

**RSPO PRINCIPLE AND CRITERIA –
3rd ANNUAL SURVEILLANCE ASSESSMENT (ASA1_3)
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 1) Sungai Dingin Palm Oil Mill Ladang Bukit Selarong 09400 Padang Serai Kedah, 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 1)		
Address	Sungai Dingin Palm Oil Mill, Ladang Bukit Selarong 09400 Padang Serai, Kedah, Malaysia		
Contact Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Shahrin Sahuri (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com kks.sungai.dingin@simedarbyplantation.com
Telephone	+603-78484379 (Head Office) +603 5940178 (Mill)	Facsimile	+603 78484363 (Head Office) +603 5940167 (Mill)

2. Certification Information			
Certificate Number	RSPO 550179	Date of First Certification	12/08/2010
		Certificate Start Date	12/08/2015
		Certificate Expiry Date	11/08/2020
Scope of Certification	Palm oil and Palm Kernel Production from Sungai Dingin Palm Oil Mill and Supply Base (Sungai Dingin, Padang Buluh, Bukit Selarong, Anak Kulim, Bukit Hijau, Jentayu & Somme 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
BVC-MSPO-0015	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	Bureau Veritas Certification (Malaysia) Sdn Bhd	24/03/2023
BVC-MSPO-0014	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3		

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Sungai Dingin Palm Oil Mill	Karangan, Kedah, Malaysia	5°23'38.60"N	100°42'36.30"E
Sungai Dingin Estate	Karangan, Kedah, Malaysia	5°20'37.70"N	100°43'09.10"E
Padang Buluh Estate	Sungai Petani, Kedah, Malaysia	5°34'25.00" N	100°34'24.00"E
Bukit Selarong Estate	Padang Serai, Kedah, Malaysia	5°47'98.80"N	100°59'73.90"E
Anak Kulim Estate	Kulim, Kedah, Malaysia	5°18'32.00"N	100°36'36.00"E
Bukit Hijau Estate	Kuala Ketil, Kedah, Malaysia	5°33'04.00"N	100°45'25.00"E
Jentayu Estate	Sungai Petani Kedah, Malaysia	5°46'01.20"N	100°35'49.41"E
Somme Estate	Serdang, Kedah, Malaysia	5°15'12.00"N	100°36'14.00"E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bukit Selarong	3,669.04	34.24	222.29	3,925.57	93.47
Bukit Hijau	1,776.90	5.33	942.77	2,725.00	65.21
Sungai Dingin	3,452.30	3.56	795.81	4,251.67	81.20
Somme	775.96	0	165.60	941.56	82.41
Anak Kulim	388.33	1.72	1,132.44 (Incl. Rubber: 983.14)	1,522.49	25.51 (oil palm only)
Jentayu	1,353.94	0.71	823.94	2,178.59	62.15
Padang Buluh	3,451.00	14.34	543.13	4,008.47	86.09
Total	14,867.47	59.90	4,625.98	19,553.35	74.04

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bukit Selarong	383.06	735.51	228.52	1,529.80	792.15	3,285.98	383.06
Bukit Hijau	0	293.47	900.22	390.04	193.17	1,776.90	0
Sungai Dingin	0	1,262.03	1,298.27	892.00	0	3,452.30	0
Somme	0	519.11	94.26	162.59	0	775.96	0

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Anak Kulim	0	0	388.33	0	0	388.33	0
Jentayu	0	258.17	1,095.77	0	0	1,353.94	0
Padang Buluh	0	480	2,532.00	220	219	3451.00	0
Total (ha)	383.06	3,548.29	6,537.37	3,194.43	1,204.32	14,484.41	383.06

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year		
	Estimated (Aug 17 – Aug 18)	Actual (May 17 – Mar 18)	Forecast (Aug 18 – Aug 19)
Bukit Selarong	71,848.75	74,510.35	67,033.71
Bukit Hijau	32,158.43	27,079.76	21,100.00
Sungai Dingin	46,112.00	54,052.77	58,198.68
Somme	16,093.41	14,058.79	14,110.00
Anak Kulim	10,150.00	7,832.21	8,700.00
Jentayu	19,660.60	23,392.82	22,310.00
Padang Buluh	65,079.00	72,774.91	8,2464.00
Total	261,102.19	273,701.61	273,916.39

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *

Estate	Tonnage / year		
	Estimated (Aug 17 – Aug 18)	Actual (May 17 – Mar 18)	Forecast (Aug 18 – Aug 19)
N/A	N/A	None	N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable

Independent FFB Supplier	Tonnage / year		
	Estimated (Aug 17 – Aug 18)	Actual (May 17 – Mar 18)	Forecast (Aug 18 – Aug 19)
Supplier A	Nil	24,833.20	30,559
Supplier B	Nil	31,521.29	38,789
Supplier C	Nil	18,315.83	22,539
Supplier D	Nil	36,655.80	45,108
Total	Nil	111,326.12	136,995

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10. Certified Tonnage				
Mill Capacity: 80 MT/hr SCC Model: MB	Estimated (Aug 17 – Aug 18)	Actual (May 17 – Mar 18)		Forecast (Aug 18 – Aug 19)
	FFB	FFB		FFB
	261,102.19mt	May 17 – Aug 17	Sept 17 – Mar 18	273,916.39mt
		105,818.01mt	167,883.60mt	
		273,701.61 mt		
	CPO (OER: 22.10%)	CPO (OER: 21.22%)		CPO (OER: 22.39%)
	57,703.58mt	May 17 – Aug 17	Sept 17 – Mar 18	61,329.87mt
		22,445.60mt	35,639.49mt	
		*58,085.09mt		
	PK (KER: 5.20%)	PK (KER: 5.26%)		PK (KER: 5.43%)
13,577.31mt	May 17 – Aug 17	Sept 17 – Mar 18	14,873.65mt	
	5,573.26mt	8,829.04mt		
	*14,402.30mt			

*The actual CPO & PK are higher than the estimated due to timing variance which part of the actual production (May 17 – Aug 17) has been covered in the previous estimation period (i.e. Sep 16 – Aug 17)

11. Actual Sold Volume (CPO) (May 17 – Mar 18)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	-	-	-	31,138.25	31,138.25

*Total sold volume verified since last assessment is 60,769.12mt. This volume covers the previous license period. The volume sold from previous license period covered in this assessment (May 17 – August 17) is 1,850mt (RSPO Certified) and 29,630.87mt (Conventional).

*8,000mt RSPO credit sold. Credits sold is within the conventional volume sold.

12. Actual Sold Volume (PK) (May 17 – Mar 18)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	-	-	-	8.944.04	8.944.04

*Total sold volume verified since last assessment is 16,746.91mt. This volume covers the previous license period. The volume sold from previous license period covered in this assessment (May 17 – August 17) is 7,802.87mt (Conventional).

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

Section 2: Assessment Process

Certification Body:

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

The on-site surveillance assessment was conducted from 24-27/04/2018. 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 (Sungai Dingin, Bukit Selarong and Bukit Hijau). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The audit programmes are included in Section 2.3.

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

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

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

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

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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)
Sungai Dingin Palm Oil Mill	√	√	√	√	√
Sungai Dingin Estate		√		√	
Padang Buluh	√		√		√
Bukit Selarong		√		√	
Anak Kulim		√			√
Bukit Hijau	√			√	
Jentayu Estate			√		√
Somme Estate	√		√		

Tentative Date of Next Visit: May 20, 2019 – May 23, 2019

Total No. of Mandays: 12 mandays

2.2 BSI Assessment Team:

Team Member Name	Role	Qualification
Valence Shem (VS)	Lead auditor	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Mohamed Hihdir (MHZ)	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.
Nicholas Cheong (NC)	Team member	He holds Master of Environmental Management from the University Putra Malaysia and Bachelor of Science (Food Science) from Charles Sturt University Australia. He has more than 5 years of working experience in sustainability auditing and carbon emissions accounting. He has also 2 years of working experience in wastewater treatment construction and operations. He has completed the ISO9001, ISO14001 and RSPO P&C Lead Auditor course and MSPO Awareness Training. In his previous certification body he is a Assessor for Clean Development Mechanism and ISCC. He had been involved in Sustainable Palm Oil auditing for more than 2 years. During this assessment, he assessed on the environmental aspect, legal requirements, land legality and stakeholders consultation. He is fluent in Bahasa Malaysia and English languages

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).

Date	Time	Subjects	VS	NC	MHZ
Tuesday 24/4/2018 Sg Dingin POM	0830-0900	Opening meeting: <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan (including stakeholder's consultation) 	✓	✓	✓
	0900-1300	Sg Dingin 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.	✓	✓	✓
	1000-1300	Stakeholder consultations: Client to invite the relevant stakeholders for both mill and estates which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.		✓	
	1300-1400	Lunch break	✓	✓	✓
	1400-1630	Sg Dingin 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.	✓	✓	✓
	1630-1700	Interim closing briefing	✓	✓	✓
Wednesday 25/4/2018 Bukit Hijau Estate	0830-1300	Bukit Hijau 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.	✓	✓	✓
	1300-1400	Lunch break	✓	✓	✓
	1400-1630	Bukit Hijau 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.).	✓	✓	✓

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	1630-1700	Interim closing briefing	✓	✓	✓
Thursday 26/4/2018 Bukit Selarong Estate	0830-1300	Bukit Selarong 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.	✓	✓	✓
	1300-1400	Lunch break	✓	✓	✓
	1400-1630	Bukit Selarong 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.).	✓	✓	✓
	1630-1700	Interim closing briefing	✓	✓	✓
Friday 27/4/2018 Sg Dingin Estate	0830-1300	Sg Dingin 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.	✓	✓	✓
	1300-1400	Lunch break	✓	✓	✓
	1400-1530	Sg Dingin 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.).	✓	✓	✓
	1530-1630	Verify any outstanding issues & preparation for closing meeting	✓	✓	✓
	1630-1700	Closing meeting	✓	✓	✓

Section 3: Assessment Findings

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

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

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. 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? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2016, 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.	Yes

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	For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007 .	
If there have been changes, what circumstances have occurred?	Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30 th June 2016. Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019. Liberia- A new mill to be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 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 completed.	Yes
Have there been any stakeholder comments?	Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Yes
Have there been any newly acquired subsidiaries?	In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audt was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 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 completed..	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes

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Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	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
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. 	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 new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on	Yes

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	<p>LUCA submission status as per below table:</p> <p style="text-align: center;"><u>SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</u></p> <table border="1" data-bbox="432 445 1268 1149"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>PT Lahan Tani Sakti</td> <td>Submitted on 31 May 2017</td> <td>LUCA approved by reviewer</td> </tr> <tr> <td>2.</td> <td>PT Bina Sains Cemerlang</td> <td>Submitted on 29 Sept 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>3.</td> <td>PT Swadaya Andika</td> <td>Submitted on 6 Oct 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>4.</td> <td>PT Langgeng Muara Makmur</td> <td>Submitted on 8 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>5.</td> <td>PT Laguna Mandiri</td> <td>Submitted on 20 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>6.</td> <td>PT Kridatama Lancar</td> <td>Submitted on 22 Sept 2017</td> <td rowspan="13">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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<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p>	<p>No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																			
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>None noted. No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																			
<p>Any Legal non-compliance is being addressed through measures</p>	<p>Yes</p>	<p>Yes</p>																																																																			

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consistent with the requirements of RSPO P&C criteria 2.1		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	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

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 three (3) Major nonconformities raised. The Sungai Dingin 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 #	1617725-201804-M1	Clause & Category (Major/Minor)	Indicator 6.1.3 Major
Date Issued	27/04/2018	Due Date	25/6/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	20/6/2018
Statement of Nonconformity	The management plan has not been developed according to the stakeholder consultation with timetabled.		
Requirement Reference	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		

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	the affected parties, documented and timetabled, including responsibilities for implementation.
Objective Evidence	<ol style="list-style-type: none"> 1. Promoting the positive impacts are not established in the management plan for Sungai Dingin Mill management plan and Sungai Dingin Estate Management plan. 2. Management plan established by Sungai Dingin Mill did not include an expected timeframe to complete the identified action plans. 3. The management plan established by Sungai Dingin Estate did not include all the identified impacts received from stakeholders. Example of identified impacts not included in the management plan. <ol style="list-style-type: none"> a. Sewage system blockage at the main division housing complex. b. Fixing of the shed at the Indian cemetery. c. Maintenance of the Indian temple. d. Maintenance of street lights and bridge at field 2014D at Mahang division. e. Stray dog at housing complex at Karangan division housing complex.
Corrections	To revise all the Social Management Plans and to incorporate all social issue observed or highlighted in all relevant platforms i.e stakeholder meeting, JCC meeting, OSHA meeting etc.
Root Cause Analysis	The existing plan was developed based on the social issue highlighted on Social Impact Assessment only. All other social impacts were addressed in the separate platform based on the where and how the issue was highlighted or observed by the management.
Corrective Action	All action plans which was developed by the OUs to be verified and endorsed by SQM, Social Team.
Assessment Conclusion	<p>Evidence submitted:</p> <p>Revised Social Impact Assessment Plan 2017/18 which includes</p> <ul style="list-style-type: none"> - the promotion of positive impacts - timeframe of action plan to be completed - identified impacts received from stakeholders as mentioned in objective evidence above <p>The action plan was endorsed by SQM on 24/5/2018.</p> <p>The evidence was found to be adequate and effective to close the NCR. On-site verification is not necessary because the documented evidence are adequate to demonstrate the effectiveness of correction and corrective action implementation. Continuous implementation shall be verified in the next assessment.</p>

Nonconformity			
NCR Ref #	1617725-201804-M2	Clause & Category (Major/Minor)	Indicator 6.5.2 Major
Date Issued	27/04/2018	Due Date	25/6/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	20/6/2018
Statement of Nonconformity	The certification holder is not complying Employment Act 1955.		
Requirement Reference	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of		

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	notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.
Objective Evidence	According to the Employment Act 1955 clause 34 (1), there is no approval from Director General to allow female workers to work night shift. The following worker sampled to have been worked from 10pm to 5am. <ul style="list-style-type: none"> • ID 59752 – lab female worker • ID 26878 – lab female worker
Corrections	To write in application to JTK for approval to employee female workers on night shift.
Root Cause Analysis	No person In charge on Legal and other requirement update and checking for OU
Corrective Action	To appoint Regional HR with help from SQM for monitor and update Legal and requirement.
Assessment Conclusion	Evidence submitted: <ul style="list-style-type: none"> - Application letter dated 24/5/2018 to Labour Department of Kulim of allowing female employee to work at night. Acknowledgement of receipt of the letter by the department is available dated 28/5/2018 - The appointment letter to Mr. Ahmad Solihin Adnan as the person responsible to monitor and update the legal requirements <p>The evidence was found to be adequate and effective to close the NCR. On-site verification is not necessary because the documented evidence are adequate to demonstrate the effectiveness of correction and corrective action implementation. Continuous implementation shall be verified in the next assessment.</p>

Nonconformity			
NCR Ref #	1617725-201804-M3	Clause & Category (Major/Minor)	Indicator 6.12.1 Major
Date Issued	27/04/2018	Due Date	25/6/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	20/6/2018
Statement of Nonconformity	The legalization of contract workers is not monitored.		
Requirement Reference	There shall be evidence that no forms of forced or trafficked labour are used.		
Objective Evidence	It was found that the in the Mill, there are contract workers. The contract agreement between the contract workers and contractors are not available in the mill. Furthermore, the employer and the sector of the contract workers are not clear: <ul style="list-style-type: none"> • For worker Pazhani Thamizhmani the employer in i-kad is Pantai Mewah Enterprise however, the records in the mil, the worker is under Maju Mech. • For worker Sundaravelu Kuzhandaivelu, the employer in i-kad is Ladang Seri Maju Resources however, the records in the mil, the worker is under Maju Mech. 		
Corrections	To suspend the contractor and/or request to submit the employment letter between the workers with their employer and the official letter/contract between Maju Tech with their supplier/sub-contractor.		
Root Cause Analysis	No monitoring on the documents required/need to be submitted by the contractor prior to issuance of PTW for contractor.		
Corrective Action	Additional criteria have been added into PTW on legal documents which need to submit by contractor with regards to employment of foreign workers for monitoring and compliance purposes.		
Assessment Conclusion	Evidence submitted:		

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	<ul style="list-style-type: none"> - Employment contracts between Maju Mech, as the employer and both workers (Pazhani Thamizhmani & Sundaravelu Kuzhandaivelu), as the employees. - Agreement between Pantai Mewah Enterprise and Maju Mech with the acknowledgement of Pazhani Thamizhmani, that Pantai Mewah agrees to let Pazhani Thamizhmani employed by Maju Mech - Agreement between Lena Landscape and Maju Mech with the acknowledgement of Pazhani Thamizhmani, that Lena Landscape agrees to let Sundaravelu Kuzhandaivelu employed by Maju Mech - Updated PTW with additional criteria included i.e. to check the relevant legal employment documents such as passport, work permit, appointment letter, etc. before allowing any contract workers to work at the premise <p>The evidence was found to be adequate and effective to close the NCR. On-site verification is not necessary because the documented evidence are adequate to demonstrate the effectiveness of correction and corrective action implementation. Continuous implementation shall be verified in the next assessment.</p>
--	--

Opportunity for Improvements	
OFI #	Description
	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 #	1480886-201705-N1	Clause & Category (Major/Minor)	Indicator 6.10.1 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	27/04/2018
Statement of Nonconformity	Current and past prices paid for Fresh Fruit Bunches (FFB) is not publicly available.		
Requirement Reference	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.		
Objective Evidence	Sungai Dingin POM received FFB from out-grower (larger than 50ha) and also trader. However, the price for FFB publicly is not publicly available at mill/office during site visit.		
Corrective Action	The mill put the FFB price at weighbridge and to conduct the SCCS refresher training for management and new weighbridge operator.		
Assessment Conclusion	Verification during ASA3: The daily pricing for the FFB is in accordance to the daily pricing published by MPOB. The price is being displayed at the weighbridge.		

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	<p>Training records conducted for the weighbridge operators has been verified. It was confirmed that during the onsite assessment, the daily price is being changed by the Chief Clerk.</p> <p>The payment prove to the trader was verified and confirmed the pricing of the FFB is following the daily MPOB pricing.</p> <p>Based on the implementation of correction and corrective action, the minor NC is effectively closed out.</p>
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Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
CR01 – 4.3.2	Minor	24/07/2009	Closed out on 2/7/2011
CR02 – 6.5.3	Minor	24/7/2009	Closed out on 2/7/2011
CR03 – 4.3.2	Minor	2/7/2011	Closed out on 10/4/2012
CR04 – 5.5.3	Minor	2/7/2011	Closed out on 10/4/2012
CR05 – 5.3.2	Minor	10/4/2012	Closed out on 28/5/2013
1057519M0 - 2.1.1	Major	25/3/2014	Closed out on 18/6/2014
1057519M1 - 4.6.5	Major	25/3/2014	Closed out on 18/6/2014
1197656M1 – 2.1.1	Major	12/6/2015	Closed on 14/7/15
1197656N1 – 4.1.1	Minor	12/6/2015	Closed on 19/5/2016
1197656N2 – 4.7.5	Minor	12/6/2015	Escalated to Major.
1334123M1- 4.7.1	Major	19/5/2016	Closed on 27/6/2016
1334123M2- 4.7.5	Major	19/5/2016	Closed on 27/6/2016
1334123M3- 6.5.2	Major	19/5/2016	Closed on 27/6/2016
1334123M4- 6.12.1	Major	19/5/2016	Closed on 27/6/2016
1334123N1- 5.3.3	Minor	19/5/2016	Closed on 2/6/2017
1480886-201705-N1 – 6.10-1	Minor	02/06/2017	Closed on 27/4/2018
1617725-201804-M1 – 6.1.3	Major	27/04/2018	Closed on 20/6/2018
1617725-201804-M2 – 6.5.2	Major	27/04/2018	Closed on 20/6/2018
1617725-201804-M3 – 6.12.1	Major	27/04/2018	Closed on 20/6/2018

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Sungai Dingin 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

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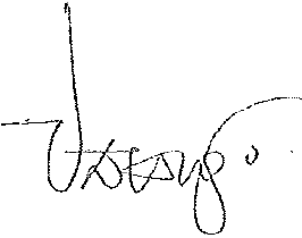
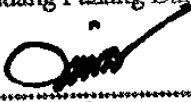
stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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	
Internal Stakeholders NUPW Representative Gender Committee Mill Operators Field workers Workers representatives by nationalities (Indonesia & Bangladesh) General workers	Union/Contractors/Local Communities Union representatives Third party FFB suppliers Suppliers Contractors Surrounding villages Neighbouring estates
Government Departments Forestry Department	NGO No complaint raised by NGO at Sungai Dingin CU. No NGO was contacted.

IS #	Description
1	Issues: Department of Environment (Kulim) According to the DOE officer, there was no complaints raised by surrounding community with regards to environment. So far Sungai Dingin Mill has been complying with the environment requirement.
	Management Responses: NA
	Audit Team Findings: NA
2	Issues: Local Villager Leader (Kampung Bakai, Kampung Kijai) There was no negative issued raised by the village leaders. The communication and cooperation with the Estate manager is satisfactory. Request for community service is always attended.
	Management Responses: NA
	Audit Team Findings: NA
3	Issues: Local Community (Felda) There was no negative issued raised by Felda. Sime Darby has been attentive and cooperative in giving contribution requested.
	Management Responses: NA
	Audit Team Findings:

	NA
4	Issues: Forestry Department There is no complaint or negative issued raised by the Forestry Department.
	Management Responses: NA
	Audit Team Findings: NA

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 Sungai Dingin Palm Oil Mill Certification Unit has complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Sungai Dingin Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Valence Shem	Name: ANIN BIN SUWARDI
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Sime Darby Plantation Berhad
Title: Lead auditor	Title: SENIOR MANAGER
Signature: 	Signature: <i>(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.)</i> SIME DARBY PLANTATION BERHAD (647766-V) Ladang Padang Buluh / Jerai  Senior Manager (ANIN BIN SUWARDI)
Date: 29/10/2018	Date: 29/10/2018

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	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p> <p>The list of stakeholders are available at the operating units. Sample of the list verified includes:</p> <ol style="list-style-type: none"> 1. Stakeholder list for Sungai Dingin Mill reviewed in February 2018. 2. Stakeholder list for Bukit Hijau reviewed in March 2018. <p>The list of stakeholders includes Government Agencies, State Authorities, local authority, Local Community, Contractors and Suppliers.</p> <p>Sime Darby has published its sustainable policies, annual report and Code of Business Conduct in the Sime Darby Plantation Berhad website.</p> <p>http://www.simedarbyplantation.com/corporate; http://www.simedarbyplantation.com/sustainability/beliefs-progress/governance/sustainability-policies</p>	Complied
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p> <p>The procedure for handling request for information is stated in Section 3 – Documentation and Communication of the Plantation Quality Management System Manual dated 01/11/2008.</p> <p>For year 2017, there was no request of information at the mill and sampled estates from relevant stakeholders.</p>	Complied
Criterion 1.2:		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
1.2.1	<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); <p>The annual reports, sustainable policies, whistle blower procedures and Code of Business Conduct is available in the Sime Darby Plantation Berhad website</p> <p>http://www.simedarbyplantation.com/corporate; http://www.simedarbyplantation.com/sustainability/beliefs-progress/governance/sustainability-policies</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
<ul style="list-style-type: none"> • 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>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>The Code of Business Conduct (COBC) commitment is written in a form of Handbook 25/08/2011. The COBC message of the provided by Dato' Mohd Bakke Salleh the previous President & Group Chief Executive.</p> <p>The communication of the Group's COBC with the workers, stakeholders, and contractors were made through training and awareness. Sample of records verified:</p> <ul style="list-style-type: none"> • Bukit Hijau Estate on 11/01/2018 • Bukit Selarong Estate on 09/02/2018 • Sungai Dingin Estate on 13/04/2018 	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>SOU1 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. SOU1 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p><u>Sungai Dingin POM</u></p> <ol style="list-style-type: none"> a. Environmental license @ "Jadual Pematuhan" no: 004543 valid from 1 Jul 2017 to 30 Jun 2018 for discharge method of land application (furrow system) and recycle. Final discharge limit (BOD3) is 5000 mg/l. b. Electrostatic Precipitator (ESP), construction site reference: KD/17/03/112749 dated 30/8/17 under Factory and Machinery Act 1967, BOWEC Regulation 1986 and OHSa 1994. c. Electricity Commission License, serial number: 24435, license number: 2017/02690 for 4920 kW valid until 18/12/18 d. Diesel license, serial number K 018649, quantity: 18,500 liter valid until 5/9/18 e. MPOB License; no: 530978004000 valid till 30 June 2018 f. Competent Person for CePSWaM/00503 g. Authorized Gas Tester and Entry Supervisor for 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance	
	<p>Confined Space; No: NW-HQ-AGT-09990-O valid till 26 June 2018</p> <p>h. Authorized Gas Tester and Entry Supervisor for Confined Space; No: NW-HQ-AGT-0150-P valid till 22 Feb 2019</p> <p>i. Charge-man license A4, no: PJ-T-4-B-0038-2007</p> <p>j. Certificate of fitness for steam boiler and unfired pressure vessel.</p> <p>Boiler no.3 – KD PMD 1115 valid until 4/3/19 Boiler no.4 – KD PMD 80010 valid until 28/1/19 Sterilizer no.2 – KD PMT 556 valid until 9/7/18 Back pressure receiver – KD PMT 685 valid until 20/10/18</p> <p><u>Bukit Hijau Estate</u></p> <p>1. MPOB License: 524461002000 valid till 31 October 2018 2. Diesel Permit, serial number: K012531, quantity: 18,000 liter valid until 10 March 2018. Application for renewal was made on 20/2/18. Refer to BLESS reference number BL22018012254. This will be further verified in the next assessment.</p>		
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>The CU continued to implement and maintain the established documented system for identifying, accessing, tracking and monitoring of compliance with the legal requirements that are applicable to the CU operation. Each office of the operating unit (mill and estates) has its own Legal and Other Requirements Register (LORR) and were being evaluated individually annually for compliance and it can be accessed by all levels of staff. Among the applicable legal laws registered are EQA, OSHA, Factory & Machinery Act, Labour Act, Pesticides Act, Workers’ Minimum Standard of Housing and Amenities Act, to name a few.</p>	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>The applicable legal requirements registered in the LORR. Periodically, the CU assigned its personnel to cross check the status of compliance against the LORR through various ways such as internal audit, routine inspections, etc. Whenever there is non-compliance detected, appropriate actions will be taken to address the issue.</p>	Complied
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>A special department (PSQM) which is based in Kuala Lumpur was responsible in tracking the changes to the Acts and Regulations in their legal register by communicating with the publisher of the documents. This mechanism was outlined in its procedure. The revision of the legal register was done from time to time and shall there be any update, it would be communicated to the respective CUs.</p>	Complied
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			
2.2.1	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>SOU 01 was able to demonstrate its legal ownership of land by the possession of land titles. All the visited estates were able to present their land titles and quit rent receipts. Verification of the land titles showed that the certified area claimed is authentic. The CU has a list of all its land titles</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		which have the information about names of leasee, hectare, terms & conditions, lease period and grant numbers.	
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Generally, at all the visited estate, the legal boundaries were demarcated by trench. Other methods such as pegs (concrete or PVC painted with red & white stripes) and roads were also used. Based on site visit, the legal boundaries were found to be visibly maintained.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Lands developed under SOU 1 are concession by the State Government. Sime Darby did not acquired any of the these lands and Sime Darby The development of this certification unit was developed since 1920s. Considering that there is no new land acquisition for this concession and no new land development, FPIC is not applicable in this certification. However, the Flowchart and Procedure on Handle Land Disputes (including Squatters) – Appendix 3 of Plantation Quality Management System dated 01/11/2008 has been established. Stakeholders’ consultation confirmed that there is no land conflict.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land conflict recorded since the last assessment. This is confirmed through stakeholders’ consultation.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute recorded since the last assessment. This is confirmed through stakeholders’ consultation.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no conflict recorded since the last assessment. This is confirmed through stakeholder’s consultation.	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	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirmed that the operation has not diminished any legal rights, customary or user right.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	neighbouring communities where applicable, and relevant authorities). - Major compliance -	Hence the FPIC process is not applicable at the point of this assessment. However, maps of the respective sampled estates are available. The map scale is 1:2,800 The assessment team had interviewed the local community and Jabatan Hutan to confirm that there are no such diminishing of such rights.	
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	The operation has not diminished any legal rights, customary or user right.	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	The operation has not diminished any legal rights, customary or user right.	Complied
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The operation has not diminished any legal rights, customary or user right.	Complied

Principle 3: Commitment to long-term economic and financial viability

Criterion 3.1:

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Criterion / Indicator		Assessment Findings	Compliance																															
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. Sungai Dingin Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. CAPEX allocation for mill and estate was made available for review for FY 17/18: Mill (plant and machinery): steam generation (thermal deaerator), hydro cyclone set, press P20 (process optimization, losses recovery)	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 -	All of the visited estates have established their replanting programme with 5 years' projection. Table below is the programme: <table border="1"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="3">Total planned replanting area (Ha)</th> </tr> <tr> <th>Bkt Hijau</th> <th>Bkt Selarong</th> <th>Sg Dingin</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>0</td> <td>188.52 (program) 295.06 (actual)</td> <td>0</td> </tr> <tr> <td>2018/19</td> <td>0</td> <td>294.59</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>0</td> <td>223.15</td> <td>0</td> </tr> <tr> <td>2020/21</td> <td>0</td> <td>333.12</td> <td>0</td> </tr> <tr> <td>2021/22</td> <td>0</td> <td>280.66</td> <td>0</td> </tr> <tr> <td>2022/23</td> <td>0</td> <td>242.04</td> <td>0</td> </tr> </tbody> </table> Bukit Hijau Estate is expected to be fully replaced by rubber plantation in 5 to 6 years. Replanting at Sg Dingin is from oil palm to rubber until the year 2025.	Year	Total planned replanting area (Ha)			Bkt Hijau	Bkt Selarong	Sg Dingin	2017/18	0	188.52 (program) 295.06 (actual)	0	2018/19	0	294.59	0	2019/20	0	223.15	0	2020/21	0	333.12	0	2021/22	0	280.66	0	2022/23	0	242.04	0	Complied
Year	Total planned replanting area (Ha)																																	
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Principle 4: Use of appropriate best practices by growers and millers																																		
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.																																		
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure:	Complied																															

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Criterion / Indicator	Assessment Findings	Compliance
	<p>i)SPMS, Appendix 7: SOP for water quality monitoring, issue:2 dated 1/6/16. SOP for sampling guideline</p> <p>ii)Water and Wastewater Sampling Guideline, issue:1 dated 1/6/16.</p> <p>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</p> <p>Pictorial Work Instruction (PWI), first issue dated 1/11/15 (Multi Dust Cyclone Collector : "<i>Pemeriksaan , Pembersihan dan Penyelenggaraan</i>"). Refer to Inter Office Mail by Head of Mill Operation dated 25/11/15.</p>	
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	Complied
4.1.3	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	Complied
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>updated procedure under SOP for water analysis and RSPO SCCS procedure:</p> <p>i) SPMS, Appendix 7: SOP for water quality monitoring, issue:2 dated 1/6/16. SOP for sampling guideline</p> <p>ii) Water and Wastewater Sampling Guideline, issue:1 dated 1/6/16.</p> <p>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</p> <p>Pictorial Work Instruction (PWI), first issue dated 1/11/15 (Multi Dust Cyclone Collector : "Pemeriksaan , Pembersihan dan Penyelenggaraan"). Refer to Inter Office Mail by Head of Mill Operation dated 25/11/15.</p>	
Criterion 4.2:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	<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.</p> <p>- Minor compliance -</p>	<p>Agriculture Reference Manual (ARM) Section 8 covers the procedure for fertiliser application for both immature and mature. The procedure gives the guideline type of fertilisers to be used, timing to apply, dosage and placement. Whereas Safe Operating Procedure for manuring mention about tools to be used for this operation.</p>	Complied
4.2.2	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p>	<p>Inputs of fertilisers were recorded in store issue notes and manuring record book, which have the information about type of fertiliser, quantity (bags and kg), dates of application and field number. The figures were also tallied with the input data of SAP system.</p>	Complied
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Evidence of periodic tissue and soil sampling to monitor the changes in nutrient status was available and presented in Soil Analysis Report by the Sime Darby's Agronomy Department. The results of the analysis were used by the agronomist for their recommendation for fertilisers applications programme. It was noted that the average fertiliser dosage recommended by the Agronomy Department were 5 kg/palm/year for Bukit Hijau Estate and 10 kg/palm/year for Bukit Selarong Estate.</p> <p>Soil analysis was last carried out in 2015 [ref.: Bukit Hijau Estate – Soil Analysis Test Report dated 15/4/2015 (report no. S30/2015) from R&D Centre Carey Island].</p>	Complied
4.2.4	<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.</p> <p>- Minor compliance -</p>	<p>EFB application is done as part of nutrient recycling strategy and recorded regularly. All EFB were sourced from Sungai Dingin POM. The best practice of EFB application is described in the ARM. Records were available for verification. Based on the records, it was noted that the rate per hectare is 40 mt/Ha.</p>	Complied
Criterion 4.3:			

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Criterion / Indicator		Assessment Findings	Compliance
Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil series map available for all the visited estates. There are no peat soil or soil categorised as problematic or fragile at all the visited estates. For e.g. at Bukit Hijau Estate, the main soil series were of Collovium, Padang Besar, Local Alluvium, Nami, to name a few.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Ref.: ARM Section 4, Land Preparation, Clause 8.4 which reads "Areas with greater than 25 degree slope should not be planted and best left for biodiversity purposes...". The area which has more than 25 degree will be excluded from being replanted in future. For hilly area between 9 - 25 degree, ARM is referred to as a management strategy to minimise soil erosion. Among the methods of minimise soil erosion observed in the field were constructions of terrace, roadside drain, planting of cover crop.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road maintenance program for FY 2017/18 was available for all the visited estates. Among the activities for the road maintenance are roadside pruning, grading and resurfacing, roadside pit (to divert flow of water). At Bukit Selarong Estate, based on expenditure report, roughly the progress to-date is around 70%.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all the visited estates.	NA
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all the visited estates.	NA
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all the visited estates.	NA
Criterion 4.4:			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<u>Sungai Dingin POM</u> Sighted an implemented water management plan was established as Sungai Dingin Palm Oil Mill for Financial Year 2017/2018 review on 14 October 2017. The plan has incorporated into three categories and its issues: a. Water shortage/dry spell : purchase water from SADA and obtain water from Sungai Dingin Estate b. Severe Water Pollution/Contamination: to purchase water from SADA.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	At the estates, water management plan for 2017/18 was available for verification. Among the management plan established by the estates were rain water harvesting especially for washing purpose, creating awareness among workers to use water efficiently and monitoring the quality of tube-well (e.g. Bukit Selarong, Main Div.).	
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 -	Complied
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 -	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Complied

Month	Water usage	FFB process	Ratio (m3/ton)
July 17	30,591.29	36,958.65	0.83
Aug 17	57,446	39,410	1.46
Sept 17	46,403.84	32,956.83	1.41
Oct 17	46,784.47	33,065.04	1.41
Nov 17	44,871.01	32,449.37	1.38
Dec 17	40,716.63	27,532.52	1.48
Jan 18	44,092.78	26,355.42	1.67
Feb 18	39,163.58	22,912.07	1.71
Mar 18	41,031.68	25,188	1.63
Average (m3/tonne)			1.44

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Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	Implementation of IPM is guided by the ARM, Section 15, Plant Protection. Major pest at the visited estates is mainly rats. IPM implemented to suppress the rat population is by rearing barn owl (<i>tyto alba</i>). At Sg Dingin Estate, the rat attack was very low and maintain of barn owl became unnecessary. Rat baiting is done based on calendar baiting by using first generation bait, warfarin. There has been no outbreak of leaf eating pest at the visited estates. Nonetheless, it was noted that beneficial plant such as <i>antigonon leptopus</i> and <i>turnera subulata</i> were planted along some of the field roads to host the predators. Trunk injections were occasionally done as prevention measure using less toxic chemical i.e. Impact 75 [a.i.: Acephate 75% (CAS# 30560-19-1), SDS # IT-003 by Hextar dated 9/10/2015].	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Examples of training related of IPM at Sg Dingin Estate <ul style="list-style-type: none"> • IPM Training conducted on 7/9/2017 conducted by AM and attended by 5 workers – content of training was on how to plant beneficial plants • Regional level - RSPO & rat baiting workshop on 11/6/2015 at Bukit Selarong Estate • Sprayer training on 21/11/2017 at main division office Sg Dingin 	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended weedicides/pesticides are: Immature planting (sample) <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - <i>Stenochlaena palustris</i> : Sodium chlorate Mature planting <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides used (including active ingredients used and area treated, amount of active ingredients applied per ha and number of applications) were established and monitored. The records of weeding programme and herbicide master list was sighted. For example at Bukit Hijau Estate, summary of Ai/ha for March 2018 as per below: <table border="1" data-bbox="662 593 1308 958"> <tr> <td></td> <td>FY17/18 (latest March 2018)</td> </tr> <tr> <td>Bukit Hijau Estate</td> <td>Ai/ha</td> </tr> <tr> <td>Metsulfuron Mthyl (Ally)</td> <td rowspan="5">8.09</td> </tr> <tr> <td>Glyphosate</td> </tr> <tr> <td>Triclopyr Butoxy Ethyl Esther (KENLON)</td> </tr> <tr> <td>Glufosinate ammonium (BASTA)</td> </tr> <tr> <td>Sodium Chlorate</td> </tr> <tr> <td>Cypermethrin</td> <td></td> </tr> </table>		FY17/18 (latest March 2018)	Bukit Hijau Estate	Ai/ha	Metsulfuron Mthyl (Ally)	8.09	Glyphosate	Triclopyr Butoxy Ethyl Esther (KENLON)	Glufosinate ammonium (BASTA)	Sodium Chlorate	Cypermethrin		Complied
	FY17/18 (latest March 2018)														
Bukit Hijau Estate	Ai/ha														
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Triclopyr Butoxy Ethyl Esther (KENLON)															
Glufosinate ammonium (BASTA)															
Sodium Chlorate															
Cypermethrin															
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	Complied												
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	<u>Bukit Hijau Estate</u> Based on chemical register dated 1/3/18 and site visit at main the chemical store, there was no class IA and IB in stock and used for bagworm treatment. If there is any bagworm outbreak, alternative as such Acephate will be used. Paraquat or other contact chemicals are totally eliminated.	Complied												
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers. Sample of SDS checked: <table border="1" data-bbox="662 1780 1273 2027"> <thead> <tr> <th>Chemical/ trade name</th> <th>Active ingredient</th> <th>Chemical Class</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>Sodium Chlorate</td> <td>Sodium Chlorate</td> <td>IV</td> <td>1/6/15</td> </tr> <tr> <td>Cypermethrin</td> <td>Cypermethrin</td> <td>III</td> <td>8/1/16</td> </tr> </tbody> </table>	Chemical/ trade name	Active ingredient	Chemical Class	Revision	Sodium Chlorate	Sodium Chlorate	IV	1/6/15	Cypermethrin	Cypermethrin	III	8/1/16	Complied
Chemical/ trade name	Active ingredient	Chemical Class	Revision												
Sodium Chlorate	Sodium Chlorate	IV	1/6/15												
Cypermethrin	Cypermethrin	III	8/1/16												

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Criterion / Indicator		Assessment Findings				Compliance
		Monex HC	3-(3,4-dichlorophenyl)-1, 1-dimethylurea+ monosodium methylarsonate	III	16/11/15	
		Alion	Indaziflam	III	30/8/16	
		All precautions attached to the products (SDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.				
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.				Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.				Complied
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at all estates.				Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at Sungai Dingin Certification Unit . Employees handling pesticide given knowledge and skill required by the R&D Department and OSH Department to cover safe handling practices and standard operating procedures.				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

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4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<u>Bukit Hijau Estate</u> Medical surveillance was carried out under Poliklinik Dr Azhar & Rakan-Rakan by registered OHD, HQ/08/DOC/000/534 on 18/5/17. Workers from different work units sprayer, store and workshop were sent for annual check. Based on USECHH3 form @ certificate of fitness, OHS has certified and examined the said workers and found no detrimental of health and fit to work. 2018 surveillance programme will be carried out in May 2018. <u>Sungai Dingin Estate</u> Medical surveillance was carried out under Poliklinik Sakthi and Sheila Sdn Bhd by registered OHD, HQ/12/DOC/00/262 on 29/9/17. Workers from different work units; sprayer, store and workshop were sent for annual check. Based on USECHH3 form @ certificate of fitness, OHS has certified and examined the said workers and found no detrimental of health and fit to work.	Complied
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are 2 women sprayer at Bukit Hijau Estate. Based on the medical surveillance results, both are fit to work and has over the reproductive age.	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:		
4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	SOU22 has continued to implement Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Sample of Sungai Dingin Palm Oil Mill ESH programme for FY207/2018: i) Medical surveillance was done by Poliklinik Sakthi & Sheila Sdn Bhd, 6,7 and 9/3/18, OHD registration HQ/12/DOC/00/262 for total of 17 workers from workshop, store and laboratory. Verified Operational Control Procedure, SD/SDP/PSQM(ESH)202-OH8, rev:0 dated 26/2/15 for the medical surveillance and related medical removal protection procedure. Report is still in progress and to be further verified in the next assessment. ii) Audiometric testing – annual testing was carried out on 22-24/5/17 for 2017. Total of 14 workers tested for (baseline, annual and hearing impairment list). No STS threshold list recorded in the last audiogram. 2 hearing impairment cases recorded and mill management has submitted JKKP 7 form to DOSH on 3/7/17. Based on investigation done by DOSH on 22/10/17, only one worker confirmed affected with hearing impairment and relocate to other work unit. Medical removal protection initiated; refer to letter dated 9/7/17 relocation from workshop to effluent treatment plan. iii) For 2018, audiometric testing was done on 28/2/18 by Specialist Mobile Safety Supplies Sdn Bhd. Refer to PO	Complied

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	<p>number 4300413460. Full report will be further verified in the next assessment.</p> <p>iv) LEV testing and inspection – the last inspection was carried out on 23/1/18 by Global Safe-T Sdn Bhd. DOSH registered IHT II, JKKP HIE 127/171-3/2(190). Face velocity (hood) and travel velocity (ducting) below recommended value of ACGIH. Monthly inspection done by internal technician. Refer to inspection checklist for the month of March 2018.</p> <p>v) Personal Chemical Exposure Monitoring – Exposure monitoring was carried out on 3/4/18 for n-Hexane, Potassium Chromate and Manganese. The chemical exposure results are below Permissible Exposure Limit (PEL) and Maximum Exposure Limit (MEL) of USECHH Regulations 2000.</p>	
<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p> <p>SOU 1 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to revisited CHRA report for Sungai Dingin POM, (JKKP HIE 127/171-2(358) dated February 2015.</p> <p>Recommendation by assessor:</p> <p>i) Laboratory – PCEM for n-Hexane and Potassium Chromate, Medical surveillance ii) Workshop – Medical surveillance</p> <p>At Sungai Dingin POM, HIRARC was reviewed on 12/04/2017 after occurrence of accident at boiler station. Necessary action was done after HIRARC review on the procedure of dust collector cleaning, rev:1 dated 12/4/18. Additional engineering control measure is still progress. Other mill activities was identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities.</p> <p>Additional CHRA was carried out at Bukit Hijau Estate on 5th April 2017 by registered assessor, JKKP HIE 127/171-2(124) for the new change of chemical named Alion and Monex.</p> <p>Additional CHRA was carried out at Bukit Selarong Estate on 19th April 2017 by registered assessor, JKKP HIE 127/171-2(124) for the new change of chemical named Boxy and Newgor 38EC.</p> <p><u>Bukit Hijau Estate</u> HIRARC review was carried out in 2017 after occurrence of accident in 20/6/17 and 19/10/17. Risk rating has been reviewed and appropriate control measures updated to reduce risk.</p> <p><u>Bukit Selarong Estate</u> HIRARC review was carried out in 2018 after occurrence of accident in 23/3/18 and 12/2/18. Risk rating has been</p>	<p>Complied</p>

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	<p>reviewed and appropriate control measures updated to reduce risk.</p> <p><u>Sungai Dingin Estate</u> Latest review was done in 29/3/18 for pruning activity after accident occurrence. Risk rating increase to medium where all necessary control measures updated accordingly.</p>	
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out in SOU 1. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures.</p> <p>MSDS was placed at the chemical stores and is available. The person in charge understands the information written in SDS.</p>	<p>Complied</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager and QA at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc. The latest meeting was conducted on the 30/6/17 at Sungai Dingin Palm Oil Mill. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue raised during the recent meeting.</p> <p>Safety meeting carried out at Bukit Selarong Estate: 1st meeting for 2018 : 6/4/18 Attendees: OSH Chairman and OSH committee (management and workers representative) Inputs for meeting :</p> <ul style="list-style-type: none"> i) Follow up from previous meeting ii) Accident report and statistic iii) Inputs from workplace inspection (10/3/18) iv) OSH training v) Other matters 	<p>Complied</p>

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	<p>OSH Meeting in 2017 (#4: 29/12/17, #3: 12/10/17, #2: 13/7/17, #1: 21/4/17)</p> <p><u>Sungai Dingin Estate</u> New appointment of OSH chairman (estate manager) dated 1/3/18 was verified. For 2018, the latest meeting was carried out on 16/3/18. All pertinent agenda have been discussed during meeting with necessary follow up action assigned to respective personnel for improvement. Date of meeting carried out in 2017 : (#4: 21/12/17, #3: 25/9/17, #2: 23/6/17, #1: -28/3/17)</p>	
4.7.5	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 17/18. The following Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 8/1/18 at Sungai Dingin Oil Mill.</p> <p>Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. Noted 1 (one) class III (temporary disability) accident dated 18/3/17 occurred at Sungai Dingin POM involving boiler contractor. Verified internal investigation report for the accident. Root cause, correction and corrective action have been determined as to prevent recurrence of accident.</p> <p>There were 2 cases of hearing impairment recorded in 2017. Verified JKKP 7 dated 3/7/17 for the said workers and summarized under JKKP 8 for annual reporting to DOSH. Online report submission acceptance by DOSH on 31/1/17. Refer to ref# JKKP8/15882/2017.</p>	Complied

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<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme. Sample of insurance policies and social security (SOCSO) checked:</p> <p><u>Sungai Dingin POM</u> Foreign workers policy covered for 46 workers. Sample of policy checked: i) MG080131 – valid until 30/4/18 (AS701809, AS560703, AS701521) Checked social security payment, “Jadual Caruman” @ 8A form for March 2018 involving 87 workers.</p> <p><u>Bukit Hijau Estate</u> Sample of insurance policy checked: i) MW161796 valid until 13/8/18 (passport# 0909265) ii) MW233112 valid until 26/6/19 (passport# M9516210) iii) MW145092 valid until 24/5/18 (passport# M7335516) iv) FW215041 valid until 30/10/18 (passport# B8051498) Checked social security payment, “Jadual Caruman” @ 8A form for March 2017 involving 95 workers.</p> <p><u>Bukit Selarong Estate</u> Sample of insurance policy checked: i) MW161826 valid until 13/7/18 (passport# N3209661, N3673048) ii) MW160985 valid until 12/7/18 (passport# P8558049) iii) MW148845 valid until 1/6/18 (passport# 06877481) Checked social security payment, “Jadual Caruman” @ 8A form for March 2017 involving 151 workers.</p> <p><u>Sungai Dingin Estate</u> Sample of insurance policy checked: i) MW180494 valid until 5/9/18 (passport# N9770547) ii) MW193383 valid until 24/11/18 (passport# N9159134) iii) MW193385 valid until 6/11/18 (passport# N7994482) Checked social security payment, “Jadual Caruman” @ 8A form for March 2017 involving 103 workers.</p>	<p>Complied</p>															
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below:</p> <table border="1" data-bbox="660 1592 1289 1877"> <thead> <tr> <th>Year</th> <th>Sungai Dingin POM</th> <th>Bukit Hijau Estate</th> <th>Bukit Selarong Estate</th> <th>Sungai Dingin Estate</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>1 case (8 LTA)</td> <td>2 cases (60 LTA)</td> <td>19 cases (144 LTA)</td> <td>1 case (2 LTI)</td> </tr> <tr> <td>2018 to date</td> <td>1 case (6 LTA)</td> <td>0 case</td> <td>4 case (91 LTA)</td> <td>1 case (2 LTI)\</td> </tr> </tbody> </table> <p>*Summary of LTA is based on GSQM ESH Portal as at March 2018</p>	Year	Sungai Dingin POM	Bukit Hijau Estate	Bukit Selarong Estate	Sungai Dingin Estate	2017	1 case (8 LTA)	2 cases (60 LTA)	19 cases (144 LTA)	1 case (2 LTI)	2018 to date	1 case (6 LTA)	0 case	4 case (91 LTA)	1 case (2 LTI)\	<p>Complied</p>
Year	Sungai Dingin POM	Bukit Hijau Estate	Bukit Selarong Estate	Sungai Dingin Estate													
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Criterion 4.8:

All staff, workers, smallholders and contract workers are appropriately trained.

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Criterion / Indicator		Assessment Findings	Compliance																																						
4.8.1	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 -	SOU 01 has established an annual training program FY 2017/2018 that covers all aspects including OSH, environmental, machinery, emergency response, 5S housekeeping as well as RSPO Principles and Criteria.	Complied																																						
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	<p>Training records for employees available and maintained at the office. Records are verified on a sampling basis which covers all aspect of training and RSPO P&C requirement. Samples of training record as follows:</p> <p><u>Sungai Dinqin POM</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> </tr> </thead> <tbody> <tr> <td>8/12/17</td> <td>Scheduled waste</td> </tr> <tr> <td>13/12/17</td> <td>EMP and PPP training</td> </tr> <tr> <td>25/10/17</td> <td>Chemical handling and Welding procedure</td> </tr> <tr> <td>21/6/17</td> <td>Hearing Conservation Programme (PSQM-ESH)</td> </tr> <tr> <td>18/1/18</td> <td>First Aid Training</td> </tr> <tr> <td>26-30/3/18</td> <td>CEPPOME training by Enviro Academy Sdn Bhd</td> </tr> </tbody> </table> <p><u>Bukit Hijau Estate</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> </tr> </thead> <tbody> <tr> <td>19/12/17</td> <td>Chemical safe handling</td> </tr> <tr> <td>7/8/17</td> <td>Scheduled waste management</td> </tr> <tr> <td>18/12/17</td> <td>Safety Training –Replanting</td> </tr> <tr> <td>15/6/17</td> <td>Spraying training</td> </tr> </tbody> </table> <p><u>Bukit Selarong Estate</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> </tr> </thead> <tbody> <tr> <td>10/4/18</td> <td>Harvester Competency Training Programme (HCTP) Training</td> </tr> <tr> <td>5/4/18</td> <td>Sprayer Training – buffer zone</td> </tr> <tr> <td>11/4/18</td> <td>Tractor Driver Training</td> </tr> <tr> <td>18/4/18</td> <td>Scheduled Waste Training</td> </tr> <tr> <td>4/4/18</td> <td>Manuring Training</td> </tr> <tr> <td>10/4/18</td> <td>First Aid Training</td> </tr> </tbody> </table>	Date	Training	8/12/17	Scheduled waste	13/12/17	EMP and PPP training	25/10/17	Chemical handling and Welding procedure	21/6/17	Hearing Conservation Programme (PSQM-ESH)	18/1/18	First Aid Training	26-30/3/18	CEPPOME training by Enviro Academy Sdn Bhd	Date	Training	19/12/17	Chemical safe handling	7/8/17	Scheduled waste management	18/12/17	Safety Training –Replanting	15/6/17	Spraying training	Date	Training	10/4/18	Harvester Competency Training Programme (HCTP) Training	5/4/18	Sprayer Training – buffer zone	11/4/18	Tractor Driver Training	18/4/18	Scheduled Waste Training	4/4/18	Manuring Training	10/4/18	First Aid Training	Complied
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Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion 5.1:

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

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5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on documents as following: i) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register. ii) Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI. iii) Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE. POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. The last review was conducted in 15 October 2017 at POM related to boiler and ESP construction.	Complied
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and assistant managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there’s no any new activity within respective sites. Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated. In POM, Environment Management Programme for Financial Year 2017/2018. For example, EFB leachate at EFB yard Black smoke from boiler – install ESP GHG release to air – Construction of biogas	Complied
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	An Environmental Pollution Prevention Plan 2017/2018 made available for POM and estate. Listed environmental issue/Improvement plan/Location /PIC time bound. This environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year (July 2017 - July 2018) to reflect the results of monitoring operational changes that may have positive and negative environmental impacts. Guided self-regulation (GSR) has been implemented based on DOE latest directive. Environmental meeting regional and operational level was carried as per below: ERCMC – 23/1/18 (annual review) EPMC – 16/1/18 (Quarterly meeting)	Complied
Criterion 5.2:			

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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 -	Initial HCV assessment was carried out in May 2009. Reassessment of HCV was carried out in April 2015 and the HCV Final Report for SOU 1 March 2017 Version 2.0 (emailed 15/3/2017), a study by Nur Aida Ab Ghani a Sime Darby Plantation PSQM department executive has been produced. Site observation note recorded assessment area, GPS coordination, field & division, hectareage and observation is available.	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 species detected at the visited estates. Among the action plans taken which were recommended in the HCV report were prohibition of agrochemicals application at river reserve & water catchment, planting of anti-erosion vegetation at slope area & bare ground, erection of prohibition of hunting signage and continue to educate employees on conservation of wildlife.	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 -	Based on the HCV Final Report for SOU 1 March 2017 Version 2.0 (emailed 15/3/2017), a study by Nur Aida Ab Ghani a Sime Darby Plantation PSQM department executive. As the outcome of the study, an HCV management plan 16/17 objectives & target has been established as following: i) Slope river – buffer zone, marker & signboard ii) Awareness – muster briefing book iii) Promote awareness on no capture, harm, collect or kill RTE species	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	Monitoring of action plan was carried out at appropriate frequency as a mechanism to ensure effectiveness of implementation. Report of the monitoring was adequately recorded by the person in-charge. Among the monitoring criteria were encroachment/sign of trespassing, wildlife issues/conflict/sightings, pollution/erosion, conditions of signage/fence/etc.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	Based on the HCV report, there was no area that needs to be set aside for local communities. Therefore, special agreement is not necessary.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>Mill: 3 types of waste –</p> <p>a. Scheduled waste, domestic waste and recyclable waste. These categories include: effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.</p> <p>Estate: type of waste</p> <p>a. Scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store;</p> <p>b. Domestic waste – rubbish & sewage – line-site, office, workshop, store, shop &</p> <p>c. Recycle waste – empty container, waste oil</p> <p>d. Industrial waste – Scrap iron</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly</p>	<p>Complied</p>
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- 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>Inventory number 0206K1442996142018, for April 2018 dated 24/4/18.</p> <p>SW110, SW305, SW306, SW309, SW322, SW409, SW410, SW430</p> <p>In POM, schedule waste dispose through licensed contractor: Tex Cycle Sdn Bhd Latest consignment note dated Consignment note for schedule waste dated 18 April 2018 (SW110, SW306, SW322, SW409, SW410).</p>	<p>Complied</p>
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- 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>Complied</p>

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	<p>The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>For domestic waste, estate will send to their dumpsite establish within their estate which at least 3 km away from water course and residential area.</p>	

Criterion 5.4:

Efficiency of fossil fuel use and the use of renewable energy is optimised.

5.4.1	<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 optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler.</p> <p>The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and coiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively. Summary of kWh/CPO from July 2017 – March 2018 as per below table:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>kWh</th> <th>CPO production</th> <th>Ratio (kWh/CPO)</th> </tr> </thead> <tbody> <tr> <td>July 17</td> <td>1,254,700</td> <td>7836.02</td> <td>160.12</td> </tr> <tr> <td>Aug 17</td> <td>860,700</td> <td>8,490.21</td> <td>101.38</td> </tr> <tr> <td>Sept 17</td> <td>599,700</td> <td>6,845.99</td> <td>87.60</td> </tr> <tr> <td>Oct 17</td> <td>680,100</td> <td>6,996.13</td> <td>97.21</td> </tr> <tr> <td>Nov 17</td> <td>601,100</td> <td>6,656.42</td> <td>90.30</td> </tr> <tr> <td>Dec 17</td> <td>635,600</td> <td>6,081.65</td> <td>104.51</td> </tr> <tr> <td>Jan 18</td> <td>545,200</td> <td>5,529.86</td> <td>98.59</td> </tr> <tr> <td>Feb 18</td> <td>452,200</td> <td>5,013.92</td> <td>90.19</td> </tr> <tr> <td>Mar 18</td> <td>524,400</td> <td>5,472.06</td> <td>95.83</td> </tr> <tr> <td colspan="3">Average (kWh/CPO)</td> <td>102.85</td> </tr> </tbody> </table>	Month	kWh	CPO production	Ratio (kWh/CPO)	July 17	1,254,700	7836.02	160.12	Aug 17	860,700	8,490.21	101.38	Sept 17	599,700	6,845.99	87.60	Oct 17	680,100	6,996.13	97.21	Nov 17	601,100	6,656.42	90.30	Dec 17	635,600	6,081.65	104.51	Jan 18	545,200	5,529.86	98.59	Feb 18	452,200	5,013.92	90.19	Mar 18	524,400	5,472.06	95.83	Average (kWh/CPO)			102.85	Complied
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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.

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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 -	There was no evidence of burning for the purpose of land preparation. This is in line with SDPSB's Environment & Biodiversity Policy i.e. to comply with all statutory and regulatory requirements.	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 evidence that fire has been used for preparing land. Palms that were felled during replanting were shredded, windrowed and left to decompose in the field.	Complied						
Criterion 5.6:									
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.									
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	<p>Assessment of all polluting activities was conducted under Environmental Aspect Impact for identifying activities that contributes significant impact to environment.</p> <p>As prescribed under "Jadual Pematuhan, license#004543, air emission from boiler stack have to be monitored twice per year. Stack sampling (PAC-AE-170406) result for 2017 :</p> <table border="1"> <thead> <tr> <th>Date of monitoring</th> <th>Stack no.3</th> </tr> </thead> <tbody> <tr> <td>22/8/17 (2nd half), report ref# L-PG-KC11708CSD-0463</td> <td>Solid particle (dust) – 0.2530 g/Nm³, dry@ 12%CO₂. CO= 328 ppm</td> </tr> <tr> <td>28/2/18 (1st half), report ref# L-PG-KC1802CSD-0494</td> <td>Solid particle (dust) – 0.3597 g/Nm³, dry@ 12%CO₂. CO= 136 ppm</td> </tr> </tbody> </table> <p>The emissions of all parameters tested were complied with their respective limits as stipulated in the EQ (Clean Air) Regulations 1978.</p> <p>Smoke emission was monitored using online system (CEMS-DIS) to DOE based on the transmitted data from boiler smoke density indicator and recorder. Emission result was found in compliance with the regulatory limit.</p>	Date of monitoring	Stack no.3	22/8/17 (2 nd half), report ref# L-PG-KC11708CSD-0463	Solid particle (dust) – 0.2530 g/Nm ³ , dry@ 12%CO ₂ . CO= 328 ppm	28/2/18 (1 st half), report ref# L-PG-KC1802CSD-0494	Solid particle (dust) – 0.3597 g/Nm ³ , dry@ 12%CO ₂ . CO= 136 ppm	Complied
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	For effluent discharge, regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE. Refer to Indicator 4.4.3 for details	
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p> <p>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.</p> <p>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.</p> <p>The Carbon Emission Reduction Strategy is the overall implementation plan that cuts across SDP's value chain-upstream, downstream and other related business. The group target is to reduce emission by 40% at 2021.</p>	Complied
5.6.3	<p>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.</p> <p>- Minor compliance -</p> <p>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.</p> <p>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. For example, water analysis report (no: IE190/2017) dated 14 Feb 2017 for the river in Bukit Benut Estate sighted during site visit.</p> <p>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. The report prepared on for 2016.</p> <p>These GHG calculations were done as per certification unit basics including 5 estate and mill. Summary emissions:</p> <ul style="list-style-type: none"> a. Emission/ mt CPO= 1.28 tCO₂ e/mt CPO b. Emission/ mt PK= 1.28 tCO₂ e/mt PK <p>Details of GHG calculation can be found under Appendix K: GHG Reporting Executive Summary</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>		
<p>Criterion 6.1:</p>		

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Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The Social Impact Assessment for SOU 1 was conducted in year 2015. The assessment was conducted internally by PSQM Department. The assessment will be re-conducted in 2020. There is no new activities in the mill and estates which requires new social impact assessment.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The SIA report has recorded the list of stakeholder engaged. The list of stakeholder engaged includes local communities, contractors/suppliers, schools and other interested parties (e.g. police). There is continuous stakeholder engagement by Sime Darby SOU 1 operation. For mill, the last engagement with the related stakeholders was last conducted on 03/04/2018.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The latest available management plan for mill is dated 20/04/2018 where the management plan had been developed through inputs from stakeholders' engagement (03/04/2018), NUPW meeting (19/04/2018) and gender committee meeting (05/04/2018). The latest management plan for Sungai Dingin Estate is dated 19/04/2018 where the management plan was developed through inputs from stakeholders' engagement (03/04/2018), NUPW meeting (30/03/2018) and gender committee meeting (13/03/2018) The following are not identified in the management plan. <ol style="list-style-type: none"> 1. Promoting the positive impacts are not established in the management plan for Sungai Dingin Mill management plan and Sungai Dingin Estate Management plan. 2. Management plan established by Sungai Dingin Mill did not include an expected timeframe to complete the identified action plans. 3. The management plan established by Sungai Dingin Estate did not include all the identified impacts received from stakeholders. Example of identified impacts not included in the management plan. <ol style="list-style-type: none"> a. Sewage system blockage at the main division housing complex. b. Fixing of the shed at the Indian cemetery. c. Maintenance of the Indian temple. d. Maintenance of street lights and bridge at field 2014D at Mahang division. Stray dog at housing complex at Karangan division housing complex.	Major nonconformance

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6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The management plan is reviewed once a year. The last review for mill was conducted on 20/04/2018. The review of the carried out plans are being reviewed by the management to the affected stakeholders in the next meeting.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There is no smallholder scheme involved in this certification. This certification only purchase FFB from smallholders while the smallholders are not managed by SOU 1.	Complied
Criterion 6.2:			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	The procedure for handling consultation and communication that was established and documented includes: <ul style="list-style-type: none"> • Section 3.2 Availability of Information and Communication of the Plantation Quality Management System dated 01/11/2008. • Appendix 5 Flowchart and Procedure on Handling Social Issues of the Plantation Quality Management System dated 01/11/2008. • Sub-section 5.5 Procedure for External Communication of the Estate Quality Management System dated 01/11/2008. During the stakeholders' engagement, it was confirmed that the communication between the certification holder and the stakeholders are effective. SOU 1 performs periodic stakeholders' engagement to demonstrate continuously communication and consultation. Sample of stakeholder engagement meeting minutes reviewed: <ul style="list-style-type: none"> • For mill, the last engagement with the related stakeholders was conducted on 03/04/2018. • For Bukit Hijau Estate, the last engagement with the related stakeholders was conducted on 21/03/2018. For Sungai Dingin Estate, the last with the related stakeholders was conducted on 03/04/2018.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsible personnel to handle communication and social issue matters is the Operating units Managers. Samples of appointment verified: <ul style="list-style-type: none"> • Appointment of Bukit Hijau Estate Manager as the responsible person on social related matters was on 01/01/2018. The appointment was by the Northern Region CEO Mr Balachandrun. • Appointment of Bukit Selarong Estate Manager as the responsible person on social related matters was on 	Complied

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	<p>01/01/2015. The appointment was by the Kedah Perak North Zone GM Mr Ismail Bin Ali.</p> <p>Appointment of Sungai Dingin Estate Senior Assistant Manager as the responsible person on social related matters was on 01/07/2017. The appointment was by the Acting Senior Manager Mr R. Vijayakumar</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.</p> <p>- Minor compliance -</p>	<p>The list of local stakeholders affected by the operations of this certification unit is available at the operating units. The list are reviewed on annual basis. Sample of stakeholder list verified.</p> <ul style="list-style-type: none"> • Stakeholder list for Sungai Dingin Mill and Estate reviewed in February 2018. • Stakeholder list for Bukit Hijau reviewed in March 2018. <p>Communication records with stakeholders are retained in the operating units. Sample of communication verified:</p> <ul style="list-style-type: none"> • Bukit Hijau – Request by Religion School to use the multipurpose hall on 14/03/2018 responded by Estate manager on 15/03/2018. • Bukit Hijau – Request by Regiment to use the estate for war drill on 20/11/2017 and responded by Estate manager on 21/11/2017. • Bukit Hijau – Request by PULAPAU to use the estate for navigation training on 28/03/2017 and responded by Estate manager on 01/02/2017. • Sungai Dingin – Request by Ladang Dublin school for water tank facility on 22/04/2018 and responded by the Estate manager on 23/04/2018. • Sungai Dingin – Request by Regiment to use estate land for army training exercise on 27/07/2017 and responded by the Estate manager on 054/08/2017. 	<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>		
<p>6.3.1</p> <p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>In handling grievances and complaints, the following procedures has been established:</p> <ul style="list-style-type: none"> • For external - Sub-section 5.5 Procedure for External Communication of the Estate Quality Management System dated 01/11/2008. • For Internal - Section 3.2 Availability of Information and Communication of the Plantation Quality Management System dated 01/11/2008. <p>The procedures includes flowchart for resolution and the accessibility of the complaints and grievances.</p> <p>Sime Darby has established a whistle blower channel. This whistle blowing channel information is available in the Sime Darby website. The complaint can be made through http://www.simedarby.com/contact_us.aspx or email to whistlelower@simedarby.com. Other than the online channel, direct toll free number and hotline is available.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The details of this whistle blower is made available in the operating unit vicinity. Briefing on the whistle blowing has been carried out. Sample of records verified:</p> <ul style="list-style-type: none"> • Bukit Hijau Estate on 11/01/2018 • Bukit Selarong Estate on 29/04/2017 • Sungai Dingin Estate on 13/04/2018 	
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –</p>	<p>Sample of grievance verified:</p> <ul style="list-style-type: none"> • For Bukit Hijau and Sungai Dingin estate, there is no external complaints or grievance recorded for this assessment period. Interview with local communities confirmed that there is no grievances on the operation and they understood the channel of complaint is to the estate manager. • For Bukit Hijau estate, the internal complaints are mainly request for housing maintenance. The request of housing maintenance care completed on an appropriate timeframe. It is confirmed through workers interview. <p>For Sungai Dingin Estate sample of grievance recorded and resolved has been verified to be accordance to the procedures.</p>	<p>Complied</p>
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1</p> <p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -</p>	<p>Through interview with Bukit Hijau Estate affected communities, there is no legal and customary land and it was confirmed that this plantation has been developed since 1920s and there was no new land development.</p> <p>However, the Flowchart and Procedure on Handle Land Disputes (including Squatters) – Appendix 3 of Plantation Quality Management System dated 01/11/2008 has been established to identify legal, customary or user rights.</p> <p>In the Social Policy dated January 2015, Sime Darby has also committed that in any negotiations concerning compensation for loss or customary rights are dealt with through a documented system that enables indigenous people, local communities and other stakeholders to express their views through their own representative institutions.</p>	<p>Complied</p>
<p>6.4.2</p> <p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of</p>	<p>There are no indigenous communities within or surrounding SOU 1 that holds legal or customary rights over the land that requires compensation. However the Flowchart and Procedure on Handle Land Disputes (including Squatters) – Appendix 3 of Plantation Quality Management System dated 01/11/2008 has been established to handle any required compensation.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	There were no records of issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders at Bukit Hijau Estate. This is confirmed through stakeholder interview.
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	The following sample of pay slip was verified to confirmed the pay conditions and deduction are as per the worker's contract agreement: <ul style="list-style-type: none"> • ID 138035 – foreign Male worker (Oil Mill) • ID 136477 – foreign male worker (Oil Mill) • ID 131749 – local male worker (Oil Mill) • ID 119540 – local male worker (Oil Mill) • ID 132475 – local female worker (oil mill) • ID 117585 – local female worker (oil mill) • ID 138154 – foreign male worker (BH Estate) • ID 25726 – local female worker (BH Estate) • ID 25749 – local female worker (BH Estate) • ID 130589 – foreign male worker (BH Estate) • ID 25228 – local male worker (BS Estate) • ID 25274 – local female worker (BS Estate) • ID 52460 – foreign male worker (BS Estate) • ID 86200 – foreign male worker (BS Estate)
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	The employment contract agreement between Sime Darby and their direct employed workers are available. The content of the agreement was made understood to the workers during the induction session at Sime Darby's Induction Centre at Sua Betong. The sample reviewed: <ul style="list-style-type: none"> • Mill - Jai** Mon** - foreign Indian male worker – contract dated 19/12/2016 – • Mill - Hen** Sap** - foreign Indonesia male worker – contract dated 25/05/2017 • Mill - Us*** - foreign Indonesia male worker – contract dated 23/11/2017 • Bukit Hijau – Su** Mon*** – foreign Indian male worker – contract date 27/02/2017 • Bukit Hijau – Bid** Swa** – foreign Indian male worker – contract dated 24/01/2017 • Bukit Hijau – Izh** Abd** – foreign Indonesia male worker – contract dated 25/11/2017
		Major nonconformance

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Bukit Selarong – Mage** A/P D** – local female worker – contract dated 01/01/2018 • Bukit Selarong – Al** Bhu** – foreign Bangladesh worker – contract dated 12/06/2017 • Bukit Selarong – E** Wah** – foreign Indonesia male worker – contract dated 06/02/2018 <p>The terms of the contract does not show any indication of force labour. The work input does not show that target set for the workers are unrealistic which can result workers required to work on Sunday to complete the assigned task. There is no complaints received from workers.</p> <p>There is no approval from JTK to allow female workers to work night shift. The following worker sampled to have been worked more than 12 hours a day and with approval from JTK.</p> <ul style="list-style-type: none"> • ID 59752 – lab female worker • ID 26878 – lab female worker 	
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p> <p>At all operating units, housing facility, medical and other welfare amenities is provided. The housing facilities are as per the Minimum Housing Act. Sample of housing facilities assessed:</p> <ul style="list-style-type: none"> • At Bukit Hijau Estate, field assessment has been conducted at the Main Division housing facilities. The house is provided with adequate water and electricity. • The housing facilities are well kept and clean. The sanitation of the housing area is kept clean. Waste are collected by the estate management. The weekly housing inspection is conducted and records are maintained by the Hospital Assistance. • At Bukit Hijau Estate, other amenities includes – grocery store, primary school (SJK Tamil Landang Badeloch), Surau, Temple, multipurpose hall and football field. • The housing facility at Bukit Selarong (Victoria Division) and Sungai Dingin Estate has been verified to be adequate. The sanitation of condition is acceptable and there was no complaint raised by the interviewed workers. • The available housing amenities includes – Surau, temple, multipurpose hall and sport facility are available. <p>As per the employment contract, each workers are provided with 35 gallon water free per day. Any additional usage will be charged. While electricity will be paid by the workers.</p> <p>The water supplies for the workers’ housing is state government water. For estates that are processing its own water, water analysis has been conducted to ensure the treated water meets the Malaysia Drinking Water Standard. Sample of drinking water test result verified:</p> <ul style="list-style-type: none"> • Report number BAG02230/0318F dated 07/04/2018 for Bukit Selarong Estate • Report number BAG00021/0318F dated 16/03/2018 for Bukit Selarong Estate 	Complied

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6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	The assessment team had visited the grocery stores and could confirm that the pricing of the food sold in the estates are within the acceptable range. The price is slightly higher due to transportation cost. There is no complaints received from the interviewed workers regarding over price of the grocery items.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	The commitment of Sime Darby to allow its employee to freely join a trade union / association is stated in the Social Policy dated January 2015 undersigned by Datuk Franki Anthony Dass. The policy is available in Bahasa Malaysia and the policy is published on notice board within the vicinity of the operating units. The policy is being continuously briefed to workers during morning and during the induction for newly join employees. Sample of training records verified: • Bukit Hijau Estate on 11/01/2018 • Bukit Selarong on 20/03/2018 Interview with the local NUPW and workers representative confirms that there was no restriction imposed by Sime Darby for its employee to join trade union.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Minutes of meeting with NUPW was reviewed. Sample of meeting minutes verified: • Meeting minutes for Palm oil mill dated 19/04/2018. • Meeting minutes for Bukit Hijau estate dated 28/03/2018. • Meeting minutes for Sungai Dingin estate dated 30/03/2018. The meeting with NUPW is conducted once a year or when necessary.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Sime Darby has committed to safeguard employing of child labour in its' Social & Humanity Management Policy dated January 2015 endorsed by Managing Director Datuk Franki Antony Dass. The workers list from the mill and estates were verified to confirm that there is no worker below the minimum age. Field observation and workers interview did not detect any sign of workers below minimum age.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected	The commitment of Sime Darby to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, physique, sexual orientation, union	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>groups in the local environment shall be documented.</p> <p>- Major compliance -</p> <p>membership, political view, religion and/or race is stated in the Social Policy dated January 2015 undersigned by Datuk Franki Anthony Dass.</p> <p>The policy are available in both English and Bahasa Malaysia. The policies are published on notice board within the vicinity of the operating units. Continuous briefing on the policy has been conducted. Sample of briefing records verified:</p> <ul style="list-style-type: none"> • Bukit Selarong on 09/02/2018 • Bukit Hijau Estate on 11/01/2018 • Sungai Dingin Estate on 13/04/2018 <p>During induction of any new employee, the policies are being briefed. Sample of the employee induction records sighted:</p> <ul style="list-style-type: none"> • Bukit Selarong on 30/03/2018 • Sungai Dingin on 29/03/2018 and 24/02/2018 	
6.8.2	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p> <p>- Major compliance -</p> <p>Interview with the female workers at the mill confirmed that there is no discrimination on gender. No grievances were highlighted to the audit team by internal and external stakeholders.</p> <p>For the estate operating units, there is no foreign female workers. In comparing the female workers and male workers, no discrimination elements were found. The main agreement is referenced to the MAPA/NUPW collective bargaining agreement.</p> <p>The foreign worker's employment contract does not demonstrate any element of discrimination.</p> <p>Sample of demonstration of equality:</p> <ul style="list-style-type: none"> • Overtime offering is offered to all employees regardless of race or nationality. This is confirmed with interview with workers. • Interview with female workers at Bukit Selarong estates confirmed that OT is offered fairly to all workers. • The assessment team had checked the salary slip of the workers of Bukit Selarong. The comparison shows that the income of male and female are relatively balance. <p>During the induction programs, all policies are being briefed to workers.</p>	Complied
6.8.3	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p> <p>Equal opportunity regardless of gender has been practiced by Sime Darby Group. Sample of actions:</p> <ul style="list-style-type: none"> • Promotion of Ms. Nor Hayati at Bukit Hijau Estate from a general worker to store clerk on 23/12/2016 to replace Mohd Naquidin. <p>Medical records on employee fitness are kept at the operating units. Sample of medical records verified.</p> <ul style="list-style-type: none"> • Bukit Hijau – Baj** Bah** - Nepal – suitable to proceed with immigration • Bukit Hijau – AD** Raj** - Nepal – suitable to proceed with immigration • Bukit Hijau – Mo** Sya** - local – medical fit for employment 	Complied

Criterion 6.9:

There is no harassment or abuse in the work place, and reproductive rights are protected.

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.1</p> <p>Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>The commitment of Sime Darby to prevent sexual and other form of harassment and violence is stated in the Gender Policy dated January 2015 and Social & Humanity Management Policy dated January 2015 both undersigned by Datuk Franki Anthony Dass.</p> <p>Sample of implementation of the policy:</p> <ul style="list-style-type: none"> • The Policies are published at notice board of the operating units vicinity. • Sime Darby has introduced the Gender Committee Handbook. The Handbook is provided to the Operating Units Gender Leader to be implemented and disseminated to the relevant stakeholders at their operating units. • Sime Darby has conducted refresher training for the Gender Committee Leader on 18/04/2017 emphasizing Human Rights, Gender Committee roles and Reproductive Rights • At Bukit Selarong Estate on 25/10/2017, the Gender Committee Handbook has been introduced to the Committee and the committee of each division is responsible to disseminate the information to their female workers. Verification has been conducted at Victoria Division by the assessment team that it has been conducted. • At Bukit Selarong Estate on 25/10/2017, refresher briefing on reproductive & human rights policies, training on sexual harassment, training on violence and breast feeding has been conducted. The training was provided to the division committee/representative while the division committee/representative is responsible to disseminate the information to their female workers at their division. Verification has been conducted at Victoria Division by the assessment team that it has been conducted. • During the Gender Committee meeting at Bukit Selarong Estate, the division committee/representative is required to feedback/report on any harassment or issue with related to female workers. The last meeting was conducted on 16/03/2018. The gender committee meeting is conducted on quarterly basis. • Interview with female workers in Sungai Dingin Estate confirmed that there were no sexual harassment reported. • By reviewing the minutes meeting of the Gender Committee for Sungai Dingin dated 13/03/2018, the Gender Policy briefed to the committee. • The the minutes meeting of the Gender Committee for Sungai Dingin dated 13/03/2018 did not report any sexual harassment of domestic violence. 	<p>Complied</p>
<p>6.9.2</p> <p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>The commitment of Sime Darby on reproductive rights is stated in the Social & Humanity Management Policy dated January 2015 undersigned by Datuk Franki Anthony Dass.</p> <p>Sample of implementation of the policy:</p> <ul style="list-style-type: none"> • The policies are published at notice board of the operating units vicinity. 	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Interview has been conducted with female workers that they understood the policy and the rights of reproductive. Interview with the Hospital Assistant and gender committees confirmed that there is no report of restriction.	
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	The specific grievance procedure for matter related to gender is established and documented in the Manual on Implementation of the Gender Policy. A flowchart to handle Sexual Harassment Grievance is included in the manual. The content of the Manual has been summarised in the Gender Committee Handbook. The Handbook has been distributed to Operating Unit Gender Committee. Specific channel of reporting grievance (e.g. direct telephone number) related to gender is provided in the Gender Committee Handbook.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	The FFB price is made publically at the mill's weighbridge. The pricing is accordance the MPOB daily pricing.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	The FFB pricing Mechanism has been briefed to the smallholder/traders in the Responsible Sourcing Guideline engagement. The latest training was conducted on 18/01/2018.	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 -	The FFB purchase agreement between Sime Darby and Tang Tatt Trading Sdn Bhd has been verified. The agreement effective from 01/01/2018 – 31/12/2018. The contract determines the acceptable limit of the FFB and its penalty.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	The assessment team had verified samples of the payment. The payment are made on monthly basis. Due to confidentiality, no sample is stated in this report.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

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Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	The contribution to local development are identified during stakeholder meetings and on ad-hoc request basis from the community. There are no long term development requested. The stakeholder meetings and interview with the local communities confirmed that there are no long term request. Sample of local communities contribution request: <ul style="list-style-type: none"> Request by Saidina Umar Al-Khattab mosque to Bukit Selarong Estate for contribution to build mosque fencing on 19/03/2018. The approval on the contribution was made on 20/03/2018, while the contribution was made on 04/04/2018. In terms of local employment, interview with villager head confirmed that the surrounding community are being employed to work in SOU 1.	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 –	Scheme smallholders is not part of this certification.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	It was found that the in the Mill, there are contract workers. The contract agreement between the contract workers and contractors are not available in the mill. Furthermore, the employer and the sector of the contract workers are not clear: <ul style="list-style-type: none"> For worker Pazhani Thamizhmani the employer in i-kad is Pantai Mewah Enterprise however, the records in the mil, the worker is under Maju Mech. For worker Sundaravelu Kuzhandaivelu, the employer in i-kad is Ladang Seri Maju Resources however, the records in the mil, the worker is under Maju Mech. 	Major nonconformance
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Finding has been raised in 6.12.1.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The commitment of Sime Darby towards Equal opportunity and non-discrimination on temporary or migrant workers is stated in the Social Policy dated January 2015 undersigned by Datuk Franki Antony Dass. There is no form of discrimination found during interview with the foreign workers. It was informed by the foreign workers that especially the Over Time, it is fairly distributed to both local and foreign workers.	Complied
Criterion 6.13: Growers and millers respect human rights.			

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Criterion / Indicator		Assessment Findings	Compliance
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 commitment of Sime Darby towards human rights is stated in the Social & Humanity Management Policy dated January 2015 undersigned by Datuk Franki Antony Dass. The policy has been published at the notice boards of the operating units. Training on the policy has been provided to the workers during morning briefing and during induction. Interview with workers confirmed that they aware on this policy.	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 as this certification unit is in Peninsular Malaysia.	Not applicable
Principle 7: Responsible development of new plantings			
Sungai Dingin 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.			
8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> Reduction in use of pesticides(Criterion 4.6); Environmental impacts (Criteria 4.3, 5.1 and 5.2); Waste reduction (Criterion 5.3); Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); Social impacts (Criterion 6.1); Optimising the yield of the supply base. - Major compliance -	IPM is in place to reduce the usage of pesticide in the estates. The mill and estates have established the Waste Management Plan for FY 2017/18 which in general contains the following: <ul style="list-style-type: none"> The types of wastes produced such as scheduled wastes (including clinical wastes), industrial wastes and domestic wastes to be disposed in appropriate manner and in accordance to legal requirements Actions to be taken to manage and reduce the wastes. Among some of the measures are recording all waste accordingly, storing the wastes at designated area, landfill management, and training workers about 3R activity. Setting environmental objectives at the palm oil mill through Environmental Improvement Plan / Pollution Prevention Plan FY 2017/18 is established. It includes the zero compounds from DOE, zero burning in all operations, minimization of oil spillage, avoidance of effluent overflow at ponds in the effluent treatment plant and maximizing recycling activities. The Management Plan on SIA has been established and monitored on yearly basis.to identify improvement plan in terms of social impact 	Complied

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Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12/08/10	11/08/20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	05/10/11	04/10/21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18/06/11	17/06/21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	05/10/11	04/10/21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	03/03/11	02/03/ 21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	003/03/11	02/03/21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		NA	NA	NA	Mill was closed down.
6	Tennamaram	Bestari Jaya, Selangor	03/03/11	02/03/21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15/04/11	14/04/21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19/05/10	18/05/20	RSPO 543543	N.A
9	West	Carey Island, Selangor	19/05/10	18/05/20	RSPO 543594	N.A
9a	Sepang	Sepang, Selangor	NA	NA	NA	Mill was closed down.
10	Bukit Puteri	Raub, Pahang	07/07/16	06/07/21	CU-RSPO-815147, 18502206 001, 824 502 14020, MUTU – RSPO/091	N.A
11	Kerdau	Temerloh, Pahang	07/07/16	06/07/21	CU-RSPO-819155, 18502207 001, 824 502 14019, MUTU-RSPO/094	N.A
12	Jabor	Kuantan, Pahang	07/07/16	06/07/21	CU-RSPO-819156, RSPO 928288, 824 502 16049, MUTU-RSPO/092	N.A
13	Labu	Nilai, Negeri Sembilan	30/12/11	29/12/21	CU-RSPO-855480	N.A
14	Tanah Merah	Port Dickson, Negeri Sembilan	19/05/10	18/05/20	RSPO 541905	N.A
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17/02/19	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.

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16	Kok Foh	Bahau, Negeri Sembilan	07/07/16	06/07/21	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	05/10/11	04/10/21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/01/14	27/01/19	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	20/10/10	19/10/15	RSPO 550182	Mill was closed down.
20	Chaah	Chaah, Johor	18/11/10	17/10/20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19/05/10	18/05/20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	05/10/11	04/10/21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11/04/16	10/04/21	SGS-RSPO/PM-00722, 824 502 16042, BV-RSPO-20170705-01	N.A
24	Hadapan	Layang-layang, Johor	29/03/11	28/03/21	SGS-RSPO/PM-00715, 824 502 16040, BV-RSPO-20170623-01	N.A
25	Segaliud	Sandakan, Sabah	20/05/10	19/05/15	RSPO 547123	Mill was closed down.
26	Sandakan Bay	Sandakan, Sabah	01/10/08	30/09/18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21/01/11	20/01/21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16/01/09	12/07/20	RSPO 001	N.A
29	Giram	Kunak Sabah	16/01/09	12/07/20	RSPO 002	
30	Merotai	Tawau, Sabah	16/01/09	12/07/20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	Mill was closed down.
30b	Mostyn	Kunak Sabah	16/01/09	NA	NA	Mill was closed down.
31	Lavang	Bintulu, Sarawak	30/12/11	29/12/21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30/12/11	29/12/21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30/12/11	29/12/21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30/12/11	29/12/21	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	16/01/12	15/01/22	SGS-RSPO/PC17-00005	N.A
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	06/07/11	06/07/16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	03/07/13	03/07/18	MUTU-RSPO/027	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	09/11/16	08/11/21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16/03/12	03/08/22	MUTU-RSPO/014	N.A
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	02/09/16	01/09/21	MUTU-RSPO/003	N.A
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	09/07/12	28/11/22	MUTU-RSPO/019	N.A
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25/11/10	24/11/20	MUTU-RSPO/002	N.A
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16/03/12	19/07/22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21/10/16	20/10/21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16/03/12	19/11/22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30/12/11	30/12/16	MUTU-RSPO/009	N.A
13		BETUNG		01/04/14	01/04/19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23/11/10	22/11/20	MUTU-RSPO/001	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16/03/12	15/03/17	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	11/09/12	28/11/22	MUTU-RSPO/020	N.A

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17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	09/09/16	08/09/21	MUTU-RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Iilir, Riau	01/12/16	30/11/21	MUTU-RSPO/008	N.A
19		MANDAH		01/04/14	01/04/19	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	08/12/16	07/12/21	MUTU-RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10/07/12	28/12/22	MUTU-RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18/07/16	17/07/21	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	03/05/13	03/05/18	MUTU-RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	03/07/14	02/07/19	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 Sungai Dingin Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

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

Emission per product	tCO ₂ e/tProduct
CPO	1.25
PK	0

Extraction	%
OER	21
KER	5.11

Production	t/yr
FFB Process	314959.13
CPO Produced	81679.74
PKO Produced	-

Land Use	Ha
OP Planted Area	4640.4
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	4640.4

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	149977.23	0.48	2647.72	0.45	0	0	152624.95	0.93
CO ₂ Emission from fertilizer	17482.17	0.06	373.61	0.06	0	0	17855.78	0.12
NO ₂ Emission	12982.9	0.04	209.54	0.04	0	0	13191.54	0.08
Fuel Consumption	1991.97	0.01	31.01	0.01	0	0	2022.98	0.02
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-142158.51	-0.45	-2515.72	-0.44	0	0	-144674.23	-0.89
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	40275.76	0.13	746.16	0.12	0	0	41021.02	0.26

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	76223.47	0.2
Fuel Consumption	178.43	0
Grid Electricity Utilisation	1040.53	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	77442.43	0.2

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	24801.57
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

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

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

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

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence	Compliance
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Sime Darby Plantation headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Global Trade Marketing department at Sime Darby Plantation, HQ and held the palmTrace registration number for respective mill (Sungai Dingin Oil Mill: RSPO_PO1000000104)	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.	Sungai Dingin POM is not a trader or distributor.	NA
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Sime Darby Plantation Berhad held RSPO membership number: 2 1-0008-04-000-00 since 06 September 2004. Company has registered in palmTrace system as follows: Members ID – Sungai Dingin Oil Mill: RSPO_PO1000000104 Licence valid until 11/8/2018 Member category: Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids was not in used at Sungai Dingin Palm Oil Mill.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.	Yes

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5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Sungai Dingin Palm Oil Mill was certified with Mass Balance Module.	Yes
5.3. Documented Procedures			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.	No
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Sungai Dingin Palm Oil Mill has prepared a dedicated records and Forms in relation to RSPO Supply Chain Certification.</p> <p>Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 4/4/2018. The records of training was sighted and available at mill.</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>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>Assistant Engineer has been appointed as person in charge for supply chain and able demonstrate awareness of the organization's procedure.</p>	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	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
	<ul style="list-style-type: none"> i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. 		
	<ul style="list-style-type: none"> ii) effectively implements and maintains the standard requirements within its organization 	The internal audit was conducted on 3-4/4/2018 by 2 internal auditors (Muhd Naquiddin Mazeli and Muhd Jannati). There were 3 NCR (against	Yes

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		5.6, 5.3.1, 5.5.1) and 1 OFI (against 5.13.1) raised as a result of the audit. Only one of the findings has yet to be closed due to more time is needed to close it.	
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • 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>When FFB delivered to the mill from the estates, the transporters presented shipping document(s) (e.g. D.O., weighbridge ticket, etc.) to the mill weighbridge clerk in order the FFB to be received by the mill.</p> <p>E.g. of information available in the weighbridge ticket is as follows:</p> <ul style="list-style-type: none"> • Weighbridge ticket no. – 13548 • Estate’s names – Holyrood Estate • Date & time of delivery – 24/4/18 @ 1157 hr • Field No. – 06M 1 • No. of bunches – e.g. 685 • Vehicle no. – e.g. PHH4860 • Seal no. – e.g. 000633 <p>E.g. of information available in the mill’s weighbridge tickets is as follows:</p> <ul style="list-style-type: none"> • Weighbridge ticket no.: 184906 • Name of estates – Holyrood • Field No. – 06M 1 • Name of driver – Muhd Khairul • Vehicle no. – PHH4860 • Date & time in/out – 24/4/18 @ 1315 in, 1336 out • Total bunches - 685 • Seal no. – 000633 • Net weight – 11.82 mt 	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 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 	The mill has a list of certified FFB suppliers which has the information 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]. E.g.	Yes

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	Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.	Holyrood Estate, certificate no.: RSPO 590800, validity 5/10/2016 to 4/10/2021.	
	<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. 	The facility was able to demonstrate the certification validity checking method of its suppliers through RSPO website and by retaining a copy of its suppliers valid certificates. So far, the certified suppliers were of Sime Darby Group as well.	Yes
	<ul style="list-style-type: none"> The validity of license 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 – the mill does not purchase FFB from any certified trader.	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	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	Ref.: Agreement between Sime Darby Plantation Bhd and Mayang Bayumas (Transporter of CPO & PK), dated 19/12/2017. Requirement to adhere to RSPO Supply Chain Standard is stated in clause 3 Sustainability and Traceability of Product.	Yes

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5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes;	Outsourcing is not included in the scope.	NA
	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.	Outsourcing is not included in the scope.	NA
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Outsourcing is not included in the scope.	NA
	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.	Outsourcing is not included in the scope.	NA
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	There was no outsourced process within Sungai Dingin Palm Oil Mill, hence this requirement is not applicable.	NA
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There was no outsourced process within Sungai Dingin Palm Oil Mill, hence this requirement is not applicable.	NA
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; 	Sampled contract: S/C-PSD/1711/CPOXXXXXX, dated dd/11/2017, quantity 250 mt <ul style="list-style-type: none"> • The name and address of the buyer; Buyer A • The name and address of the seller; KKS Sg Dingin, P.O. Box 202, 09700 Karangan, Kedah 	Yes

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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The loading or shipment/ delivery date; e.g. 13/11/2017 • The date on which the documents were issued; Yes • 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 MB – in weighbridge ticket • The quantity of the products delivered; e.g. 40.54 mt • Any related transport documentation; Despatch note e.g. #017595 • Supply chain certificate number of the seller; On weighbridge ticket e.g. RSPO 550179 (top right corner) • A unique identification number Available in a few forms e.g. DN no., seal no., etc. 	
	<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). 	Presented in various documents e.g. seller’s Dispatch Note, MPOB Form, Dispatch Meter Reading, transporter’s Collection Order and mill’s weighbridge ticket.	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 5.7.1 of this document for further guidance. 	Since the last assessment, there were six shipping announcement of CSPO made.	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> • are mills, traders, crushers and refineries and; • take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform 	The registration of PalmTrace is carried out by the Sime Darby’s Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace.	Yes

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	(Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable.		
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.	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.	NA
	<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 MB accounting, 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 review and is supported by records of the training provided to staff.	Training plan for 2017/2018 was available where Supply Chain training was planned to be conducted in January 2018, incorporation with other training plans such as safety, environment and operations.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation such as Assistant Engineers and weighbridge operators. In Sg Dingin POM case, 4 personnel were identified.	Yes

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		The training was last conducted on 4/4/2018. Contents of training includes the standard requirements, certification system and communication & claim.	
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.	Addressed in Clause 5.4 of the procedure; retention period is 2 years minimum. Sampled CPO transportation documents dated 14/7/2016: weighbridge ticket no. 015416, 015424, 015423, 015422.	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.	NA
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Conversion factor of CPO and PK production is depending on the actual OER and KER.	Yes
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

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5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Addressed in clause 18.0 of the procedure – no complaint pertaining to SC 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 6/4/2018. It was chaired by the 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 RSP0 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 management Review minutes of meeting, all the inputs have been discussed accordingly, e.g.: Results of internal audits covering RSP0 Supply Chain Certification Standard, Customer feedback, Status of preventive and corrective actions, Follow-up actions from management reviews, Changes that could affect the management system, Recommendations for improvement.	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	Discussion about the improvement of the effectiveness of the management system and its processes, and any resource needs were also found to be included in the meeting minutes.	Yes

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

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and 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 3rd 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.</p>	<p>Sungai Dingin Palm Oil Mill receives and process both certified and noncertified FFB. Therefore, it uses the Mass Balance supply chain system and module. The audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill 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.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>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).</p>	<p>Company has registered in palmTrace system as follows: Members ID – Sungai Dingin Oil Mill: RSPO_PO1000000104 Licence valid until 11/8/2018 Member category: Oil Mill</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.</p>
<p>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</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p>

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awareness of the site procedures for the implementation of this standard.	The mill manager and assistant manager have awareness of the supply chain system. During interview with mill manager, he had explained that he has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.
E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.
E.4 Purchasing and goods in	
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBS received.	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. 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. For non-certified third party crop (e.g. Eng Huat Latex Concentrate Sdn Bhd and Tang Tatt Trading Sdn Bhd), they presents their DO to the mill and mill's issues weighbridge ticket as confirmation of receipt.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facility is aware of this requirement. No projected overproduction.
E.5 Record keeping	
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.	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.
(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.	Computerized system in place with the delivery deducted accordingly.
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.)	Based on verification of MB accounting which the mill opt for three-monthly basis recording, it was found that the certified CPO was always delivered from positive stock.

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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	May 17	25,460.33	10,355.80	35,816.13
2	Jun 17	23,835.98	9,695.11	33,531.09
3	Jul 17	26,666.55	10,846.42	37,512.97
4	Aug 17	29,855.15	12,143.36	41,998.51
5	Sep 17	30,036.17	12,216.99	42,253.16
6	Oct 17	25,618.25	10,420.04	36,038.29
7	Nov 17	26,756.74	10,883.11	37,639.85
8	Dec 17	22,934.77	9,328.55	32,263.32
9	Jan 18	23,580.14	9,591.05	33,171.19
10	Feb 18	18,887.97	7,682.54	26,570.51
11	Mar 18	20,069.56	8,163.15	28,232.71
	Total	273,701.61	111,326.12	385,027.73

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	May 17	5,267.74	1,262.83
2	Jun 17	5,093.75	1,260.92
3	Jul 17	5,653.31	1,437.33
4	Aug 17	6,430.80	1,612.18
5	Sep 17	6,238.51	1,468.77
6	Oct 17	5,420.82	1,327.03
7	Nov 17	5,487.81	1,410.08
8	Dec 17	5,020.42	1,190.31
9	Jan 18	4,980.13	1,270.97
10	Feb 18	4,132.69	1,050.17
11	Mar 18	4,359.11	1,111.71
	Total	58,085.09	14,402.30

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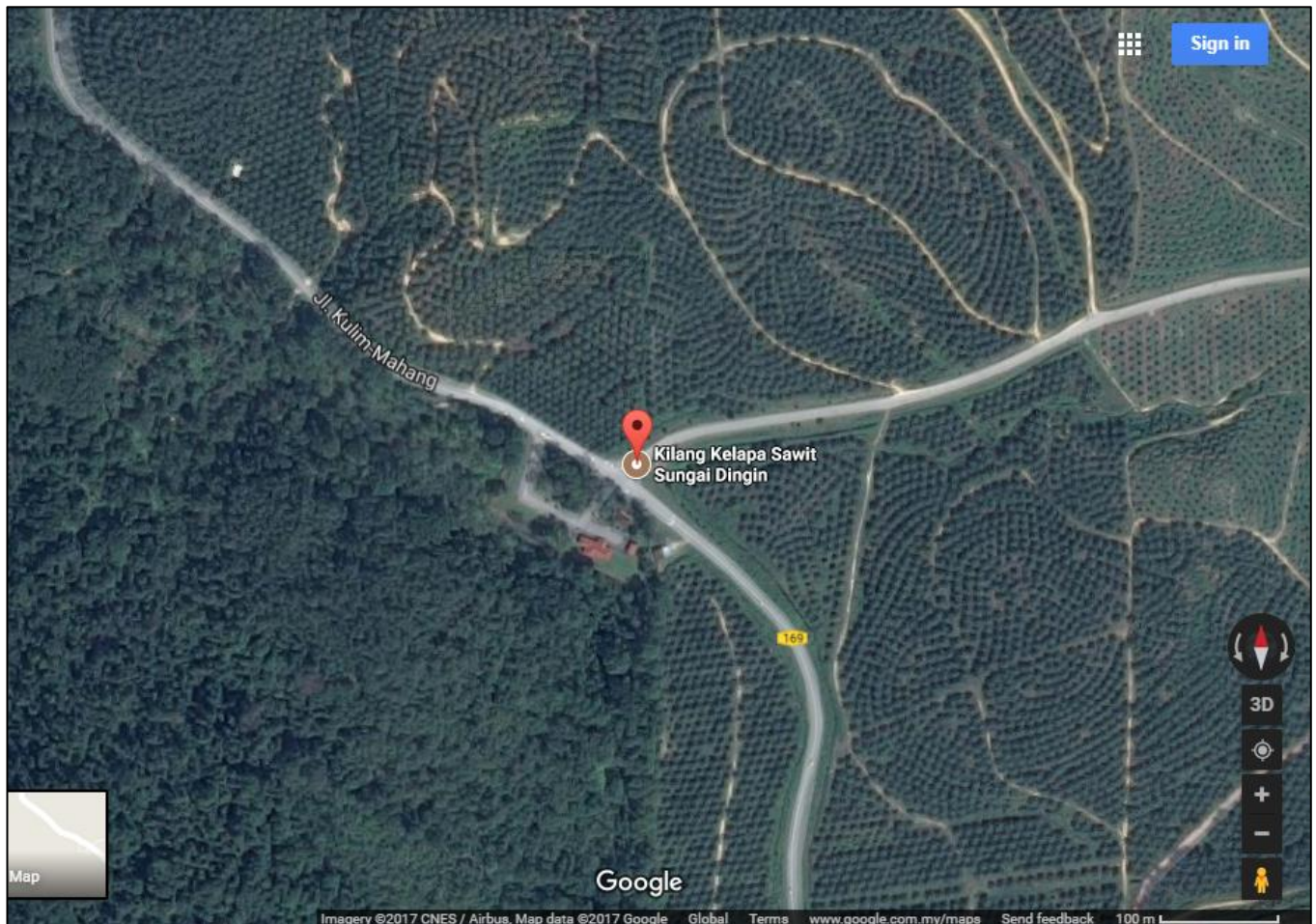
C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) records base on transaction May 2017-March 2018				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	Buyer A	TR-254b110b-2e5c	250	Nil
2	Buyer A	TR-25c0b4af-c525	250	
3	Buyer A	TR-c1b2a268-3a1c	250	
4	Buyer A	TR-65da3732-3b8d	300	
5	Buyer A	TR-53ca941b-014f	400	
6	Buyer A	TR-71519009-de3e	400	
	Total		1,850	

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

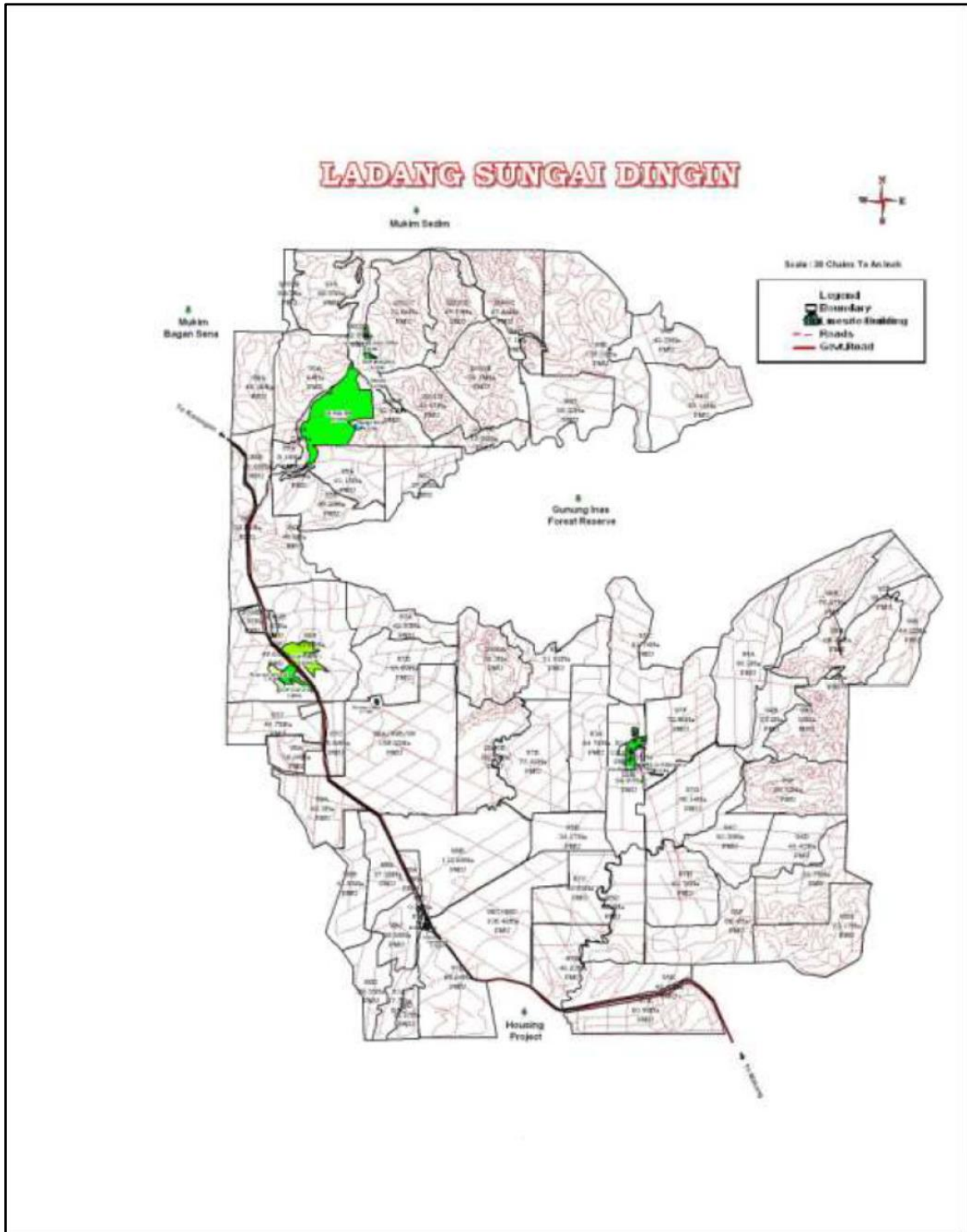
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1.	XXX	58,919.12	16,746.91	

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)
1.	XX	ST-TR-4aec4990-880e	5000
2.	XX	ST-TR-ee9ee7a4-16b5	3000

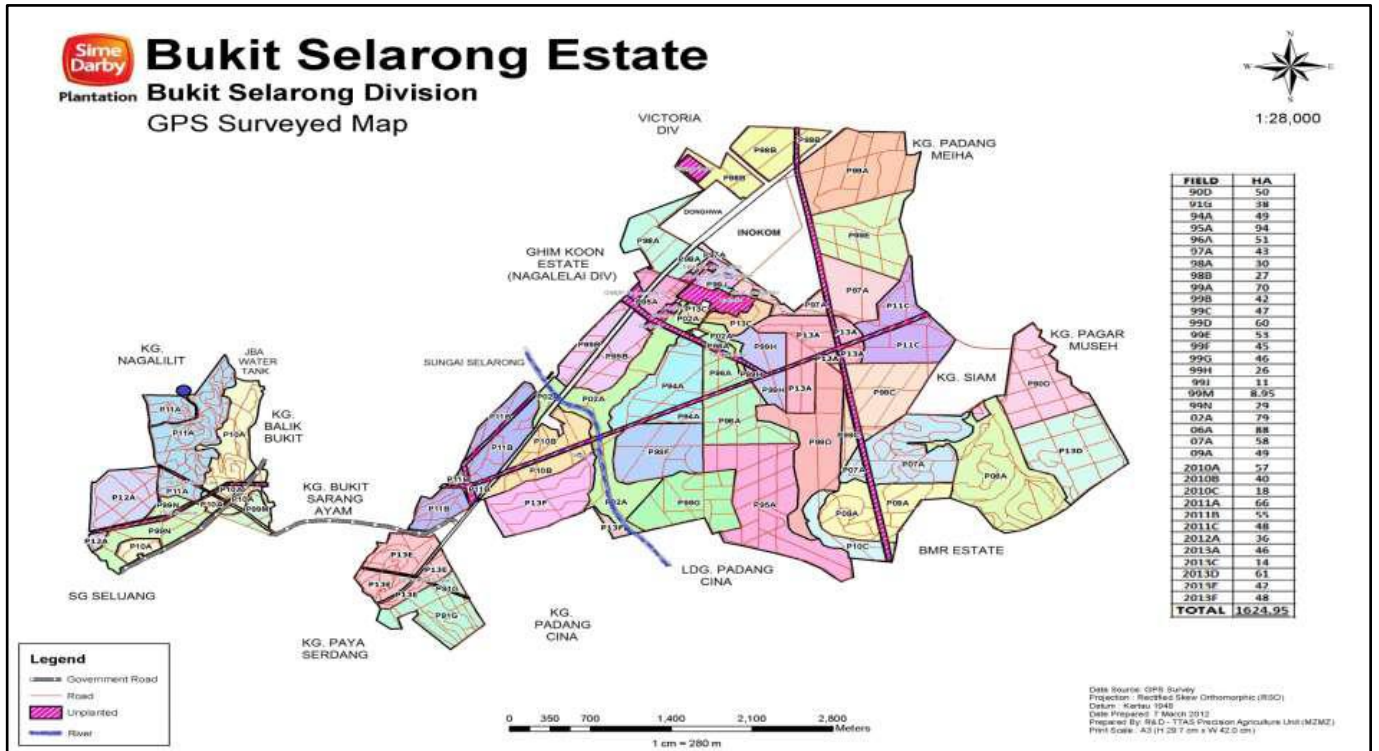
Appendix F: Location Map of Sungai Dingin Palm Oil Mill and Supply bases



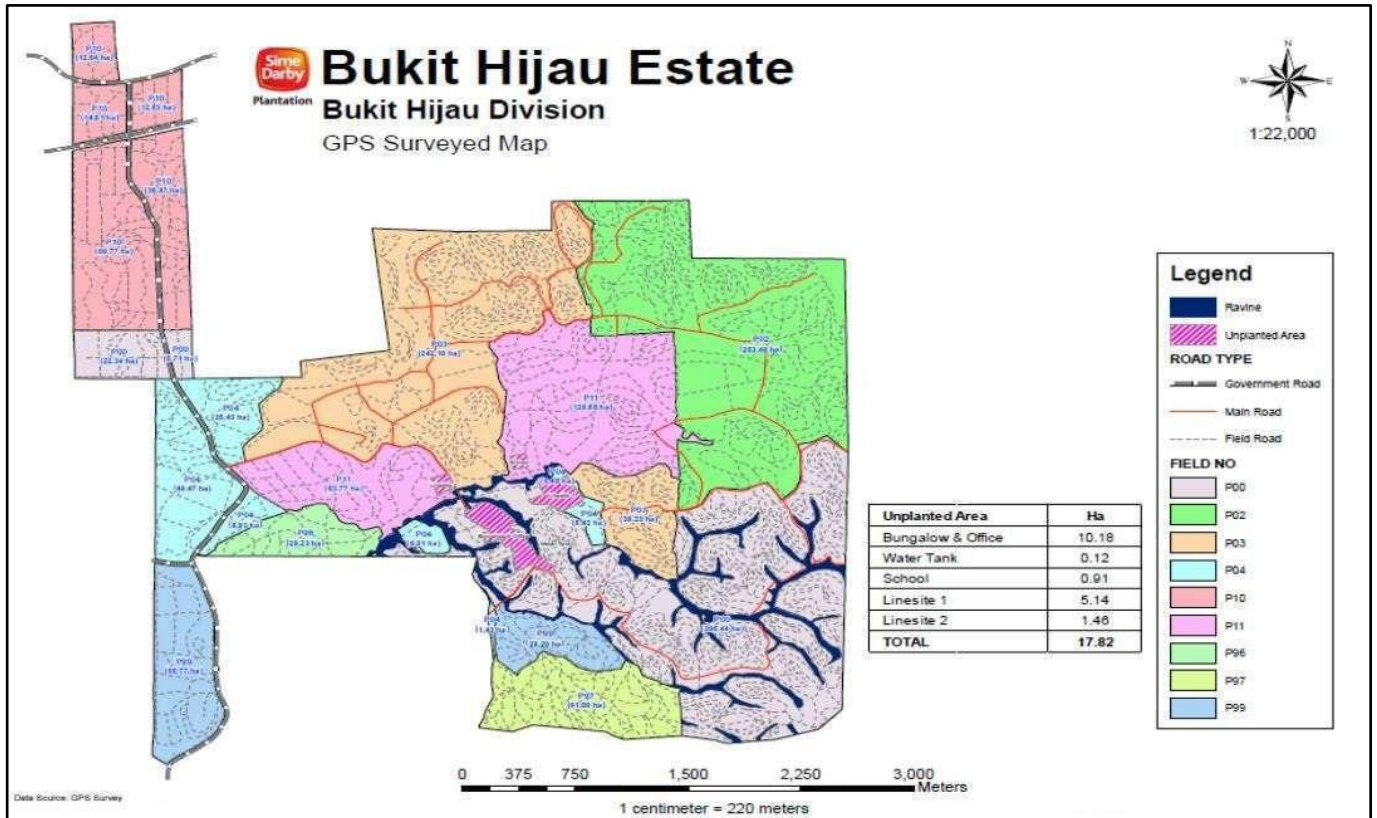
Appendix G: Sungai Dingin Estate Field Map



Appendix H: Bukit Selarong Estate Field Map



Appendix H: Bukit Hijau Estate Field Map



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

Not applicable

Appendix J: List of Abbreviations

BOD	Biochemical Oxygen Demand
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