 Non-conforming Products and/or Documents. Based on the procedure, where there is contamination of RSPO certified material during receiving, processing, storage and dispatch, the mill shall downgrade the materials in such order: IP to MB to conventional.	Yes
5.5. Outsourcing activities			
5.5.1	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	<p>Ref.: Agreement between Sime Darby Plantation Bhd and Jasa Korporat Sdn Bhd, dated 19/12/2017. Requirement to adhere to RSPO Supply Chain Standard is stated in clause 3 Sustainability and Traceability of Product.</p> <p>The internal audit has found a lapse that the independent third parties/</p>	Yes

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	Requirement	Evidence	Compliance
	<p>independence mill 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>subcontractors are yet to be informed on the new requirements of the RSPO SCC Standard on outsourced activities. No records of training available for CPO transporter (Jasa Korporat Sdn Bhd). The mill has rectified the issue by conducting a stakeholder meeting and convey the new requirements to the relevant contractor.</p>	
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>	<p>Not applicable. No outsourcing activity.</p>	N/A
	<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 certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p>	<p>Not applicable. No outsourcing activity.</p>	N/A
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>Not applicable. No outsourcing activity.</p>	N/A
	<p>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.</p>	<p>Not applicable. No outsourcing activity.</p>	N/A
5.5.3	<p>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.</p>	<p>Not applicable. No outsourcing activity.</p>	N/A
5.5.4	<p>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.</p>	<p>Not applicable. No outsourcing activity.</p>	N/A
5.6. Sales and goods out			

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	Requirement	Evidence	Compliance
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"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>Flemington POM ensured the required information is available in document form. Sampled contract: S/C-PSD/1806/CPO0379F dated 1/6/18, quantity 250 mt</p> <ul style="list-style-type: none"> • The name and address of the buyer; XXX • The name and address of the seller: KKS Flemington, Sungei Sumun, Perak. • The loading or shipment/ delivery date; e.g. 23/6/18 • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); Crude Palm Oil (CPO) RSPO IP • The quantity of the products delivered; e.g. 39.54 mt • Any related transport documentation; e.g. Despatch note e.g. #0104993 • Supply chain certificate number of the seller; e.g. On weighbridge ticket e.g. RSPO 590802 • A unique identification number: refer to contract no. S/C-PSD/1806/CPO0379F. Shipping announcement will be made 3 month after shipment based on SOP, issue;3 dated Februar 2018. • Available in a few forms e.g. DN no., seal no., etc. 	Yes
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Information is complete and available in various documents such as sales contract, mill weighbridge ticket, delivery note, transporter collection order.</p>	Yes
	<ul style="list-style-type: none"> • For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 	<p>Based on the announcement summary, all the registrations were found to be in order.</p>	Yes

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	Requirement	Evidence	Compliance
	5.7.1 of this document for further guidance.		
5.7. Registration of transactions			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	The registration of Palm Trace is carried out by the Sime Darby's Global Trade Marketing Department, HQ. All transaction will be registered in the Palm Trace.	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"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	Based on the announcement summary, all the registrations were found to be in order. Total registered transaction (extracted from Palm Trace) summarized as per below: CPO: 18,981 mt PK: 5,750 mt Detailed transaction can be found under table supply chain declaration of the report.	Yes
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	Not applicable. Products are not sold beyond refinery.	N/A
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	Based on the quarterly mass balance accounting sheet, the removal of volumes was done correctly when the products were sold as conventional.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	Based on the announcement summary, all the confirmations were found to be in order.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going	Training plan for 2017/2018 were available which training for RSPO Supply Chain has been included.	Yes

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	Requirement	Evidence	Compliance
	review and is supported by records of the training provided to staff.		
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.	Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation such as Assistant Managers, QA, clerk, lab supervisor & assistant, weighbridge operators. At Flemington POM case, 8 personnel were identified. 2 RSPO training was carried out in 2018; SCCS reclassification (IP to MB) dated 6 th June 2018 and RSPO SCCS and Mass Balance for Transporter on 27/6/18. Operation manager from CPO transporter, JASA Korporat was invited for training.	Yes
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date and accessible.	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.	As spelt out in its supply chain procedure, Clause 5.4, records are to be maintained minimum of two years.	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.	Not applicable. The product of the facility is containing 100% palm oil.	N/A
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of	Conversion factor of CPO and PK production is depending on the actual OER and KER. Last year's average from July 2017 to July 2018 as per table 10: certified tonnage in the public summary report.	Yes

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	Requirement	Evidence	Compliance
	Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.		
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Yes
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Addressed in Section 18 of the supply chain SOP. Should there be any complaints from stakeholders pertaining supply chain issues, it will be handled through Procedure for External Communication in PQMS SOM Sub-Section 5.5 Appendix 5.5.3.2. There has been no complaint from any third party with regards to supply chain so far.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Management review was last conducted on 16/7/2018. It was chaired by Mill Manager and attended by 7 mill staff which include AMs, Head of AP, office clerk, lab supervisor, quality supervisor and mill supervisor.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Based on the minutes of meeting, the following agendas were adequately recorded: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. (item 1.8) • Customer feedback. (item 1.0.1) • Status of preventive and corrective actions. (item 1.8) • Follow-up actions from management reviews. (item 1.0.2) • Changes that could affect the management system. (item 3.0) • Recommendations for improvement. (item 4.0) 	Yes
5.13.3	The output from the management review shall include any decisions and actions related to:	Discussion about the improvement of the effectiveness of the management system and its	Yes

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	Requirement	Evidence	Compliance
	<ul style="list-style-type: none"> Improvement of the effectiveness of the management system and its processes. Resource needs. 	processes, and any resource needs were found to be included in the meeting minute.	
General corporate communications			
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.	No off-product claim made by Flemington POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	N/A
4.2	In corporate communications a member is allowed to: <ol style="list-style-type: none"> display its RSPO membership status display the RSPO web address (www.rspo.org) state that the member supports the work of the RSPO state the member's history with regard to the RSPO. 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 as no off-product claim made by Flemington POM as to date.	N/A
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 as no off-product claim made by Flemington POM as to date.	N/A
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 as no off-product claim made by Flemington POM as to date.	N/A
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.	No evidence of RSPO corporate logo used by Flemington POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	N/A
Business to business communications			
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	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Yes

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	Requirement	Evidence	Compliance
	use of certified sustainable oil palm products.		
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.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated that i.e product/commodity with SCC model (Palm Kernel-RSPO IP) and RSPO certificate number; RSPO 590802. Refer to weighbridge ticket number 014681 dated 29/3/18. This also applies to CPO.	Yes
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.	Flemington POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	N/A
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 status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.	Flemington POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM.	N/A
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to	No business to consumer communication on product specific	N/A

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	Requirement	Evidence	Compliance
	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.	claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	
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.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
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.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
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.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
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.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for POM.	N/A
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 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	No business to consumer communication on product specific claim made Flemington POM and only produce crude and unfinished product. This is not applicable for POM.	N/A

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	Requirement	Evidence	Compliance
	<p>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 www.rspo.org.</p>		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	<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 non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Flemington POM is producing crude palm products.</p>	<p>N/A</p>
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • 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. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. Wherever the RSPO trademark is displayed, the applicable trademark 	<p>Flemington POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>

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	Requirement	Evidence	Compliance
	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). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document.		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [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. • 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. 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. 	Flemington POM is producing crude palm product and does not involved in any labelling of end product.	N/A
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	Flemington POM is producing crude palm product and does not involved in any labelling of end product.	
MODULE C – PARTIAL PRODUCT CLAIMS			
	<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"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is 	Flemington POM is producing crude palm product and does not involved in any labelling of end product.	N/A

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	Requirement	Evidence	Compliance
	<p>an RSPO retailer member authorized to use the trademark by the RSPO.</p> <ul style="list-style-type: none"> • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. 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. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<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 => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	<p>Flemington POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>
	<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 => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>	<p>Flemington POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>

Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3 rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Flemington Palm Oil Mill receives and process both certified and non-certified FFB starting from 1 st July 2018. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.
E.2 Explanation	
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. (see Table 10)
E.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).
E.3 Documented procedures	
E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a) Complete and up to date procedures covering the implementation of all the elements in these requirements;	Latest written documented procedures for the chain of custody is with Mass Balance (IMB) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated February 2018. This developed based on the RSPO SCCS July 2017. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive.
b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.	The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.
E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	The receiving and processing certified and non-certified FFBs procedure is a addressed in the same procedure mentioned in E.3.1.
E.4 Purchasing and goods in	

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Requirements	Compliance
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Records verified by internal and external audit.</p> <p>The accompanying documents of incoming FFB from own estate are estate’s weighing bridge tickets which has the info about name of estate, RSPO certificate number, weighbridge ticket number, seal number, date of delivery, field number, number of bunches. Upon arrival at the mill, the mill issues its weighbridge ticket as confirmation of receipt. The estate’s ticket number is recorded in the mill’s ticket number.</p> <p>For non-certified third party crop (e.g. Bagan Pasir and Kuala Perak), they presents their DO to the mill and mill’s issues weighbridge ticket as confirmation of receipt.</p>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The facility is aware of this procedure. There was no projected overproduction for the period under review.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Computerized system in place. Records verified by internal and external audit.</p>
<p>b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p>	<p>Computerized system in place with the delivery deducted accordingly.</p>
<p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>Based on verification of MB accounting which the mill opted for three-monthly basis recording, it was found that the certified CPO was always delivered from positive stock. No negative stock recorded at the end of inventory period of 3 month.</p>

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	July 17	21,534.56		21,534.56
2	August 17	17,034.28		17,034.28
3	Sept 17	17,078.00		17,078.00
4	Oct 17	14,813.56		14,813.56
5	Nov 17	14,855.74		14,855.74
6	Dec 17	14,078.51		14,078.51
7	Jan 18	13,834.08		13,834.08
8	Feb 18	17,623.31		17,623.31
9	Mar 18	16,947.53		16,947.53
10	Apr 18	15,047.61		15,047.61
11	May 18	15,494.24		15,494.24
12	June 18	14,482.07		14,482.07
13	July 18	15,616.28	2,601.50	18,217.78
TOTAL		208,439.77	2,601.50	211,041.27

B. Monthly Records of Certified CPO & PK since the last audit (July 17 – July 18)			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	July 17	3,580.93	1,046.05
2	August 17	3,437.52	943.70
3	Sept 17	3,535.15	920.50
4	Oct 17	3,101.96	786.60
5	Nov 17	2,928.07	776.96
6	Dec 17	2,818.52	713.78
7	Jan 18	2,752.98	738.74
8	Feb 18	3,713.23	972.81
9	Mar 18	3,450.52	971.09
10	Apr 18	3,191.60	839.66
11	May 18	3,184.07	821.19
12	June 18	2,936.96	719.76
13	July 18	3,124.82	793.31

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TOTAL	41,756.33	11,044.15
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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (July 17 – July 18)

No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	XXXX	TR-187e6ae6-9a48, TR-ca386222-ea7d TR-ee68ea45-1cbf, TR-2192e68d-c072 TR-f855e963-71ff, TR-2a1d0474-f140 TR-09a18102-afd6, TR-66b902da-694a TR-8a241621-a2bc, TR-f4e79c5a-5520 TR-451af882-7301, TR-37e2420a-78c6 TR-42d7eb22-4659, TR-fda77fbb-ace2 TR-31894a4d-884a, TR-80cc0a7c-8d18 TR-906d3e96-0c42, TR-315c47c7-1e71 TR-7099f80f-6fb5, TR-f211a1bd-27b8 TR-8615715d-9ed2, TR-650ffa84-b25c TR-d8fc648d-ce7d, TR-d3337cfc-fa85 TR-54387970-091f, TR-42c3a1b6-9d47 TR-a7115a66-f1cc, TR-343058a4-7ce4, TR-345d1488-1614, TR-dfab294a-35af TR-b6084ced-9b9b, TR-c1b1e735-51fb TR-0ad607f1-c262, TR-0e336168-555c TR-18ef8a93-25d8, TR-2f530782-7426 TR-09fba874-3c72, TR-a8666a74-ecca TR-b19b35fd-1199, TR-03bcb082-02ac TR-2761f15b-c2a6, TR-4184a37f-403d TR-9a0a5f7f-c976, TR-cfa1659e-1c01 TR-95519c15-84fd, TR-e5aa1804-f746 TR-1e470c01-b7d5, TR-8c19110d-7aae TR-898152ac-01c0, TR-43a7bb0a-fda0 TR-3dca93d2-6c9f, TR-e73f40a8-6536 TR-c2c75295-ca33, TR-9e8dba8f-0f7d TR-6cd93d41-f280, TR-9bc15dd5-db46 TR-cf69225f-377f	13,281.00	-
2	XXXX	TR-380b6bec-b9be, TR-7300cc08-6a33 TR-b04567f5-6786, TR-0c3560e5-fea7		3,400.00

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		TR-18b887ab-7d79, TR-0da41259-fa1c TR-720219ec-89da,		
TOTAL			13,281.00	3,400.00

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (July 17 – July 18)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
N/A				

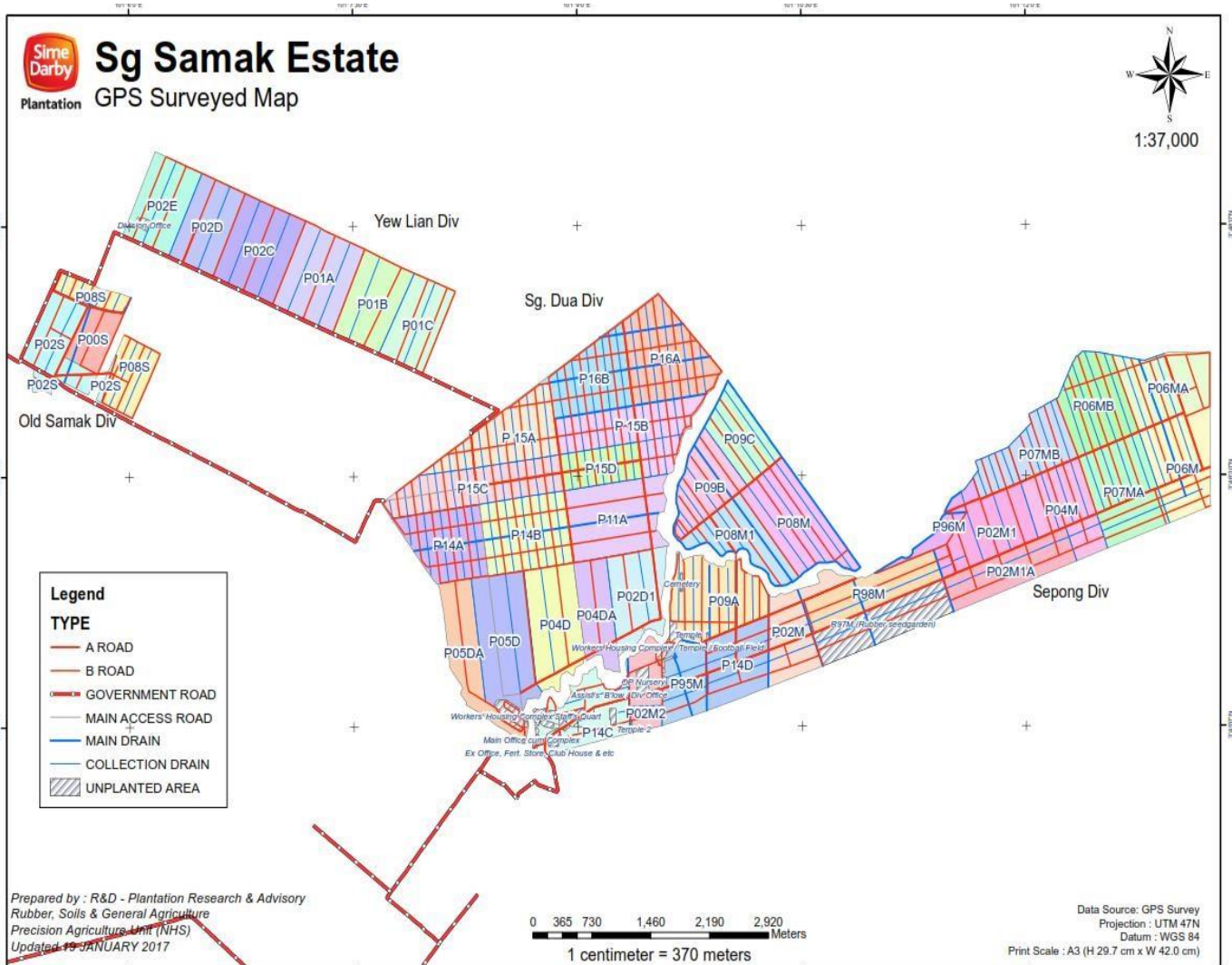
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (July 17 – July 18)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1.	xxxx	22,556.25	-
2.	xxxx	-	4,800.31

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

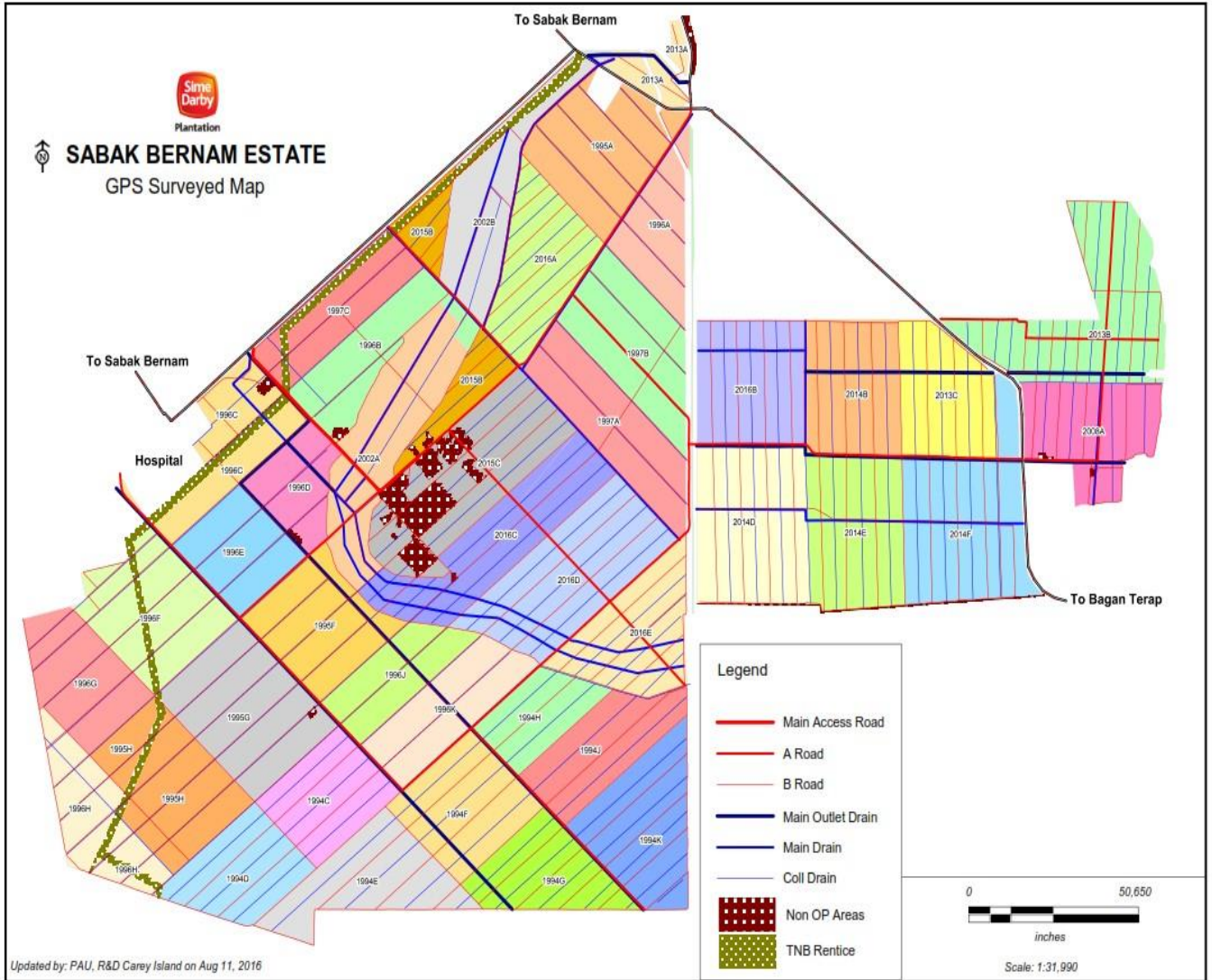
Appendix F: Location Map of Flemington Palm Oil Mill and Supply bases



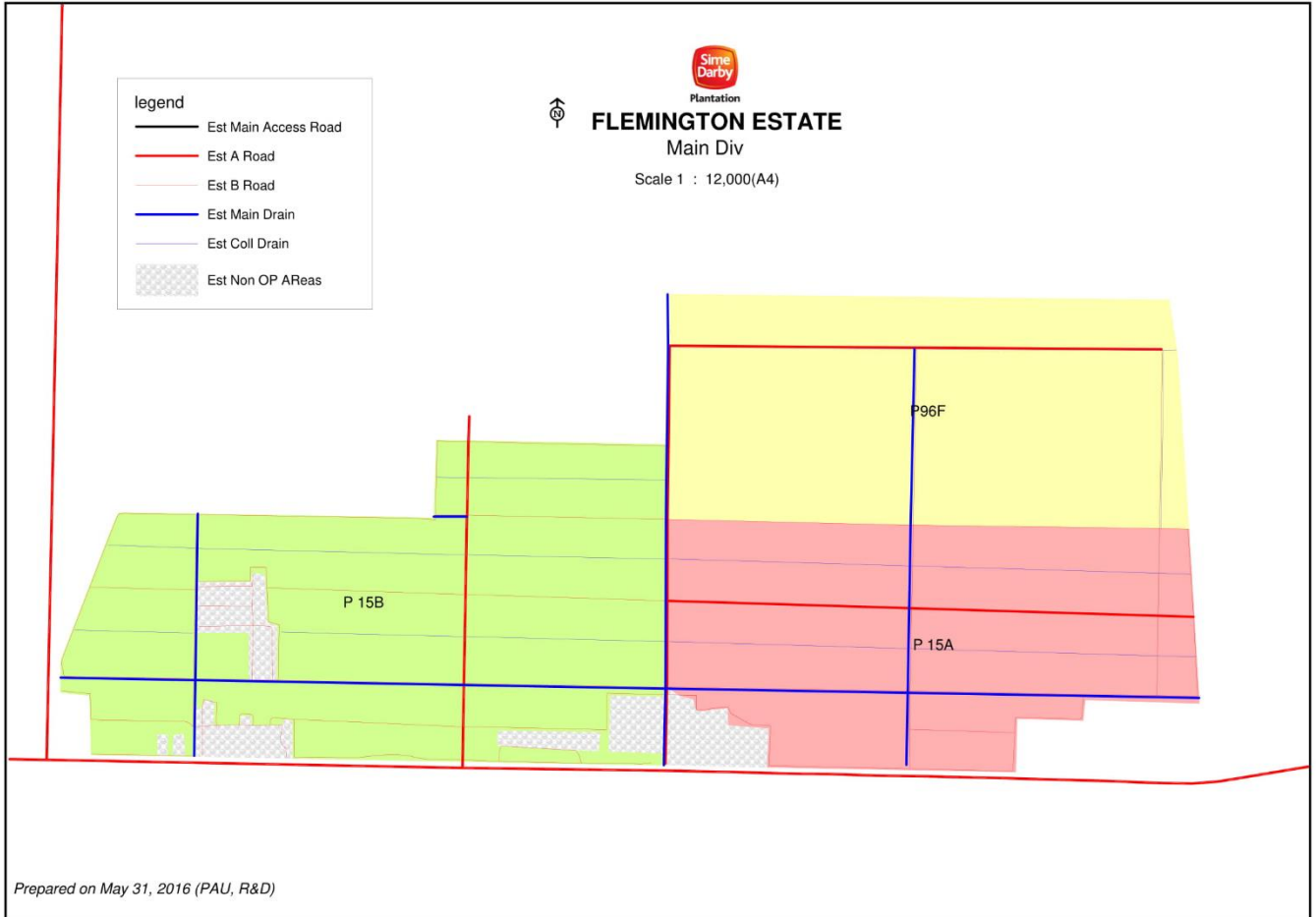
Appendix G: Sungai Samak Estate Field Map



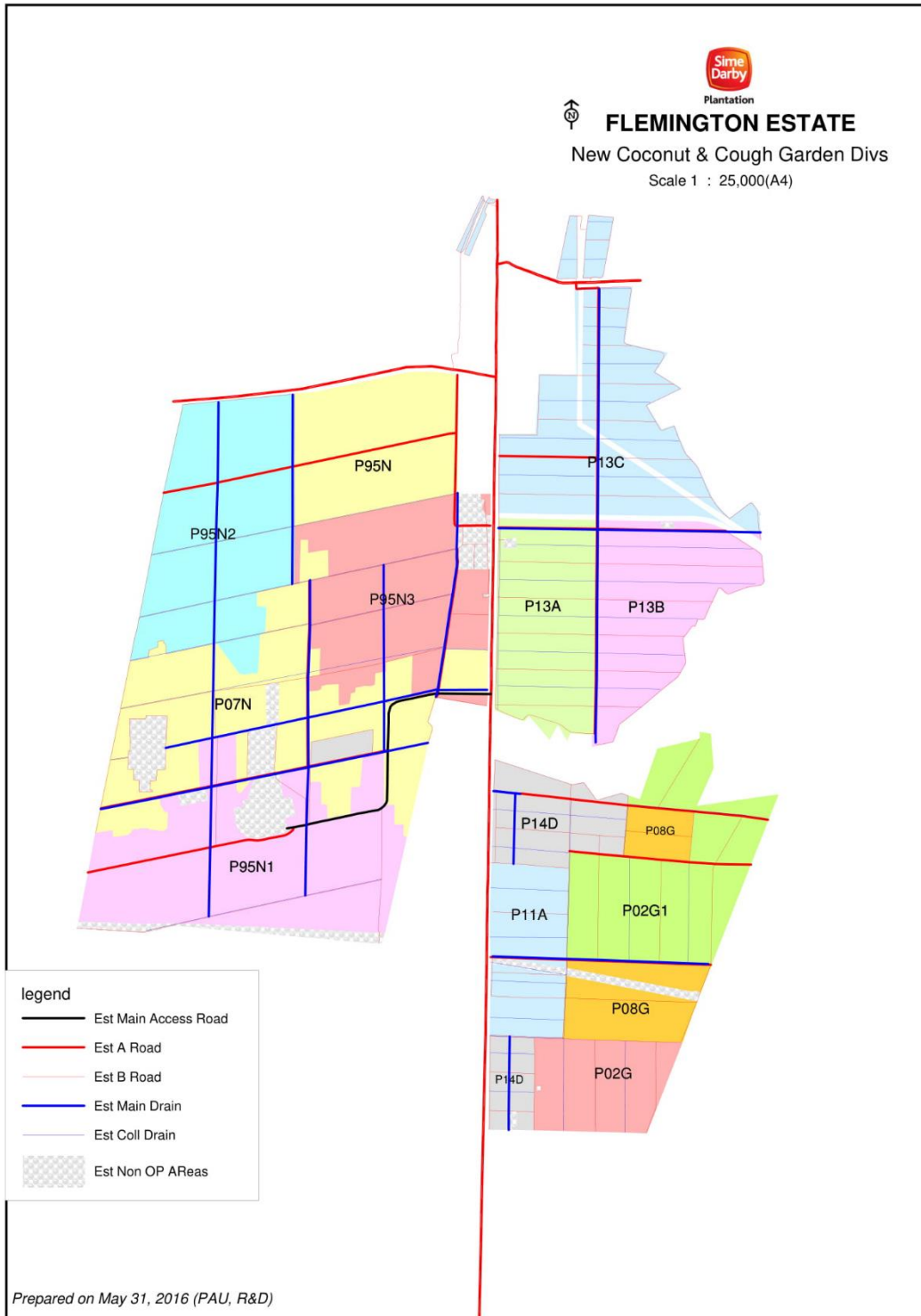
Appendix H: Sabak Bernam Estate Field Map



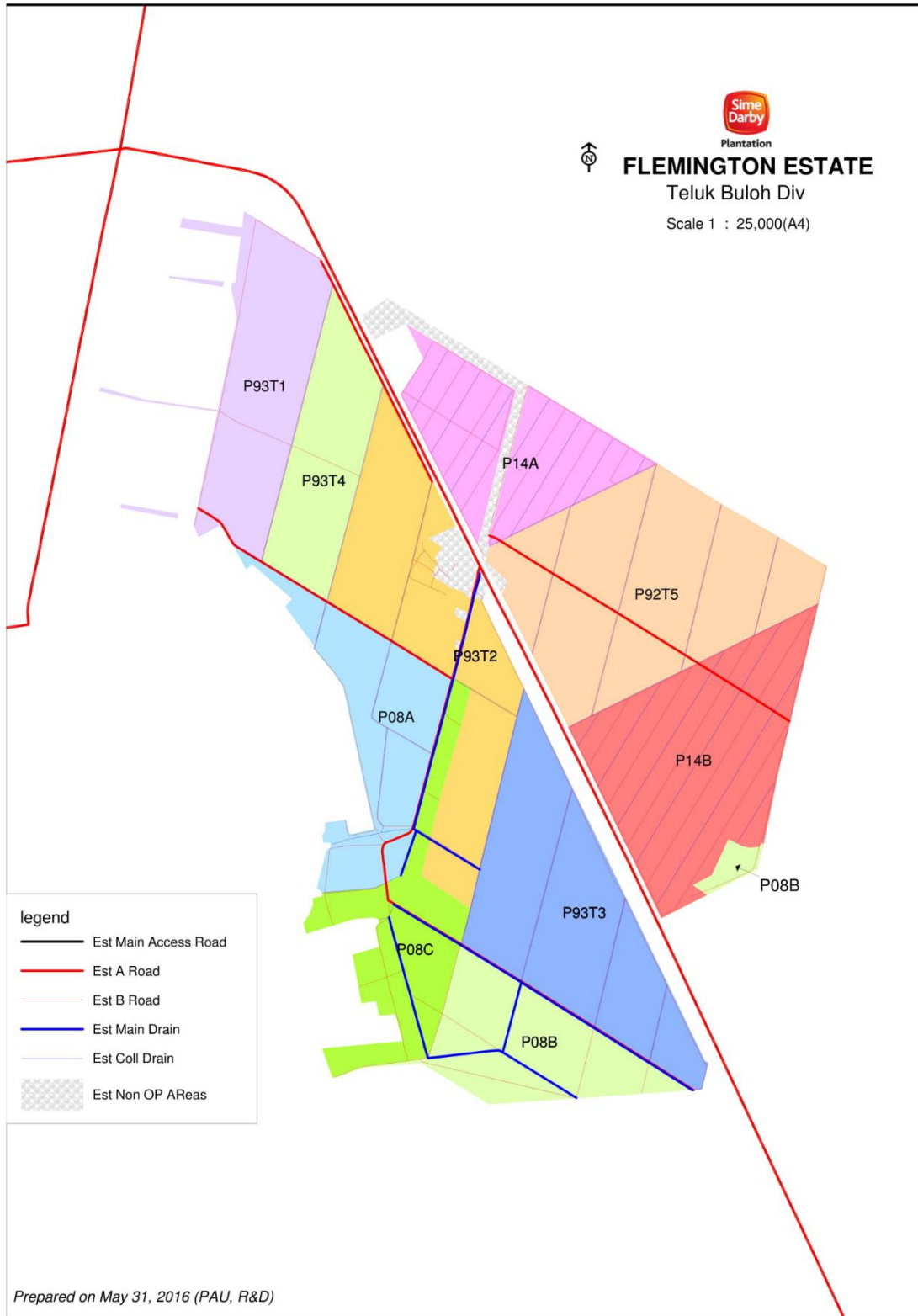
Appendix J: Flemington Estate Field Map



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

Not applicable

Appendix L: List of Abbreviations

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