

**RSPO PRINCIPLE AND CRITERIA –  
3<sup>rd</sup> ANNUAL SURVEILLANCE ASSESSMENT 1\_3  
Public Summary Report**

<b>Sime Darby Plantation Sdn Bhd:</b>
Client company Address: 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 8) East Palm Oil Mill  Location of Certification Unit: 42960 Carey Island Selangor, Malaysia

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

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Approval Date</b>	06 September 2004
<b>Parent Company Name</b>	Sime Darby Plantation Berhad		
<b>Address</b>	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
<b>Subsidiary (Certification Unit Name)</b>	Certification Unit: Strategic Operating Unit (SOU 8) – East Palm Oil Mill		
<b>Address</b>	42960 Carey Island, Selangor, Malaysia		
<b>Contact Name</b>	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Mohd Azhar Md Zain (Mill Manager)		
<b>Website</b>	<a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a>	<b>E-mail</b>	<a href="mailto:kks.east@simedarbyplantation.com">kks.east@simedarbyplantation.com</a>
<b>Telephone</b>	+603-78484379 (Head Office) +603-31224001 (Mill)	<b>Facsimile</b>	+603-78484356 (Head Office) +603-31224005 (Mill)

2. Certification Information			
<b>Certificate Number</b>	RSPO 543543	<b>Date of First Certification</b>	19/5/2010
		<b>Certificate Start Date</b>	19/5/2015
		<b>Certificate Expiry Date</b>	18/5/2020
<b>Scope of Certification</b>	Palm oil and Palm Kernel Production from East Palm Oil Mill and Supply Base (East Estate, Dusun Durian Estate and Sepang Estate)		
<b>Applicable Standards</b>	RSPO Malaysian National Interpretation 2014 ; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
Not Applicable			

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates (Note for Auditors: Deg °, Minutes ', Seconds "; The format must be two decimal points) (Eg. 3° 51' 14.01" N)	
		Latitude	Longitude
East Palm Oil Mill	SOU 8 Management Unit (East Palm Oil Mill) 42960 Carey Island, Selangor, Malaysia	2° 54' 21.81"	101° 21' 36.36"
East Estate	East Estate, 42960 Carey Island, Selangor, Malaysia.	2° 53' 37.75"	101° 23' 27.60"
Dusun Durian Estate	Ladang Dusun Durian 42700 Banting, Selangor, Malaysia	2° 45' 41.90"	101° 27' 54.00"
Sepang Estate	Ladang Sepang 43900 Sepang, Selangor, Malaysia	2° 41' 11.32"	101° 43' 26.4"

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Dusun Durian Estate	1,961.14	1.43	22.03	1,984.60	98.82
Sepang	2,706.54	2.40	467.27	3,176.21	85.00
East	4,995.15	12.15	627.15	5,634.45	88.65
<b>Total</b>	<b>9,662.83</b>	<b>15.98</b>	<b>1116.45</b>	<b>10,795.26</b>	<b>89.50</b>

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Dusun Durian Estate	53.22	1,141.86	634.93	131.13	0.00	1,907.92	53.22
Sepang Estate	633.04	371.43	1,375.04	326.03	1.00	2,073.50	633.04
East Estate	1153.00	1,820.31	1,765.01	256.83	0.00	4,018.91	976.24
<b>Total (ha)</b>	<b>1,839.26</b>	<b>3,333.6</b>	<b>3,774.98</b>	<b>713.99</b>	<b>1.00</b>	<b>8,000.33</b>	<b>1,662.50</b>

\* The ha. reduce because of land is being taken by JKR (main road), TNB (for high voltage transmission line) and by Sime Darby Property.

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<b>7. Certified Tonnage of FFB (Own Certified Scope)</b>			
<b>Estate</b>	<b>Tonnage / year</b>		
	<b>Estimated (Feb 17 – Jan 18)</b>	<b>Actual (Feb 17 – Jan 18)</b>	<b>Forecast (Feb 18 – Jan 19)</b>
Dusun Durian Estate	53,918.18	52,682.52	55,151.49
Sepang Estate	52,030.12	52,861.62	55,779.87
East Estate	39,483.79	48,163.39	46,637.66
<b>Total</b>	145,432.09	153,707.53	157,569.03

<b>8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *</b>			
<b>Estate</b>	<b>Tonnage / year</b>		
	<b>Estimated (Feb 17 – Jan 18)</b>	<b>Actual (Feb 17 – Jan 18)</b>	<b>Forecast (Feb 18 – Jan 19)</b>
West Estate	N/A	1596.12	N/A
Labu Estate		25.38	
New Labu Estate		66.12	
Sengkang Estate		96.06	
Sua Betong Estate		63.17	
Tampin Linggi Estate		313.18	
<b>Total</b>		2,160.03	

**Note:**  
*i) Crop diversion from other certified unit(s) within the same management.\**

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

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<b>10. Certified Tonnage</b>			
<b>Mill Capacity: 30 MT/hr</b>  <b>SCC Model: IP</b>	<b>Estimated (Feb 17 – Jan 18)</b>	<b>Actual (Feb 17 – Jan 18)</b>	<b>Forecast (Feb 18 – Jan 19)</b>
	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	145,432.09	155,867.56	157,569.03
	<b>CPO (OER: 22.29%%)</b>	<b>CPO (OER: 20.89%)</b>	<b>CPO (OER:22.60%)</b>
	40,493.71*	32,555.80	35,610.98
	<b>PK (KER:5.50%)</b>	<b>PK (KER: 4.11%)</b>	<b>PK (KER:5.50%)</b>
10,017.87*	6,405.07	8,666.30	

\* Volume extension-21/3/18: CSPK – 2,019.16 mt and CSPO – 8,076.89 mt

<b>11. Actual Sold Volume (CPO)</b>					
	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>CPO (MT)</b>	11,858	-	-	20,197.80	32,055.80

\* Period (Feb 17 – Jan 18)

<b>12. Actual Sold Volume (PK)</b>					
	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>PK (MT)</b>	2,900	-	-	3,481.17	6,381.17

\* Period (Feb 17 – Jan 18)

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

## Section 2: Assessment Process

### Certification Body:

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

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site annual surveillance assessment was conducted from 21-23/02/2018. The audit programme is included in Section 2.3. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 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 30<sup>th</sup> 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 1<sup>st</sup> July 2018*).
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where  $y$  is total number of independent group member and where  $z$  is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.



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

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

All the previous nonconformities are remains closed. The assessment findings for the 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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Recertification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
East Palm Oil Mill	√	√	√	√	√
Dusun Durian Estate	√	√		√	√
Sepang Estate	√		√	√	√
East Estate		√	√		√

**Tentative Date of Next Visit: February 18, 2019 - February 21, 2019**

**Total No. of Mandays: 12 mandays**

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**2.2 BSI Assessment Team:**

Team Member Name	Role	Qualification
Mohd Hafiz Mat Hussain	Lead auditor	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in ISO9001, ISO14001 and OHSAS 18001 auditing since May 2013 within Malaysia, Brunei, Indonesia and RSPO auditing within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, SCC for mill, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Daniel Francis	Team member	Daniel Francis is a fulltime employee with BSI Services Malaysia. He holds a Bachelor of Applied Science Degree in Food Science, graduated from Charles Sturt University, Australia. He has over 8 years of working experience in the oil and gas industry and 3 years in the food & beverage industry. He is an experienced auditor for several management system standards including ISO 9001, ISO 14001, OHSAS 18001 and Integrated Management System. He had completed the ISO 9001:2015 Lead Auditor Course and RSPO SCC Lead Auditor Course. He had been involved in the RSPO audits with various companies in Malaysia. During assessment, he covers the legal issues occupational safety and health.
Elzy Ovktafia	Team member	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing the AISP level (professional certificate and recognition from the Incorporated Society of Planters). She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA, ETI) for 2 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf &

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		Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. Able to communicate in Bahasa Malaysia and English.
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**Accompanying Persons:**

No.	Name	Role
1	Eileen Chiang	Observer from BSI Malaysia
2	Titi Susanti	Observer from BSI Malaysia

**2.3 Assessment Plan**

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

Date	Time	Subjects	MH	DF	EO
Wednesday, 21/02/2018  <b>East POM</b>	09:00-09:30	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> <li>Verification on previous audit findings</li> </ul>	√	√	√
	09:30–12:30	<b>East POM</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
		<b>RSPO Supply Chain</b> for CPO mill, weighbridge and storage area.	√	-	-
	10:30–12:30	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12:30–13:30	LUNCH			
	13:30–16:30	<b>East POM:</b> Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16:30–17:00	Interim Closing Briefing	√	√	√

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Thursday, 22/02/2018  <b>Sepang Estate</b>	09:00-12:30	<b>Sepang Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	10:30-12:30	<b>Meeting with stakeholders</b> (Government, village rep,smallholders, Union Leader, contractor etc.)	-	-	√
	12:30-13:30	LUNCH			
	13:30-16:30	<b>Sepang Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16:30-17:00	Interim Closing Briefing	√	√	√
Friday, 23/02/2018  <b>Dusun Durian Estate</b>	09:00-12:30	<b>Dusun Durian Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	10:00-12:00	<b>Meeting with stakeholders</b> (Government, village rep,smallholders, Union Leader, contractor etc.)	-	-	√
	12:00-14:00	<b>LUNCH/Friday Prayer</b>			
	14:00-15:30	<b>Dusun Durian Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	15:30-16:00	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	16:00-17:00	Closing Meeting	√	√	√

### Section 3: Assessment Findings

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

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

#### 3.2 Progress against Time Bound Plan

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

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<p>Have there been any changes since the last audit? Are they justified?</p>	<p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, <a href="http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007">http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</a>.</p>	<p>Yes</p>
<p>If there have been changes, what circumstances have occurred?</p>	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30<sup>th</sup> June 2016. Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019. Liberia- A new mill to be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps completed. External pre-</p>	<p>Yes</p>

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

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

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

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



### 3.4 Details of findings

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

During the Certification Assessment there were Seven (7) Major & Two (2) Minor nonconformities raised. The East POM 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 it effectiveness and closed accordingly.

<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M1	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	The internal audit has yet to be conducted at East POM. The written procedure, SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 was not adequately implemented.		
<b>Requirement Reference:</b>	RSPO SCCS 5.3.2: The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization		
<b>Objective Evidence:</b>	The internal audit has yet to be conducted.		
<b>Corrections:</b>	Internal audit will be carried out by regional SQM on 9 March 2018 and to include the latest requirement of revised SCCS standard 2017.		
<b>Root Cause Analysis:</b>	The SOP of the supply chain developed by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of SCCS revised June 2017. However, for the internal audit mentioned the RSPO in the Internal Audit Procedure (IAP) as RSPO (audit) and no specific mention for SCCS.		
<b>Corrective Actions:</b>	1) SQM CER to include SCCS in Internal Audit Plan. 2) The Internal audit for SCCS will be carried out during the RSPO P&C audit by the SQM Team. 3) The revised SOP (ver 2 – issued date Feb 2018) has been distributed to all estates and mills. 4) The internal audit of SCCS will be included during RSPO P&C audit by Regional SQM team		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.		

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<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M2	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	The minimum information for RSPO certified products received by mill was not fully implemented.		
<b>Requirement Reference:</b>	<p>RSPO SCCS 5.4.1:</p> <p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul> <p>• Information shall be completed and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p> <p>• The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</p>		
<b>Objective Evidence:</b>	<p>A) Weighbridge Ticket or C/N without certificate number</p> <ol style="list-style-type: none"> <li>1. East Estate (date: 8/11/17, Consignment note# 371975, Field :12B)</li> <li>2. Dusun Durian Estate (date:8/11/17,Consignment note# 47853, Field :09A)</li> <li>3. Sepang Estate (date: 8/11/17, Consignment note# 004509, Field :12B)</li> <li>4. West Estate (date: 25/04/17, Consignment note# 132162, Field :09J)</li> </ol> <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> <li>1. New Labu Estate</li> <li>2. Labu Estate</li> <li>3. Tampin Linggi Estate</li> <li>4. Sua Betong Estate</li> <li>5. Sengkang Estate</li> </ol>		

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<b>Corrections:</b>	The SQM Central East Region will liaise with the IT Department to update the system for the estate facilitate with the weighbridge, while for the estate without the weighbridge the manual stamping required.
<b>Root Cause Analysis:</b>	The integration of the RSPO certificate number in the weighbridge ticket started since 2015. However, the system was not updated due to expiry of the registration.
<b>Corrective Actions:</b>	1. To conduct the Supply Chain training for the weighbridge operator. 2. To establish the manual stamping and will be using if the SIME WEIGH system having a problem
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.

<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M3	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	Management review on RSPO supply chain implementation has yet to be conducted.		
<b>Requirement Reference:</b>	RSPO SCCS 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.		
<b>Objective Evidence:</b>	There is no evidence that management review has been conducted which contains the input and output according to the RSPO SCCS Standard		
<b>Corrections:</b>	The Management review meeting will be conducted on 20 March 2018.		
<b>Root Cause Analysis:</b>	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
<b>Corrective Actions:</b>	1) The Management Review meeting, will be conducted after completed the internal audit. 2) To incorporate the specific output or issues need to be concern during the management review meeting process. 3) The revised SOP (ver 2 – issued date Feb 2018) has been distributed to all estates and mills. 4) The management review meeting will be conducted after completion of internal audit.		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.		

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<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M4	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	Management review on RSPO supply chain implementation has yet to be conducted.		
<b>Requirement Reference:</b>	RSPO SCCS 5.13.2: The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>		
<b>Objective Evidence:</b>	There is no evidence that management review has been conducted which contains the input and output according to the RSPO SCCS Standard		
<b>Corrections:</b>	The Management review meeting will be conducted on 16 March 2018.		
<b>Root Cause Analysis:</b>	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
<b>Corrective Actions:</b>	1) To include the clause of the Management Review in the SOP. 2) To incorporate the specific input, output or issues need to be concern during the management review meeting process.		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.		

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<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M5	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	Management review on RSPO supply chain implementation has yet to be conducted.		
<b>Requirement Reference:</b>	RSPO SCCS 5.13.3: The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>		
<b>Objective Evidence:</b>	There is no evidence that management review has been conducted which contains the input and output according to the RSPO SCCS Standard		
<b>Corrections:</b>	The Management review meeting will be conducted on 16 March 2018.		
<b>Root Cause Analysis:</b>	The SOP of the supply chain develop by the PSQM. The latest of the SOP dated October 2017 was not incorporated the latest standard of the RSPO SCCS revised June 2017.		
<b>Corrective Actions:</b>	1) To include the clause of the Management Review. 2) To incorporate the specific input, output or issues need to be concern during the management review meeting process.		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.		

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<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M6	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	Compliance to the Act 446 WORKERS' MINIMUM STANDARDS OF HOUSING AND AMENITIES ACT 1990 is not effectively implemented.		
<b>Requirement Reference:</b>	2.1.1: Evidence of compliance with relevant legal requirements shall be available.		
<b>Objective Evidence:</b>	As per Act 446 WORKERS' MINIMUM STANDARDS OF HOUSING AND AMENITIES ACT 1990 Weekly inspection of workers' housing; (2) 'It shall be the duty of the employer to ensure that all buildings used for the housing of workers, nurseries or community halls are visited and inspected weekly by an estate hospital assistant registered under the Estate Hospital Assistants (Registration) Act 1965 [Act 435] or any other responsible person authorized by the employer who shall report to the resident manager...' In Sepang Estate, the linesite inspection was conducted and reported on monthly basis while for Dusun Durian Estate the linesite inspection was conducted by bi-weekly basis. This is not comply with Housing and Amenities Act 1990.		
<b>Corrections:</b>	The inspection of the housing complex is being carried out weekly as per requirements. The standard checklists have been provided by PSQM.		
<b>Root Cause Analysis:</b>	<p>The linesite inspection has been conducted by the Medical Assistance; however the inspection were not carried out on weekly basis. (Sepang &amp; Dusun) <u>DUSUN DURIAN ESTATE</u> Due to scattered of divisions located in DDE (5 divisions), the Medical Assistant conducted linesite inspection once a week for each divisions to covers for whole DDE.</p> <p><u>SEPANG ESTATE</u></p> <ol style="list-style-type: none"> <li>1. New employed MA at Sepang Estate and still required guidance especially on submission of reports.</li> <li>2. Housing complex inspection has been conducted weekly by MA, only report was prepared monthly.</li> </ol>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Management will conduct the SOP Workers Minimum Housing Standard and Social Amenities training. The management together with Regional SQM have arranged training on SOP of Workers Minimum Standard of Housing &amp; Amenities for SOU 8. The training includes:               <ol style="list-style-type: none"> <li>a) Awareness of WMSHA act 1990</li> <li>b) Responsibilities of MA/HA</li> <li>c) Workers housing weekly inspection</li> </ol> </li> <li>2. The completed checklist will be submitted to the assistant Manager for verification.</li> </ol>		

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<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.
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<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-M7	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	23/04/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/04/2018
<b>Statement of Nonconformity:</b>	CB has not been informed for the projected overproduction of certified tonnage.		
<b>Requirement Reference:</b>	RSPO SCCS D4.2: The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.		
<b>Objective Evidence:</b>	Overproduction of certified tonnage recorded for CPO from Feb 17 - Jan 18, actual sold as RSPO certified 32,555.80 mt VS approved volume 31,753.10 mt.		
<b>Corrections:</b>	PSQM will communicate with the CB for request the extension of the certified volume.		
<b>Root Cause Analysis:</b>	Due to high crop production from the own supplying based and diversion from the others SOU, the total production was exceeding from the certified volume and which is not consider during the estimate production.		
<b>Corrective Actions:</b>	The mill will establish a volume monitoring template for monthly basis against dispatched as certified product.		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 24/4/2018. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.		

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<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-N1	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	22/02/2019
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	N/A
<b>Statement of Nonconformity:</b>	Waste management and disposal plan is not implemented effectively.		
<b>Requirement Reference:</b>	5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
<b>Objective Evidence:</b>	<p>During visit into the East Palm Oil Mill compound, sighted contaminated cloth/rags on the grounds, in the drains and also in the general waste bins.</p> <p>During visit to the workshop and chemical store compound in Sepang Estate, sighted contaminated cloth/rags on the grounds and in the drains.</p> <p>During visit at Dusun Durian Estate, sighted:</p> <ol style="list-style-type: none"> <li>1. chemical containers temporarily stored in the store and some was used for seating by workers at fertilizer store</li> <li>2. chemical containers was found at Landfill area (field 89)</li> </ol>		
<b>Corrections:</b>	The management will carried the housekeeping at the all compound.		
<b>Root Cause Analysis:</b>	<p><u>Dusun Durian Estate</u></p> <ul style="list-style-type: none"> <li>- Misuse of the empty container which used for seating by the workers.</li> </ul> <p><u>KKS EAST</u></p> <ul style="list-style-type: none"> <li>- The used rags was identified as non-scheduled waste and used for general cleaning and was not contaminated with the mineral oil or lubricant.</li> </ul> <p><u>SEPANG ESTATE</u></p> <p>Dedicated container for temporary placement of contaminated cloth which still being used was not available.</p>		
<b>Corrective Actions:</b>	The waste training will be conducted on the April 2018.		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit.		



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<b>Nonconformity</b>			
<b>NCR Ref #</b>	1596927-201802-N2	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Date Issued</b>	23/02/2018	<b>Due Date</b>	22/02/2019
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	N/A
<b>Statement of Nonconformity:</b>	The Gender Committee Meeting is not implemented as per Sime Darby meeting was conducted once a year which on 10/10/17. This is not follow the Gender Committee Handbook 1st Edition by Plantation Sustainability & Quality Management (PSQM) Department 2014 which should be done once in every 3 months (quarterly).		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	In East POM, the latest gender committee meeting was held on 12/01/18 while previously in 2017, the meeting was conducted once a year which on 10/10/17.		
<b>Corrections:</b>	The next meeting will be held on April 2018		
<b>Root Cause Analysis:</b>	New structure and appointment of the gender community at the East Mill since Nov 2017. The previous chairman was transfer		
<b>Corrective Actions:</b>	Due to new appointment of the community, SQM will arrange the Gender Training for the Mill.		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit.		

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	Nil

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>PF 1</b>	Positive comments from all stakeholders interviewed
<b>PF 2</b>	All personnel were cooperative during the assessment process

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

<b>Non-Conformity</b>			
<b>NCR Ref #</b>	1444834-201702-M1	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	17/3/2017
<b>Statement of Nonconformity:</b>	Non-routine operation was not comprehensively risk assessed and documented.		
<b>Requirement Reference:</b>	Indicator 4.7.2: 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.		
<b>Objective Evidence:</b>	Installation works new Boiler in the mill was not identified and included in the HIRARC register.		
<b>Corrective Actions:</b>	The identified the risk involve in installation work for the new Boiler in the mill and included in HIRARC register. HIRARC is required to be prepared before start of job for non-routine operation (Contract Work). The kick off meeting will be conducted before commencement any work and the HIRARC issue will mention in the meeting. Training has been provided to all the staff and executive to ensure all the activities in the mill and estate.		
<b>Assessment Conclusion:</b>	The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 17/3/2017. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.  <b>Verification during ASA1_3:</b>  During visit to the East Palm Oil Mill, sighted that the HIRARC register had included the HIRARC involved in the installation work for the new Boiler in the mill. Thus, the previous Major NC is remained closed.		

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Non-Conformity			
<b>NCR Ref #</b>	1444834-201702-M2	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	17/03/2017
<b>Statement of Nonconformity:</b>	Evidence of compliance was not effectively implemented.		
<b>Requirement Reference:</b>	Indicator 2.1.1 Evidence of compliance with relevant legal requirements shall be available. FMA Act 1967 Section 19 Certificate of fitness – no person shall operate or cause or permit to be operated any machinery in respect of which a certificate of fitness is prescribed, unless there is in force in relation to the operation of the machinery a valid certificate of fitness issued under this Act.		
<b>Objective Evidence:</b>	During site visit to the workshop (storeroom), the air compressor in use does not have the certificate of fitness for unfired pressure vessels.		
<b>Corrective Actions:</b>	Compressor with no certificate of fitness for unfired pressure vessel stored at main store was dismantled and removed from store to prevent unauthorized use. Machinery identified to have no fitness certificates shall be dismantled and disposed and no longer keep at the main store. List of register of active machineries are used to monitor the permit and license.		
<b>Assessment Conclusion:</b>	<p>The machine dismantled and verified during onsite audit. No other machinery which without certificate of fitness detected onsite. The CAP and evidence submitted later confirmed that the issue has been fully addressed hence the Major NC was closed on 17/3/2017. No onsite audit is required as the closure evidence relating to documentation is sufficient for offsite closure.</p> <p><b>Verification during ASA1_3:</b></p> <p>During visit to the East Palm Oil Mill, sighted that all air compressors in the mill has valid certificate of fitness for the unfired pressure vessel.</p> <p>The previous Major NC is remained closed.</p>		

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Non-Conformity			
<b>NCR Ref #</b>	1444834-201702-N1	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/02/2018
<b>Statement of Nonconformity:</b>	HCV awareness training to workers on wildlife management within the concession is lacking.		
<b>Requirement Reference:</b>	Indicator 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.		
<b>Objective Evidence:</b>	A macaque was found in cage at worker's house no. B21, species was then confirmed as long tail macaques (m. Fascicularis), it is a non protected species in Malaysia and listed as Least Concern under IUCN. However, it is confirmed through worker's interview that no permit or approval has been obtained from the management to keep macaques. Awareness training to workers on wildlife management within the concession is lacking. No relevant record found on the muster briefing book since Sep 2016 till Feb 2017 as stated in the HCV management plan FY16/17 for HCV training during muster.		
<b>Corrective Actions:</b>	Estate management has decided any macaques is not permitted cage in the housing complex. Review and revise the HCV plan for FY 16/17. To obtain awareness training from PSQM and ensure the training involve by the workers. Conduct the housing inspection periodically (weekly).		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit.  <b>Verification during ASA1_3:</b>  During site visit to linesite at both estate visited, there is no macaque found at housing complex. The HCV plan for FY 16/17 was sighted. The awareness training was conducted accordingly on 4/10/17 for all estates. The record of training was verified.  Thus, the minor NC is closed on 23/02/2018.		

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Non-Conformity			
<b>NCR Ref #</b>	1444834-201702-N2	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	23/02/2018
<b>Statement of Nonconformity:</b>	Protective equipment for eye protection was not available to sprayer at the field to cover all potentially hazard during the pesticide application.		
<b>Requirement Reference:</b>	Indicator 4.7.3 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.		
<b>Objective Evidence:</b>	During the field visit at block 15b at Sepang Estate , sprayer operators were found not wearing any eye protection during spraying. Interviews the workers noted that the workers did not wear the goggles due to misty.		
<b>Corrective Actions:</b>	Briefing was conducted to the sprayers on the importance of wearing provided eye protection during carry out spraying work. A new and improved 3M anti-fog goggles model was issued to the sprayers on 24 <sup>th</sup> February 2017. Daily PPE checklist for sprayer prior commencement of spraying work.		
<b>Assessment Conclusion:</b>	During site visit, found that all sprayers wearing PPE adequately during spraying work. Daily PPE checklist was verified.  Thus, the minor NC is closed on 23/02/2018.		

Opportunity for Improvement	
OFI#	Description
OFI 1	-nil-

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**3.4.2 Summary of the Nonconformities and Status**

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
CR01 - 2.1.1	Major	23/1/2009	Closed out on 30/1/2009
CR02 - 5.3.1	Major	5/4/2011	Closed out on 10/5/2011
CR03 - 2.2.3	Minor	5/4/2011	Closed out on 21/03/2012
CR04 - 4.4.6	Minor	21/3/2012	Closed out on 6/2/2013
CR05 - 6.1.3	Minor	6/2/2013	Closed out on 12/2/2014
1022245M1 - 4.7.1	Major	14/2/2014	Closed out on 7/4/2014
1022245N0 - 5.3.2	Minor	14/2/2014	Escalated into Major NC (1149356M2) under indicator 5.3.3 (P&C 2013)
1022245N2 - 6.5.2	Minor	14/2/2014	Closed out on 26/2/2015
1149356M1- 2.1.1	Major	27/2/2015	Closed out on 8/4/2015
1149356M2 – 5.3.3	Major	27/2/2015	Closed out on 8/4/2015
1298818N1 – 6.5.3	Minor	24/2/2016	Closed out on 24/2/2017.
1298818N2 – 5.6.3	Minor	24/2/2016	Closed out on 24/2/2017.
1444834-201702-M1 – 4.7.2	Major	23/02/2017	Closed out on 17/3/2017
1444834-201702-M2 – 2.1.1	Major	23/02/2017	Closed out on 17/3/2017
1444834-201702-N1 – 5.2.3	Minor	23/02/2017	Closed out on 23/2/2018
1444834-201702-N2 – 4.7.3	Minor	23/02/2017	Closed out on 23/2/2018
1596927-201802-M1 – SC 5.3.2	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M2 – SC 5.4.1	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M3 – SC 5.13.1	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M4 – SC 5.13.2	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M5 – SC 5.13.3	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M6 – 2.1.1	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-M7 – SC D4.2	Major	23/2/2018	Closed out on 24/4/2018
1596927-201802-N1 – 5.3.3	Minor	23/2/2018	“open”
1596927-201802-N2 – 6.9.3	Minor	23/2/2018	“open”

### 3.5. Stakeholders Consultation

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

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

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

List of Stakeholders Contacted	
<b>Internal Stakeholders</b>  NUPW Representative Gender Committee Mill Operators Sprayer Harvester	<b>Union/Contractors/Local Communities</b>  Contractors NUPW Head of Village
<b>Government Departments</b>  Police Station Kuala Langat SJK (T) Sepang Klinik Kesihatan Sg. Pelek	<b>NGO</b>  No complaint by NGO for East CU. Therefore, NGO was not contacted.



IS #	Description
1	<p><b>Issues:</b>  <u>Contractors</u>                      No payment issue as all the payments made as per contracts. No complaint from the contractor’s workers so far.</p> <p><u>Setuah Electrical at Dusun Durian Estate:</u>                      Suggestion to change from single phase to 3 phase for line site area to accommodate the current electrical consumption.</p> <p><b>Management Responses:</b>                      There is long term plan for company to convert the plantation to property, that’s why no plan to upgrade the single phase to 3 phase for linesite. As for now, a total of 107 Ha has been acquired to build the road.</p> <p><b>Audit Team Findings:</b>                      No further issue.</p>
2	<p><b>Issues:</b>  <u>Police Station Kuala Langat:</u>                      No criminal or major issue reported from Sime Darby SOU 8 Unit.</p>

	<p><b>Management Responses:</b> No further issue.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
3	<p><b>Issues:</b> <u>NUPW:</u> Workers disappointed on the opportunity been given to foreign workers in Sime Darby Estate and the instruction to prohibit to have chicken coop in their line site.</p> <p><b>Management Responses:</b> Company has internal SOP to recruit worker based on skills and background. If the worker deemed to be suit and appropriate as per vacancy, there is no issue on hiring the local people. As for the chicken coop, estate management has instructed worker to not having it in their line site area for the sanitation and health concern, however, workers can build the chicken coop in the centralized area with the radius of 150m from the line site area.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
4	<p><b>Issues:</b> <u>SJK (T) Sepang:</u> The headmistress has a suggestion of the collaboration with Sepang Estate on conducting the awareness to the estate worker's parent on the importance of education. This is because the attendance list from the children from estate's workers are not consistent. School concern about there may be cause coming from the transportation provided by estate to school.</p> <p><b>Management Responses:</b> Estate has called SJK (T) Sepang for the latest stakeholder's meeting and these issues were not informed. However, estate will contact the parents and discussed this issue.</p> <p><b>Audit Team Findings:</b> Will be verified during the next surveillance audit.</p>
5	<p><b>Issues:</b> <u>Klinik Kesihatan Sq. Pelek:</u> The Clinic Officer has shared the open day for the free pap smear, blood test, bp. will be conducted on 31 March 2018.</p> <p><b>Management Responses:</b> Estate Management noted on the information and also having a plan to have the collaboration with Klinik Kesihatan and Bomba on awareness day.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
6	<p><b>Issues:</b> <u>Head of Village:</u> No other issues. Estate and mills has given supports and assistance to the villager's request.</p> <p><b>Management Responses:</b> Management will continue support and give cooperation to the villages.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
7	<p><b>Issues</b> <u>Gender Committee</u> So far, there is no critical or any sexual harassment reported.</p> <p><b>Management Responses</b> Management will continue to maintain the mechanism in grievance and complaint regarding sexual harassment.</p> <p><b>Audit Team Findings</b></p>



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No further issue.
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<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that East 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 East Palm Oil Mill Certification Unit is continued.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name: Mohd Hafiz Bin Mat Hussain</b>	<b>Name: Shylaja Devi Vasudevan Nair</b>
<b>Company Name: BSI Services Malaysia Sdn bhd</b>	<b>Company Name: Sime Darby Plantation Bhd</b>
<b>Title: Lead Auditor</b>	<b>Title: Head, Sustainability Global Sustainability Operations (GSO)</b>
<b>Signature:</b>  	<b>Signature:</b> <p><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></p> 
<b>Date: 30/05/2018</b>	<b>Date: 07/06/2018</b>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Commitment to Transparency</b>			
<b>Criterion 1.1:</b>			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making.</p> <p>Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.</p> <p>Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans &amp; Continuous Improvement Plans and company policies are available.</p>	Comply
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p>	<p>Records of request for information maintained in individual files by the chief clerk. Records of stakeholder requesting information recorded in the visitor's book in each sites. In East POM, there is a file namely 'Correspondence with Other Estate/Org File' and CSR file to keep all the request from the internal and external stakeholder. Sampled the request for annual prayer 2017(10.12.17), family day (4.11.17), town hall session (23.10.17).</p> <p>In Sepang Estate, there is Communication file kept for all the requests from internal and external stakeholders. Example is request for permission for outsider to enter the estate temple for prayer on 20-21.01.18, request from school to use estate road for sports day on 03 &amp; 05 January 2918.</p> <p>In Dusun Durian Estate, visitor's logbook, DOSH comment book, community's individual file such as Temple file, Donation File as well as Commercial file available during the audit. Sample the request a ceremony in estate temple on 04.11.17, donation for Iftar Ramadhan on 30.06.17 and Voucher: Program Saringan Kesehatan PERKESO.</p>	Comply
<b>Criterion 1.2:</b>			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except private and confidential information. The public can browse through the internet to access to public information such as policies and corporate social responsibility.</p> <p>Other than that, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.4</p>	<p>Comply</p>
<p><b>Criteria 1.3:</b> 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>Committing to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations.</p> <p>The code of business conduct available since December 2011 includes elements of human right as well. Signed declaration for compliance with Sime Darby Group COBC was verified and copy made available in the website <a href="http://www.simedarby.com/Governance.aspx">http://www.simedarby.com/Governance.aspx</a></p> <p>In East POM, the COBC training was conducted on 08.03.2017 through morning briefing. Seen the morning briefing book and the Attendant Muster/Afternoon List. In Sepang Estate, COBC and MSPO Briefing was conducted on 23/10/17 while in Dusun Durian Estate, the COBC training was conducted on 30/10/17 to all 82 people.</p>	<p>Comply</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>		
<p><b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU8 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. SOU8 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p><b>EPOM:</b></p> <ol style="list-style-type: none"> <li>1. MPOB license: 533088004000 (validity period 18/08/2017 – 30/09/2018) for 144,000MT.</li> <li>2. DOE License: JPKKS/16/001456 (validity period 01/07/2017 - 30/06/2018).</li> <li>3. Diesel Permit # B024360, ref B.PGK.SEL/5857 (P) (27/12/2016 – 26/12/2017) Quantity: 15,500 liter. Renewal application was submitted on 27/10/2017. Sighted letter from BOMBA (ref: JBPM/IP/BKK:7007/3/3 Jld. 4 (35) dated 12/04/2017) on the requirement to install SPKA (Sistem Pengawasan Kebakaran Automatik). BOMBA inspection was conducted on 08/02/2018. Sighted quotation (1612137) to supply and install SPKA. Email dated 15/02/2018 mentioned that the company is in the process of getting the budget approval.</li> <li>4. Energy commission license no: 2017/01873; serial no: 23155 (validity period 26/07/2017 – 25/07/2018) for 2040 kW installation capacity.</li> <li>5. Electrical Charge-man A4, PJ-T-4-H-0828-2000 license valid until 17/08/2018.</li> <li>6. Competent Person for CePPOME (Certified Environmental Professional in the Treatment of Palm Oil Effluent), CePPOME/00064 issued on 17/07/2017.</li> </ol> <p><b>Sepang Estate:</b></p> <ol style="list-style-type: none"> <li>1. MPOB license: 533267002000 for 2603.08 Ha (validity period 01/10/2017 – 30/09/2018), 533798002000 for 446 Ha (validity period 1/11/17-31/10/18). Total 3049.08 ha</li> <li>2. Diesel Permit #B008189, ref SL (SPG) 89/08 SK (D) (25/01/2017 – 24/01/2018) Quantity: 12,000 liter. New permit is under process. BLESS submission no BL2018007976. Approval Ref: PMP/PPP/PP for SL (SPG) 89/09 SK (D).</li> <li>3. DOSH has conducted inspection on 25/01/2018 for the 03 air compressors (1) PMT46411 S/N: KB184/293 (2) SL PMT 4705 S/N: VE/IJ/96/05 (3) No. HT: WP/HT/2016/3802, S/N: 16180618.</li> <li>4. Competent Person for Scheduled Waste – CePSWaM/172501 (Certified Professional in Scheduled Waste Management) – 860616-23-5431 validity 20/11/17 to 20/11/18. Sighted letter from DOE ref: JAS.31/152/000/001 dated 24/03/17 on sharing/representation of resources (competent person) within operation units.</li> </ol>	<p>Major Non-compliance</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p><b>Dusun Durian Estate:</b></p> <ol style="list-style-type: none"> <li>1. MPOB License: 528976002000 for 2018.98 Ha (validity period 24/8/17-30/4/18), 563441011000 for Estate nursery</li> <li>2. Diesel Permit # B011544, ref B.PGK.SEL / 01375 (15/12/2017 – 14/12/2018) Quantity: 15,000 liter.</li> <li>3. DOA Permit to Purchase of Acephate Quantity: 800kg Ref#: SEL/2018/ACP/0050(GL) (validity period 14/01/2018 – 13/02/2018).</li> <li>4. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87) – SL PMT 28376 (valid till 04/01/2019).</li> <li>5. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87) – SL PMT 28263 (valid till 04/01/2019).</li> <li>6. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87) – SL PMT 28377 (valid till 04/01/2019).</li> </ol> <p>House inspection was conducted on weekly basis by Medical Assistant for East POM. However, in Sepang Estate, the linesite inspection was conducted on monthly basis while for Dusun Durian Estate the linesite inspection was conducted by bi-weekly basis. This is not comply with Housing and Amenities Act 1990, hence NC was raised.</p> <p>This is not comply with Act 446 WORKERS’ MINIMUM STANDARDS OF HOUSING AND AMENITIES ACT 1990 Weekly inspection of workers’ housing. Hence, Major NC was raised.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>SOU8 had documented the Legal &amp; Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p><b>Sepang Estate and Dusun Durian Estate</b> – Sepang Estate FY 2017/2018 Sepang Estate.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008</p>	Comply
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS &amp; MQMS (Estate &amp; Mill Quality Management System) under Standard Operation Manual distributed to all operating units. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
		<p>status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>EPOM - Latest review was done on 31/12/2017. Dusun Durian Estate - Latest review was done on 6/12/2017. Sepang Estate - Latest review was done on 01/07/2017.</p>	
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office.</p> <p>On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.</p>	Comply
<p><b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</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>East Mill and Estate operation is on freehold and leasehold land. Land titles and copy of land titles are available during the audit.</p> <p>Sepang Estate land titles and quit rent were sighted for:</p> <ol style="list-style-type: none"> <li>1. Grant No: 8862, (Lot #1074)</li> <li>2. Grant No: 7374, (Lot #1143)</li> <li>3. Grant No: 7375, (Lot #1145)</li> <li>4. Grant No: 80527, (Lot #5755)</li> <li>5. Grant No: 80609, (Lot #5756)</li> <li>6. Grant No: 80611, (Lot #5758)</li> </ol> <p>Dusun Durian Estate land titles and quit rent were sighted for:</p> <ol style="list-style-type: none"> <li>1. Grant No: 132624, (Lot #10779)</li> <li>2. Grant No: 132625, (Lot #10780)</li> <li>3. Grant No: 48428, (Lot #1718)</li> <li>4. Grant No: 122253, (Lot #3713)</li> <li>5. Grant No:48787, (Lot #702)</li> </ol>	Comply
2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>Legal boundaries are clearly demarcated and visibly maintained throughout the estate.</p> <p>Sepang Estate - Field visit to boundary is visibly maintained with Chinese graveyard and had been verified during the visit.</p> <p>Dusun Durian Estate- Field visit to boundary is visibly maintained with smallholder near to field 2002K.</p>	Comply
2.2.3	<p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair</p>	<p>Sime Darby did not acquire land from landowners, but leased it directly from the government.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
	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 -		
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	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
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	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
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	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).. - Major compliance -	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
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	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply



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Criterion / Indicator		Assessment Findings	Compliance
	<p>information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>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;</p> <p>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.</p> <p>- Minor compliance -</p>		
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Comply
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
<b>Criterion 3.1:</b>			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	SOU8 had an annual budget for the financial year 2017/2018. The palm oil mill budget includes the projected FFB processed, CPO and PK production which projected for five years. Sighted for Sepang Estate and Dusun Durian Estate 10 years business plan (MPLAN_2017) from the FY 2017/18 until FY 2021/22 to include upkeep mature cost, oil palm harvesting and collection cost, oil palm transport cost, oil palm manuring cost.	Comply
3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to</p>	The replanting programme was established. Sighted Replanting Programme 2016-2038:	Comply



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Criterion / Indicator		Assessment Findings			Compliance
	reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance –	Year	Estate	Ha	
		17/18	Sepang	117.40	
		18/17	Estate	84.03	
		2019		117.38	
		2020		158.52	
		2021		133.99	
		18/19	Dusun	71.09	
		19/20	Durian	-	
		20/21	Estate	51.42	
<b>Principle 4: Use of appropriate best practices by growers and millers</b>					
<b>Criterion 4.1:</b>					
Operating procedures are appropriately documented, consistently implemented and monitored.					
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs:</p> <ol style="list-style-type: none"> <li>1. Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) to includes mill SOPs. Sighted SOP for laboratory, effluent treatment plant.</li> <li>2. Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011</li> </ol> <p>Estates have a separate SOP which is SOP EQMS, Pictorial Safety Standard, Estate Quality Management System and Agricultural reference Manual that covered planting material, nursery techniques, replanting, land preparation, planting density, canopy management, water management, harvesting, loose fruit collection, weed control, transport.</p>			Comply
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	<p>There is an audit conducted by planning and monitoring department to confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators. The following are rating given by internal and external for FY2017/2018 at SOU 08:</p> <p>Sepang Estate(Sept 2017)                      Replanting/Immature Assessment = 3.7/5                      Mature upkeep Assessment=4.1/5                      Manuring Assessment = 4.4/5                      Building &amp; Facilities Management = 3.9/5</p> <p>Dusun Durian Estate(Dec 2017)                      Replanting/Immature Assessment = 4 /5                      Nursery Assessment=4/5                      Manuring Assessment = 4.2/5                      Building &amp; Facilities Management = 3.8/5</p> <p>PSQM and GCAD conducts internal audit to ensure compliance against company policy and procedure with</p>			

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Criterion / Indicator	Assessment Findings	Compliance
	<p>regards to operation, finance as well as safety, health and welfare requirements.</p> <p>Latest internal audit visit was conducted by PSQM department personnel from 26/10/2017 for SOU 8.</p>	
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>External Mill Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators.</p> <p>Mill advisor visit Report ref: SOU8/ETM/01/17-18 Date of visit: 18-20/12/2017</p> <p>The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance.</p> <p>Internal audit was conducted on 26/10/2017 for the RSPO &amp; Certification Unit, PSQM.</p>	<p>Comply</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	<p>No third party FFB received. All the FFB are from own certificate scope and adjacent Sime Darby certified estates.</p>	<p>Comply</p>
<p><b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p> <p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -</p>	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.</p>	<p>Comply</p>
<p>4.2.2</p> <p>Records of fertiliser inputs shall be maintained. - Minor compliance -</p>	<p>Sepang Estate: The records of agronomic and fertilizer recommendation report by agronomist shown application date, filed number, dosage applied per palm, type of fertilizer and number of application. Sampled fertilizer recommendation (dated 10/2/2017) for field 2000C area, RP (2.00kg/palm) was completed on 29/9/17.</p> <p>Dusun Durian Estate: The records of agronomic and fertilizer recommendation report by agronomist shown application date, filed number, dosage applied per palm, type of fertilizer and number of application. Sampled fertilizer recommendation (dated 21/8/17) for field 2002K area, AC (1.75kg/palm) was completed on 3/2/18.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance																																		
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>Sepang Estate: Latest agronomist visit was done during agronomist visit on 20-21/12/2016. Soil sampling and analysis was last done on 12/2/2014. Sighted Soil Analysis Test Report (S72/2014) dated 12/2/2014.</p> <p>Dusun Durian Estate: Latest agronomist visit was done during agronomist visit on 26-27/7/2017. Soil sampling and analysis was last done on 14/10/2014. Sighted Soil Analysis Test Report (S50/2014) dated 14/10/2014.</p>	Comply																																		
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	<p>All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied for immature area.</p> <table border="1"> <thead> <tr> <th>Tonnage</th> <th>Type</th> <th>Month</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>266.37 mt</td> <td>EFB</td> <td>Oct 17</td> <td>SE</td> </tr> </tbody> </table>	Tonnage	Type	Month	Estate	266.37 mt	EFB	Oct 17	SE	Comply																										
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<b>Criterion 4.3:</b>																																					
Practices minimise and control erosion and degradation of soils.																																					
4.3.1	Maps of any fragile soils shall be available. - Major compliance –	<p>Soil series map available for both estates visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at Sepang and Dusun Durian Estate.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Type of Soil</th> </tr> </thead> <tbody> <tr><td>1</td><td>Batu Lapan</td></tr> <tr><td>2</td><td>Bungor</td></tr> <tr><td>3</td><td>Carey</td></tr> <tr><td>4</td><td>Gajah Mati</td></tr> <tr><td>5</td><td>Jawa</td></tr> <tr><td>6</td><td>Kedah</td></tr> <tr><td>7</td><td>Kuala Berang</td></tr> <tr><td>8</td><td>Linau</td></tr> <tr><td>9</td><td>Munchong</td></tr> <tr><td>10</td><td>Padang Besar</td></tr> <tr><td>11</td><td>Sedu</td></tr> <tr><td>12</td><td>Selangor</td></tr> <tr><td>13</td><td>Tavy</td></tr> <tr><td>14</td><td>Bernam</td></tr> <tr><td>15</td><td>Briah</td></tr> <tr><td>16</td><td>Subang</td></tr> </tbody> </table>	No.	Type of Soil	1	Batu Lapan	2	Bungor	3	Carey	4	Gajah Mati	5	Jawa	6	Kedah	7	Kuala Berang	8	Linau	9	Munchong	10	Padang Besar	11	Sedu	12	Selangor	13	Tavy	14	Bernam	15	Briah	16	Subang	Comply
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4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Soil series map available for both estates visited. There are no peat soils or soil categorized as problematic or fragile soil at all estates. There is no slope above 25° at both estate.	Comply																																		
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road maintenance programme. Example of programme checked at both estates shows the map indicating road repairs and maintenance for the whole estate roads includes resurfacing, grading, compacting and lateriting	Comply																																		

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Criterion / Indicator		Assessment Findings	Compliance
		application to strengthen the road surface. Sighted the records of road maintenance at both estates. Verified during site visit, found that the road were in good condition.	
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Comply
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Comply
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Comply
<b>Criterion 4.4:</b>			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p><b>EPOM</b> Sighted an implemented plan established as East Oil Mill Environment Management Programme for Financial Year 2017/2018 included the normal water usage mainly for process, cleaning.</p> <p>Water management action plan to reduce fresh water usage identified:</p> <ol style="list-style-type: none"> <li>1. Collection of rain water</li> <li>2. Collection on boiler blow down water and softener back wash water</li> <li>3. Water use for mill cleaning</li> <li>4. Collection at steam condensate from oil storage tank heating coil</li> <li>5. Collection at steam condensate from Kernel Silos heaters</li> <li>6. Collection at steam condensate from Engine room.</li> </ol> <p><b>Sepang Estate</b> Sighted an implemented plan established as Identification and Management of Wastewaters for Financial Year 17/18 – SOU (8) Sepang Estate included the normal water usage mainly for chemical mixing area, sprayers PPE washing area and workshop.</p> <p>Action plan to reduce fresh water usage identified rainwater collection using containers and recycle the rainwater for washing office compounds.</p> <p>Contingency plan during water shortage identified water storage/dry spell where water bought from SYABAS for domestic use.</p>	Comply

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	<p>The Rainfall monitoring records (SOU8) Sepang Estate was made available. The data shows an average rainfall from January 2017 till December 2017 at 227.08mm.</p> <p><b>Dusun Durian Estate</b> Sighted an implemented plan established as Dusun Durian Estate Water Management Plan FY 17/18 included the normal water usage mainly for process, cleaning.</p> <p>Contingency plan during water shortage identified water storage/dry spell where water bought from SYABAS for domestic use.</p> <p>The Rainfall monitoring records (SOU8) Dusun Durian Estate – Klanang Bharu Division was made available. The data shows an average rainfall from January 2017 till December 2017 at 175.58mm.</p>													
<p>4.4.2</p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="668 1084 1139 1267"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>&lt; 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ivers, version 1, year 2008, issue no. 1, dated 1/11/2008.</p> <p>The water sampling exercise for river samples as well as water for domestic usage requirements need to be carried out on quarterly basis (January, April, July and October) as following:</p> <p><b>EPOM</b> - East Palm Oil Mill monsoon drain water monitoring before &amp; after records: Report no. IE156/2018 dated 12/02/18 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p><b>Dusun Durian Estate</b> – Water sample from Telok Datok upstream and downstream monitoring records: Report no. IE1287/2017 dated 16/11/17 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Water sample from Sg Buaia Division upstream, midstream and downstream monitoring records: Report no. IE1286/2017 dated 16/11/17 by Sime Darby</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Comply</p>
River width	Buffer zone													
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		Research Sdn. Bhd. Report shown result was in compliance against the standard tested. Water sample from Klanang Bharu Division upstream, midstream and downstream monitoring records: Report no. IE1285/2017 dated 16/11/17 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.	
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 -	Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD allowed by DOE was 5000mg/l through land application. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point on monthly basis and water at the upstream, midstream and downstream of the river on quarterly basis.  Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP56/2017 dated 06/01/2017 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G.  Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit.	Comply
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Recorded in File no. 5. Mill water use per tonne of FFB monitoring done accordingly as following:  Water used: Average water consumed for the period from July 17 – Jan 18 = 1.16 t/FFB processed.	Comply
<b>Criterion 4.5:</b> 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 –	IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls Tyto Alba has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as Cassia cobanensis and Turnera subulata and Antigonon leptopus. It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	Comply

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Criterion / Indicator		Assessment Findings	Compliance																		
		<p>The report occupancy rate for Barn owl box census was sighted:</p> <table border="1"> <thead> <tr> <th></th> <th>Occupancy rate</th> <th>Estate</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Barn owl</td> <td>46%</td> <td>Sepang Estate</td> <td></td> </tr> <tr> <td>73%</td> <td>Dusun Durian Estate</td> <td></td> </tr> </tbody> </table>		Occupancy rate	Estate	Remark	Barn owl	46%	Sepang Estate		73%	Dusun Durian Estate									
	Occupancy rate	Estate	Remark																		
Barn owl	46%	Sepang Estate																			
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4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census.</p> <p>#cross refer with indicator 4.8.2</p>	Comply																		
<p><b>Criterion 4.6:</b> Pesticides are used in ways that do not endanger health or the environment</p>																					
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease.</p>	Comply																		
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate.</p> <p>Sepang Estate (FY2017/2018)</p> <table border="1"> <thead> <tr> <th>Chemical Name</th> <th>Active Ingredient (a.i)</th> </tr> </thead> <tbody> <tr> <td>Hextar cyper 5.5EC</td> <td>Cypermethrin 5.5%</td> </tr> <tr> <td>Acephate 75</td> <td>Impact 75 %</td> </tr> <tr> <td>Canyon</td> <td>Metsulfuron methyl 20%</td> </tr> <tr> <td>Supersate</td> <td>Glyphosate 41 %</td> </tr> <tr> <td>sodium chloride</td> <td>Sodium chloride 99%</td> </tr> </tbody> </table> <p>The record of pesticides used was sighted.</p> <table border="1"> <thead> <tr> <th></th> <th>Jan 18</th> </tr> </thead> <tbody> <tr> <td>Sepang Estate</td> <td>12.254 % a.i/ha</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>11.16% a.i/ha</td> </tr> </tbody> </table>	Chemical Name	Active Ingredient (a.i)	Hextar cyper 5.5EC	Cypermethrin 5.5%	Acephate 75	Impact 75 %	Canyon	Metsulfuron methyl 20%	Supersate	Glyphosate 41 %	sodium chloride	Sodium chloride 99%		Jan 18	Sepang Estate	12.254 % a.i/ha	Dusun Durian Estate	11.16% a.i/ha	Comply
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4.6.3	<p>Any use of pesticides shall be minimised as part of a plan,</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby</p>	Comply																		

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	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 -	Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. At the time of assessment there was no class 1a or 1b pesticide. Alternatives such as Glyphosate were used with the elimination of Paraquat. For trunk injection, Acephate (class III) chemical was used as alternative for methamidophos.	Comply
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's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.  #cross refer with indicator 4.8.2	Comply
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.	Comply
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.	Comply
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	No aerial spraying at all estates.	Comply



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	information within reasonable time prior to application. - Major compliance -																								
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	There is no associated smallholder at East POM Certification Unit. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures.  #cross refer with indicator 4.8.2	Comply																						
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.	Comply																						
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Annual medical surveillance for sprayers and pesticide operators were demonstrated.  Medical examination programme established for sprayers which conducted by Dr Arul Raj Rajoo (HQ/08/DOC/00/446) for Sepang Estate and Dr Muhamad Naqib (HQ/17/DOC/00/00042) for Dusun Durian Estate. <table border="1" data-bbox="671 1205 1241 1503"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>N7509997</td> <td rowspan="3">18-19/2/17</td> <td>Fit</td> <td rowspan="3">SE</td> </tr> <tr> <td>M6806638</td> <td>Fit</td> </tr> <tr> <td>M2073597</td> <td>Fit</td> </tr> <tr> <td>AD0266106</td> <td rowspan="4">16/4/17</td> <td>Fit</td> <td rowspan="4">DDE</td> </tr> <tr> <td>K1191445</td> <td>Fit</td> </tr> <tr> <td>BB0367219</td> <td>Fit</td> </tr> <tr> <td>J0085306</td> <td>Fit</td> </tr> </tbody> </table>	ID No	Date of Medical check up	Result	Estate	N7509997	18-19/2/17	Fit	SE	M6806638	Fit	M2073597	Fit	AD0266106	16/4/17	Fit	DDE	K1191445	Fit	BB0367219	Fit	J0085306	Fit	Comply
ID No	Date of Medical check up	Result	Estate																						
N7509997	18-19/2/17	Fit	SE																						
M6806638		Fit																							
M2073597		Fit																							
AD0266106	16/4/17	Fit	DDE																						
K1191445		Fit																							
BB0367219		Fit																							
J0085306		Fit																							
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female pesticide operators at Sepang Estate only. However, based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.  At Dusun Durian Estate, monthly checkup was done on monthly basis. There is no female sprayers found pregnant. Last checkup was done on Feb 18 by Visiting OHD (HQ/17/DOC/00/00042. Sighted the monthly checkup records: <ol style="list-style-type: none"> <li>1. 800712XXXXXX</li> <li>2. 870207XXXXXX</li> <li>3. 670221XXXXXX</li> <li>4. 841215XXXXXX</li> </ol>	Comply																						

**Criterion 4.7:**  
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU8 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English.</p> <p><b><u>Annual &amp; Baseline Audiometric Testing</u></b></p> <p><b>EPOM</b> – Baseline &amp; annual audiometric testing completed on 04-05/01/17 by Specialist Mobile Safety Supplies Sdn Bhd, HQ/13/DOC/00/329. Total of 109 workers were sent for the annual testing. Results found that a total of 21 workers are with hearing impairment, 10 workers are with standard threshold shift and 12 workers are with no test required.</p> <p>Annual test report (2<sup>nd</sup> test) conducted on 09 &amp; 23/03/2017 by Specialist Mobile Safety Supplies Sdn Bhd, HQ/13/DOC/00/330. Total of 09 workers were sent for the testing. Results found that a total of 05 workers are with hearing impairment, 06 workers are with standard threshold shift and 01 workers are with no test required.</p> <p><b><u>Chemical Health Risk Assessment (CHRA)</u></b></p> <p><b>EPOM</b> - CHRA conducted on 19/11/2014 by registered assessor JKKP HIE 127/171-2(129). Based on the CHRA, a total of 12 findings/recommendations reported.</p> <p><b>Sepang Estate</b> - CHRA conducted on 22/09/2015 by registered assessor JKKP HIE 127/171-2(353). Based on the CHRA, a total of 08 findings/recommendations reported.</p> <p><b>Dusun Durian Estate</b> - CHRA conducted on 06/07/2015 by registered assessor JKKP HIE 127/171-2(353). Based on the CHRA, a total of 08 findings/recommendations reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><b><u>Chemical Exposure Monitoring</u></b></p> <p><b>EPOM</b> - The chemical exposure monitoring was conducted on 03/01/17 by JKKP HIE 127/171-3/1(20) for the laboratory was observed. The chemical exposure monitoring carried out at SOU8, n-Hexane exposure level to the personnel and area was below the PEL listed in Schedule I and the IPA monitored on the laboratory staff has complied to USECHH Regulations 2000.</p> <p><b><u>LEV inspection and testing</u></b></p> <p><b>EPOM</b> - LEV inspection and testing was conducted on 03/11/2017 by registered assessor JKKP HIE 127/171-3/2(23). The LEV systems installed met the minimum required face velocity and duct transport velocity along the ducting and hoods.</p> <p><b><u>Contractors Management</u></b></p> <p><b>EPOM</b> - Permit to Work (PTW) has been implemented for internal and external works involving confined space,</p>	<p>Comply</p>

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>hot work, working at height, LOTO. Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented.</p> <p>SOU8 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. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p><b>EPOM</b> - HIRARC was reviewed on 22/09/17 and approved by the Manager. Mill activities was identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities.</p> <p>Revision made on sterilizer activities due to accident reported.</p> <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p><b>Sepang Estate</b> - HIRARC was reviewed on 27/10/2017 and approved by the Manager. Revision done for harvesting activities involving cutting FFB and stacking fronds due to accident reported.</p> <p><b>Dusun Durian Estate</b> - HIRARC was reviewed on 26/01/2018 and approved by the Manager. Revision done for road, bridges and culverts on road grading and harvesting on cutting FFB and fronds due to accident reported.</p>	<p>Comply</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. - Minor compliance -</p>	<p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <ol style="list-style-type: none"> <li>1. Sime Darby Plantation SOU8 East Oil Mill Training Plan Financial Year 2017-2018 was established and approved.</li> <li>2. Sime Plantations Sdn Bhd – Training Matrix Sepang Estate was established and approved by the Manager.</li> <li>3. Environment, Safety &amp; Health Program Dusun Durian Estate FY 2017/2018 was established and approved by the Estate Manager.</li> </ol>	<p>Comply</p>

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	<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"> <li>i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff.</li> <li>ii. Field workers (sprayer, manure &amp; harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover.</li> </ul> <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. MSDS was placed at the chemical stores and is available. The person in charge understands the information written in MSDS.</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. - Major compliance -</p>	<p>SOU8 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><b>EPOM</b></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 29/01/2018 attended by 13 persons.</p> <p>The work place inspection conducted on 27/01/2018 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2017/2018</u></p> <p>Chairman – En Mohd Azhar bin Md Zain (appointment letter dated 01/01/2015). Appointment letters for other OSH committee members dated 01/01/2015.</p> <p>OSH/EHS meeting: 29/01/2018, 30/10/2017 &amp; 28/07/2017.</p> <p><b>Sepang Estate</b></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 27/11/2017 attended by 19 persons.</p> <p>The work place inspection conducted on 06/11/2017 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p>	<p>Comply</p>

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	<p><u>OSH Committee Members for 2017/2018</u></p> <p>Chairman – En Kamarul Bahrin Noor Bin Sha’Arani (appointment letter dated 01/01/2017). Appointment letters for other OSH committee members dated 01/01/2017, 01/09/2017, 01/01/2018 &amp; 10/02/2018.</p> <p>OSH/EHS meeting: 27/11/2017, 13/09/2017, 18/05/2017 and 20/02/2017.</p> <p><b><u>Dusun Durian Estate</u></b></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 25/01/2018 attended by 28 persons.</p> <p>The work place inspection conducted on 18/01/2018 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2017/2018</u></p> <p>Chairman – Tuan Ahmad Sharifudin bin Zakaria (appointment letter dated 05/06/2017). Appointment letters for other OSH committee members dated 01/07/2017.</p> <p>OSH/EHS meeting: 25/01/2018, 31/10/2017, 27/07/2017 and 28/04/2017.</p>	
<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to employees, contractors and visitors.</p> <ol style="list-style-type: none"> <li><b>EPOM</b> - Fire evacuation drill was last conducted on 14/10/2017 to test the state of readiness during emergency situation.</li> <li><b>Sepang Estate</b> - Fire evacuation drill was last conducted on 20/02/2018 to test the state of readiness during emergency situation.</li> <li><b>Dusun Durian Estate</b> - Fire evacuation drill was last conducted on 13-14/02/2018 to test the state of readiness during emergency situation.</li> </ol> <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> <li>Training for First Aid is conducted in annually. Sufficient first aiders trained.</li> <li>First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition.</li> <li>Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date.</li> </ol>

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	<p>4. Portable emergency eye wash facility available at chemical store and laboratory. Both are in good working condition.</p> <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p><b>EPOM</b></p> <p>05 accidents reported. JKPP 8 was sent to DOSH on 17/01/2018.</p> <p>DOSH visits (16/01/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><b>Sepang Estate</b></p> <p>06 accidents reported. JKPP 8 was sent to DOSH on 16/01/18.</p> <p>DOSH visits (25/01/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><b>Dusun Durian Estate</b></p> <p>05 accidents reported. JKPP 8 was sent to DOSH on 23/01/18.</p> <p>DOSH visits (05/10/2017) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p>																			
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance –</p> <p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for <b>January 2018</b>.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1" data-bbox="668 1509 1206 1957"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (MG137449)</td> <td>25/09/2017 – 24/03/2019</td> <td>EPOM</td> </tr> <tr> <td>RHB Insurance (MG133148)</td> <td>22/09/2017 – 21/03/2019</td> <td>EPOM</td> </tr> <tr> <td>RHB Insurance (MG076944)</td> <td>08/10/2016 – 07/04/2018</td> <td>Sepang Estate</td> </tr> <tr> <td>RHB Insurance (MG077675)</td> <td>09/09/2016 – 08/03/2018</td> <td>Sepang Estate</td> </tr> <tr> <td>RHB Insurance (MW126490)</td> <td>06/03/2017 – 05/03/2018</td> <td>Dusun Durian Estate</td> </tr> </tbody> </table>	Insurance	Period	Remark	RHB Insurance (MG137449)	25/09/2017 – 24/03/2019	EPOM	RHB Insurance (MG133148)	22/09/2017 – 21/03/2019	EPOM	RHB Insurance (MG076944)	08/10/2016 – 07/04/2018	Sepang Estate	RHB Insurance (MG077675)	09/09/2016 – 08/03/2018	Sepang Estate	RHB Insurance (MW126490)	06/03/2017 – 05/03/2018	Dusun Durian Estate	Comply
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Criterion / Indicator		Assessment Findings			Compliance												
		RHB Insurance (MW116165)	25/03/2017 – 24/03/2018	Dusun Durian Estate													
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year to-date</th> <th>EPOM</th> <th>Sepang Estate</th> <th>Dusun Durian Estate</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>2 (LTA 2)</td> <td>1 (LTA 7)</td> <td>3 (LTA 74)</td> </tr> <tr> <td>2017</td> <td>5 (LTA 42)</td> <td>6 (LTA 29)</td> <td>5 (LTA 130)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p><b>EPOM</b> recorded LTI as at January 2018 – 456,480.</p> <p><b>Sepang Estate</b> recorded LTI as at January 2018 – 7,260,120.</p> <p><b>Dusun Durian Estate</b> recorded LTI as at January 2018 – 624,000.</p>			Year to-date	EPOM	Sepang Estate	Dusun Durian Estate	2016	2 (LTA 2)	1 (LTA 7)	3 (LTA 74)	2017	5 (LTA 42)	6 (LTA 29)	5 (LTA 130)	Comply
Year to-date	EPOM	Sepang Estate	Dusun Durian Estate														
2016	2 (LTA 2)	1 (LTA 7)	3 (LTA 74)														
2017	5 (LTA 42)	6 (LTA 29)	5 (LTA 130)														
<p><b>Criterion 4.8:</b> All staff, workers, smallholders and contract workers are appropriately trained.</p>																	
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	<p>SOU8 has established an annual training program that covers all aspects of the RSPO Principles and Criteria. The training need analysis and program was made available for verification at all visited sites.</p> <p><b>EPOM</b> – Training Plan FY2017/2018. Implementation is still on-going. 32 training needs/requirements identified for various categories of operating units.</p> <p><b>Sepang Estate</b> – Training Matrix FY2017/2018. Implementation is still on-going. Total of 34 training needs/requirements identified for various categories of operating units.</p> <p><b>Dusun Durian Estate</b> – Training Plan 2017/2018. Implementation is still on-going. 15 training needs/requirements identified for various categories of operating unit.</p>			Comply												
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&amp;C requirement.</p> <p>Samples of training record for 2017/18 as follows:</p> <p><b>EPOM</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>09/02/18</td> <td>Hearing Conservation Training</td> <td>PSQM</td> </tr> </tbody> </table>			Date	Training	Trainer	09/02/18	Hearing Conservation Training	PSQM	Comply						
Date	Training	Trainer															
09/02/18	Hearing Conservation Training	PSQM															

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		03/11/17	MSPO + RSPO Training	PSQM	
		31/10/17	Legal Training	PSQM	
		23/10/17	Townhall Safety Awareness (Mill+Road+Home)	PSQM	
		27/09/17	Handling of Chemical + Scheduled Waste	Ast. Mger	
		<b><u>Sepang Estate</u></b>			
		<b>Date</b>	<b>Training</b>	<b>Trainer</b>	
		09/02/18	Tractor Driving Training	Sr. Ast. Mger	
		19/01/18	First Aid Training	Sr. Ast. Mger	
		03/01/18	Spray Pam Handling Training	Supplier	
		10/08/17	RSPO Understanding, SIME Card Implementation & OSH Committee Training	PSQM	
		09/03/17	Mechanical Buffalo Training	Ast. Mger	
		15/02/17	SDP Safety & Health Townhall 4.0	PSQM	
		17/8/17	IPM Bagworms and Rats	R&D	
		<b><u>Dusun Durian Estate</u></b>			
		<b>Date</b>	<b>Training</b>	<b>Trainer</b>	
		20/09/17	Refresher training on Bagworm Management in Oil Palm Plantation	Ast. Mger	
		18/07/17	Rat Baiting Training	Ast. Mger	
		04/07/17	Inter pump Training and Pump Maintenance	Ast. Mger	
		21/02/17	Manuring Training and PPE	Ast. Mger	
		12/01/17	Chemical Spillage TG-12	Ast. Mger	



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		17/8/17	IPM Bagworms and Rats	R&D	
<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>					
<b>Criterion 5.1:</b> Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.					
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>SOU8 Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> <li>Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register</li> <li>Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI</li> <li>Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE</li> </ul>			Comply
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 -	<p>There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.</p> <p>However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and assistant managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p> <p>Review of aspect and impact register were done as following:</p> <p><b>EPOM</b> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 27/12/2017. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p>			Comply

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	<p><b>Sepang Estate</b> Environment Aspect and Impact Identification for Sepang Estate FY2017/18 was reviewed on 01/07/2017. No any changes identified to the environmental aspects and impacts.</p> <p><b>Dusun Durian Estate</b> Environment Aspect and Impact Identification for Dusun Durian Estate FY2017/18 was reviewed on 05/07/2017. No any changes identified to the environmental aspects and impacts.</p>	
<p>5.1.3</p>	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p> <p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> <li>• Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP583/2017 dated 30/10/2017 for sample taken on 11/10/2017 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&amp;G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge &lt;5000mg/L were met as well as all parameters that were within allowable limit.</li> <li>• Quarterly return via Online Environmental Reporting (OER) and monthly effluent analysis. The latest 4th quarter (31/152/000/308) 01 Oct – 31 Dec 2017, submitted on 08/01/2018.</li> <li>• Boiler stack sampling records: Air Emission Monitoring (Chimney 2) on 13/11/2017 by UiTM – A&amp;A Laboratory (SAMM084) of A&amp;A Scientific Resources Sdn Bhd (Report ref. #5100/2017-10; dated 13/11/2017). Result in certificate of analysis #CN 1119-2017 shown the stack emissions are within limit at 0.08 g/Nm<sup>3</sup> for particulates and 0.167 g/Nm<sup>3</sup> corrected at 12% CO<sub>2</sub>.</li> <li>• Online scheduled waste inventory &amp; consignment (file ref. no. 31/152/000/308; Inventory no. 1002B454130122018) – updated as of 09/02/2018 where the quantity and storage period were within allowable limit.</li> </ul>	<p>Comply</p>

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		<p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, and issue no. 1, dated 1 October 2008.</p> <p>An environmental performance indicator monitoring master list has been established to monitor the effectiveness of the mitigation measures and being used for annual review.</p>	
<p><b>Criterion 5.2:</b>            The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).            - Major compliance -</p>	<p>Re-assessment of HCV was conducted by Sustainability Department (Social &amp; Environment Projects Unit) on February 2015. The assessment incorporating SOU8 East, SOU9 West and SOU9A Sepang. In summary, the areas covered within these SOU landholdings in this report are 17,711.16 hectare and the HCV area presence are 277.57 ha (HCV4 &amp; HCV6).</p> <p>The assessment concluded with recommendations that incorporated basic conservation planning principles for consideration into management regimes of preserving the HCV and conservation areas. The proposed management and monitoring for HCVA possible threats also recorded.</p> <p>For Sepang Estate and Dusun Durian Estate, there only has HCV 1 (water catchment and nursery pond).</p>	Comply
5.2.2	<p>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 -</p>	<p>No RTE was identified within the planted or surrounding village area based on the HCV assessment report dated February 2015.</p> <p>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented.</p> <p>Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited (Dusun Durian estate and Sepang estate) found to have been satisfactorily maintained.</p>	Comply
5.2.3	<p>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,</p>	<p>Training related to HCV was conducted accordingly. At Sepang Estate and Dusun Durian Estate, the training was conducted on 4/10/17.</p>	Comply

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	harm, collect or kill these species. - Minor compliance -		
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 -	HCV management plan FY16/17 objectives & program Sepang estate and Dusun Durian Estate. The scope includes the water catchment area, awareness programme on HCV and RTE. Verification were also made during on-site assessment and found to be satisfactory. However, there is no RTE species found at both estate visited.	Comply
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There are no HCV set-asides for local communities identified in all the estates.	Comply
<b>Criterion 5.3:</b>			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.  Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.  Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.  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. <b>EPOM</b> Scheduled waste for KKS East through Kualiti Alam Sdn Bhd:- 1. 12/12/17 consignment #2017121212MNQC24 for SW322. 2. 12/12/17 consignment #20171212194GVMJ for SW409.  <b>Sepang Estate</b> Record of medical waste disposal shown latest disposal was done on 30/11/17 through Kualiti Alam Sdn Bhd serial #0185981.	Comply

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	<p>Recycling of empty chemical/pesticide containers for Sepang Estate through SS Setia Teknologi Enterprise. Sighted document dated 19/02/18 receipt#: 1012 for chemical containers.</p> <p><b>Dusun Durian Estate</b> Record of clinical waste and sharp waste disposal shown latest disposal was done on 08/11/17 through VMO Dr Joginder Singh Sidhu. Sighted service agreement (KA/CW/QUO(TTP)/abm/2017/0047 dated 04/08/17, appointing Kualiti Alam Sdn Bhd for the transportation, treatment &amp; disposal of clinical waste for estate.</p> <p>Scheduled waste for Dusun Durian Estate through Malik Family Resources Technology Sdn Bhd (JPBT/KPLTPBT/16/003173) license# 003173. Sighted consignment #20170622173U80S7 dated 22/06/17 for SW305.</p> <p>Recycling of empty chemical/pesticide container for Dusun Durian Estate through SS Setia Teknologi Enterprise. Sighted document dated 20/11/17 receipt#: 0832 for chemical containers.</p>	
5.3.2	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	Comply
5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	Minor Non-compliance

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		<p>During the site visit it was found that:</p> <ol style="list-style-type: none"> <li>1. Spillage of lubricants at the workshop lubricant storage area.</li> <li>2. There is no bund to block any spillage from going out in case of accidental spillage at the workshop lubricant storage.</li> <li>3. Traces of oil inside the drain at the workshop.</li> </ol> <p>Waste and pollutants was identified but implementation to avoid or reduce pollution is lacking. Hence, minor NC raised.</p>	
<p><b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
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. - 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. 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 boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively.</p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available as following:</p> <ul style="list-style-type: none"> <li>• Mill diesel usage: 0.25 lt/FFB</li> <li>• TNB consumption: 16.11 kWh/mt FFB</li> <li>• Turbine: 24.26 kWh/mt FFB</li> </ul> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends. Domestic electricity was supplied by TNB while diesel was used for vehicles and machineries.</p> <p><b><u>Sepang Estate</u></b></p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the esttel were available as following:</p> <ul style="list-style-type: none"> <li>• Diesel baseline average: 1.49 lt/FFB</li> <li>• Electricity baseline average: 15.17 kWh/mt FFB</li> </ul> <p><b><u>Dusun Durian Estate</u></b></p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the esttel were available as following:</p>	Comply

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		<ul style="list-style-type: none"> <li>• Diesel baseline average: 1.72 lt/FFB</li> <li>• Electricity baseline average: 8.15 kWh/mt FFB</li> </ul>	
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	During field assessment at immature area at both estates, no mark of burning was observed. The oil palm was felled and chips and the remaining was still able to be observed at the field.	Comply
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 -	During field assessment at immature area at both estates, no mark of burning was observed. The oil palm was felled and chips and the remaining was still able to be observed at the field.	Comply
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
<i>Preamble</i>	<i>Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.</i>  <i>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i>		
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 -	Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment in line with Sime Darby Plantation Carbon Policy – to reduce carbon emissions by 40% from 2009 levels by year 2020 signed by MD on January 2015.	Comply
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH4) emission through POME treatment as well as boiler stack from the mill.  Other less significant GHG emissions identified including COx, SOx and NOx from various sources including fossil fuel, chemical and fertilizer consumptions mainly from estates activities.  Implementation and monitoring of GHG emissions is carried out and submitted to RSPO.	Comply
5.6.3	A monitoring system shall be in place, with regular reporting	Monitoring of the GHG quantity was done through its licensed GHG calculator, "SD-Global Plantation Carbon	Comply



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<p>on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -</p>	<p>Inventory Calculation Methodology calculator” where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including IPCC. These calculations were reported to RSPO-ERWG for confirmation of acceptance of calculation method. The GHG calculations were done separately between the mill and estates using latest PalmGHG calculator version 3.</p>		
<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b></p>			
<p><b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -</p>	<p>Social Impact Assessment (SIA) was conducted on five yearly basis by Social &amp; Environment Projects Unit, Sustainability Department (PSQM) on 24th March-26<sup>th</sup> March 2014 &amp; 23rd May 2014. The SIA incorporating East Palm oil mill, East estate, Dusun Durian estate and Sepang estate.</p> <p>Attended representatives available from local government agencies, local communities, service providers, and neighbouring estates. Findings, issues and suggestion in respective area were recorded in the report.</p>	Comply
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -</p>	<p>The participation of both internal and external stakeholders which was evident with the list of participants recorded in the attendance list. Minutes of meetings as appended to the SIA Report were maintained as records.</p> <p>Reviewed list of stakeholders that included government bodies, union representatives, gender committee, group associated stakeholders, clinic, management staff and workers including representative of migrant workers such as Indonesians, Bangladeshis, Indians, Contractors/suppliers and government clinic staff.</p> <p>East Mill stakeholder meeting was done on 12/10/17 attended by 13 people. At Dusun Durian Estate, last stakeholder meeting was done on 20/1/17 attended by 24 people. Sepang Estate stakeholder was done on 20/2/2018 attended by 19 people.</p> <p>Interviewed with the contractor and local communities confirmed that they had attended the stakeholder meeting.</p>	Comply
6.1.3	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive</p>	<p>Social impact assessment- action plan FY17/18 has been developed based on the complaints as well as the</p>	Comply



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	<p>ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>stakeholder meeting. The action plan incorporated issue, action plan, status and date.</p> <p>In East POM, the issues such as housing condition of workers (poor), road access condition, pollution, complaint &amp; grievance.</p> <p>In Dusun Durian estate, the issues such as working condition, overtime limit monitoring, issues related with stakeholders and line site/workers quarters.</p> <p>In Sepang estate, the village head of Tanjung Mas requested for help in plants prun in village road and informing about trespasser enter the estate road without permission.</p>	
6.1.4	<p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance -</p>	<p>The SIA action/management plan is reviewed annually. In East POM, Sepang estate and Dusun Durian estate, the action plan was sighted and the last review was conducted on for FY17/18 available during site.</p>	Comply
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>Not applicable as no scheme smallholder in this management unit.</p>	Comply
<p><b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>SOU8 engage in communication with local communities and interested parties. Documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 was established and available. The communication procedure is as per Sime Darby's group communication policy which shows flow chart of the procedure.</p> <p>This was confirmed during interview with the local community representative and village head.</p>	Comply
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>Mill and Estate Assistant Manager have been appointed as responsible person for communication and consultation with the affected parties. In East POM, the appointment letter dated 01.10.16 (Nurul Atikah, Asst. Manager) sighted. Sepang estate, the appointment letter for person in charge for social issues to Assistant Manager-Ladang Sepang signed on 1 July 2017 sighted during onsite while for Dusun Durian Estate is Estate</p>	Comply

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		Manager, (Ahmad Sharifudin) as per letter dated 05.06.17.	
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	East POM and its' supply base has updated stakeholders list and stakeholder meeting and communication records. a. For East POM, list of stakeholder 2017/2018 as at Oct 2017 incorporating local government authority, villages, supplier, contractor Stakeholder's meeting was conducted on 12/10/17 attended by 13 people. b. Stakeholder meeting minutes of Dusun Durian estate dated 20/01/17 attended by 24 people. During the meeting, the issues discussed were request to have spraying activities behind the school building, request for open the building gate for R&D workers during peak time. c. In Sepang estate, the stakeholder meeting conducted on 22 Feb 2018.	Comply
<b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Sime Darby has an established and documented system for dealing with complaints and grievances. Record shows that "Complaints Book" in all estates visited are still active in recording complaints/requests made by employees and other stakeholders.  Over the past 12 months, entries made were mainly on minor repairs needed to the road conditions, outsider riding motorcycle fast in line site area, outsider's loitering around line site, housing facilities repairs. which were verified to be attended to in a timely manner.  In Sepang Estate, there is Linesite Upkeep & Details (Divisional basis) updated for the complaints mainly regarding housing maintenance available during the audit.  In Dusun Durian Estate, the complaint books recorded the complaints mainly on housing repairs.	Comply
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	Complaints and grievances are handled by respective responsible persons. Outcomes from the actions taken are recorded in different manners, e.g. meeting minutes, verifications by person who made complaints and payment vouchers to contractors after completion the jobs.  Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through Minutes or in Complaints Book Log.	Comply

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		Example seen in Sepang Estate, the complaints made by Sahid (House NO 37A) on 2.2.18 for house leakage and completed on 4.2.18.	
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established-titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Comply
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	Procedure for handling land disputes to identify legal, customary rights and people entitled to compensation has been established dated 01 Nov 2008.	Comply
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Comply
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Documentation of pay and conditions such as pay slips shows gross pay, net pay, leave, medical leave pay are maintained by the company. Samples taken for Jun 2017, Nov 2017 and Jan 2018 pay slips:  <u>East POM:</u> a. Worker no: 134316 b. Worker no: 77300 c. Worker no: 85294 d. Worker no: 124946  <u>East estate:</u>	Comply

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	<p>a. Worker no: 93399 b. Worker no: 97153 c. Worker no: 108241 d. Worker no: 133636 e. Worker no: 133434</p> <p><u>Sepang estate:</u> a. Worker no: 62127 b. Worker no: 89444 c. Worker no: 137393 d. Worker no: 137791</p> <p>For the implementation of minimum wage order 2016 (revised to RM 1,000), an email already circulated from HR department regarding the revised basic rate which takes effect 1st July 2016.</p>		
6.5.2	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>The mill and estates have employed local and foreign workers under direct and contract employment. Employment contract are available in language that understood by workers. The contract has detailing the payments and employment conditions such as period of working, working hour, medical assistance, holiday and annual leave, period of notice. The contract was signed by the workers and sampled contracts as below:</p> <p><u>East POM:</u> a. Worker no: 134316 b. Worker no: 77300 c. Worker no: 85294 d. Worker no: 124946</p> <p><u>East estate:</u> a. Worker no: 93399 b. Worker no: 97153 c. Worker no: 108241 d. Worker no: 133636 e. Worker no: 133434</p> <p><u>Sepang estate:</u> a. Worker no: 62127 b. Worker no: 89444 c. Worker no: 137393 d. Worker no: 137791</p> <p>During interviewed, confirmed there is no discrimination in terms of implementation such as water supply, electricity deduction, medical and other benefits as per their employment contract.</p>	Comply
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</p>	<p>Mill and estates provide adequate housing to their employees and meets the government standard. All the houses are provided with water and electricity supply and the local water department-SYABAS was responsible for the clean water supply and appointed contractors were responsible for the cleaning of septic areas.</p>	Comply

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	such public facilities are available or accessible. - Minor compliance –	In East mill, extra water tank were provided to the household due to the water disruption from local water department- SYABAS.  Beside the housing, the company is also provide other facilities such as worshipping places, children nursery(NEST Nursery for Estate Toddlers), clinics, sports facilities and community hall.	
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Food for the staff and workers (incl. foreign workers) provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the former estates workers or family members. Workers also will purchase food from the nearby market as Carey Island is near to Teluk Panglima Garang Town for East POM, Sepang town for Sepang Estate and Bandar Banting is for Dusun Durian Estate.	Comply
<b>Criterion 6.6:</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	The company has developed Social Policy dated January 2015 signed by Managing Director stated the employees have freedom of association. The employees are freely choose to join workers union.	Comply
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	The Union has also held meetings with the Management in cases where the matters discussed and actions taken could not resolve the issues concerned at estate or mill level. The minutes for each of the meetings held to discuss internal issues by union or worker representatives and the estate management were available during the audit.  East POM: 13.10.2017 for Union Committee Members Meeting attended by 10 people discussed topic such as safety, school bus condition, housing issues, bad road condition.  Sepang Estate: 30.12.16-Minutes of Meeting Bersama Kesatuan Pekerja attended by 14 people discussed the topics such as appointed person from foreign worker, overtime.  Dusun Durian Estate: 26.01.18-Minit Mesyuarat Bersama Wakil Pekerja Ladang Dusun Durian attended by 7 people discussed about temple deduction in pay slip, agreement for housing occupancy and others.	
<b>Criterion 6.7:</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Reviewed inspection of employee contract agreement and list of registration confirmed that those employed are as per company policy on minimum age. The minimum working age is 18 and above. During field visit	Comply

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		and consultation with stakeholders confirm that there is no child labour at any of the operation sites.	
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	Social & Humanity Management Policy dated January 2015 is available and displayed at the office which is accessible by the relevant parties.	Comply
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	There is no any discrimination based on religion, gender, nationality. during their recruitment. Amenities provided to all the workers without any discrimination. There are OSH committee, Gender committee and stakeholder meeting as a channel for all the stakeholders to complaint if any. No grievances were highlighted to the audit team by internal and external stakeholders.  Sighted the request and confirmation been discussed through the meeting such as: <ul style="list-style-type: none"> <li>• Bonus for festival</li> <li>• Orang Asli Settlement – Inform about broken stream barrier hence the monitor lizard crossed the tar road and cause accident.</li> </ul> The FFB transporter used tar road which cause risk to their safety.	Comply
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	There is no any discrimination based on religion, gender, nationality during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary.	Comply
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	A statement to prevent sexual harassment and violence is documented in the Sime Darby Plantation Social Policy and Gender Policy. A woman representative (internal staff) has been appointed at every sight for gender committee in representing each operating units and work category that involve female workers. The sexual harassment training been conducted on 12/01/2018 through Gender Committee Meeting for East POM, for Sepang Estate on 12/10/2017 in Gender-Sexual Harrassment, Social Policy, Reproductive Rights & Procedure Handling Social Issues to all 18 people and for Dusun Durian Estate, the sexual harassment issues was discussed through Gender meeting on 17/01/17.  The topics discussed are: <ul style="list-style-type: none"> <li>• Hak-hak Wanita</li> <li>• Kesehatan Reproducttif</li> </ul>	Comply

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		<ul style="list-style-type: none"> <li>• Gangguan Sexual</li> <li>• Discrimination between man and women</li> </ul>	
6.9.2	<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>Gender policy dated January 2015 signed by Managing Director is available and displayed at the office compound. Social &amp; Humanity Management Policy dated January 2015 described the management protects women reproductive rights. The training been conducted on 12/01/2018 attended by 23 people through Gender Committee Meeting for East POM, for Sepang Estate on 12/10/2017 in Gender-Sexual Harrassment, Social Policy, Reproductive Rights &amp; Procedure Handling Social Issues to all 18 people and for Dusun Durian Estate, the reproductive right issues was discussed through Gender meeting on 17/01/17.</p> <p>The topics discussed are:</p> <ul style="list-style-type: none"> <li>• Hak-hak Wanita</li> <li>• Kesehatan Reproductif</li> <li>• Gangguan Sexual</li> <li>• Discrimination between man and women</li> </ul>	Comply
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>The company has developed specific grievance mechanism on sexual harassment and violence. Female workers interview confirmed understanding of the mechanism and no issue was raised during the audit. The meeting minutes at all 3 sites visited shows that there were no harassment issue that was raised for year 2017-February 2018.</p> <p>As for Sepang estate, the last meeting was done on 09 Feb 18. In 2017, the meeting was conducted on 15/12/17, 13/10/17, 18/08/17, 19/05/17 and 04/02/17. In Dusun Durian Estate, the gender meeting was conducted quarterly on 22/11/17, 21/08/17, 29/03/17 and 17/01/17.</p> <p>In East POM, the latest gender committee meeting was held on 12/01/18 while previously in 2017, the meeting was conducted once a year which on 10/10/17. This is not follow the Gender Committee Handbook 1<sup>st</sup> Edition by Plantation Sustainability &amp; Quality Management (PSQM) Department 2014 which should be done once in every 3 months (quarterly). Hence, Minor NC was raised.</p>	Minor Non-compliance
<b>Criterion 6.10:</b>			
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	East palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Comply
6.10.2	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are</p>	East palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Comply



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	under the control of the mill or plantation). - Major compliance -		
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Evidence available through the sampled agreement which has been signed appropriately between the mill and contractor. Since growers are from Sime Darby group, further sampled on the contractors agreement as below:  East POM: Contract form, doc. No: 4300381603, date: 28.07.17, amount: RM 3,XX0. Sepang Estate: Contract form, doc. No: 4300407835, date: 2.2.18, amount: RM 3X,XXX.06.  Dusun Durian Estate: Agreement between Transportation of FFB in Peninsular Malaysia (Tiong Ying Enterprise Sdn Bhd) and SDP Sdn Bhd. Validity is for 2 years from 01/09/16 until 31/08/18. Amount agreed as per Annexure 2-Schedule of Transportation Rates to Main Oil Mills. Contract form: 4300406925, Doc Date: 01.02.18.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Review on payment records found all payment was made in timely manner for all contractors as well as other vendors.  This was further verified during interviews with the respective stakeholders that were contractors, replanters, transportations, spare-parts, hardware.  Evidence was obtained during the review; At Mill (Payment Voucher): Vendor ID: 9001017827 Company Code: V501 Name: Sugunesh Enterprise Amount: RM 3,XX0  Sepang Estate: Vendor ID: 9001000216 Company Code: 210006732 Name: Muniandy Engineering Works Amount: RM 3X,XXX.06.  Dusun Durian Estate: Doc No: 4300406925 Doc Date: 01.02.18 Name: Tiong Ying Enterprise Sdn Bh Amount: RM 1X,XXX.91	Comply
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	The Estates and Mill make donations to local communities for their places of worship, local schools, events. These contributions are considered appropriate for the socioeconomic setting and resulted from the yearly stakeholder meetings results / as and when there is a need. Records being sighted during site visit.	Comply



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Criterion / Indicator		Assessment Findings	Compliance
		<p>In East POM, there is Corporate Social Responsibility Report –East Oil Mill record and the activities as below:</p> <ol style="list-style-type: none"> <li>1. Town hall on Safety Awareness (23/10/17)</li> <li>2. Family Day at Port Dickson beach (04/11/17)</li> <li>3. Annual Mill Prayer for Safety (10/12/17)</li> <li>4. Tour and Sightseeing at Malacca (27/01/18)</li> </ol> <p>In Sepang Estate, the request made as below:</p> <ol style="list-style-type: none"> <li>1. Ponggal Day Year 2018 from NUPW Sg Limau Division &amp; Main Division (04/01/18)</li> <li>2. Donation for Education Fund (08/11/17)</li> <li>3. Donation for Graduation Day &amp; Majlis Khatam Al-Quran (08/11/17)</li> </ol> <p>In Dusun Durian Estate, the request made as below:</p> <ol style="list-style-type: none"> <li>1. Bus subsidy for school children at Telok Datok Division (Jan-Nov 17)</li> <li>2. Bus subsidy for foreign worker at Telok Datok Division for Jumaat Prayer</li> </ol> <p>Consolation payment and expenditure during iftar (11/05/17).</p>	
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 –	Not applicable as no scheme smallholder available in this SOU8 management unit.	Comply
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Comply
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted. This was confirmed through inspection of employment contract and interview with workers during line site visit.	Comply
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	<p>SDPB has implemented a Sime Darby’s Human Rights Charter on 13/1/2017, version 3.0 where they committed as below:</p> <ol style="list-style-type: none"> <li>a. Providing equal opportunity</li> <li>b. Respecting freedom of association</li> <li>c. Eradicating any form of exploitation</li> <li>d. Ensuring favourable working conditions</li> <li>e. Enhancing Safety and Health</li> </ol> <p>No contract substitution was noted. This was confirmed through inspection of employment contract and interview with workers.</p>	Comply
<b>Criterion 6.13:</b> Growers and millers respect human rights.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.13.1</p> <p>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 -</p>	<p>The Social and Humanity management policy dated January 2015 covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.</p> <p>In East POM, the human right was conducted through the induction training to new workers on 22/11/17 to all 10 people.</p> <p>In Sepang Estate, the human right training was conducted together with foreign worker induction, culturization Malaysia, laws in Malaysia and contract employment on 16.01.18 to 6 people.</p> <p>In Dusun Durian Estate, the human right training was communicated through Induction Training for new worker, which was conducted on 23/12/17 (2 new workers) &amp; 14/10/17 (3 workers).</p>	<p>Comply</p>
<p>6.13.2</p> <p>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.</p>	<p>Not applicable.</p>	<p>Comply</p>

**Principle 7: Responsible development of new plantings**

**East Palm Oil Mill** Certification Unit and supply base did not carry out any new plantings or conversion after last assessment. Therefore, Principle 7 is not applicable during this assessment. The immature areas are replanted area.

**Principle 8: Commitment to continual improvement in key areas of activity**

**Criterion 8.1:**

**Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.**

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>- Major compliance -</p>	<p>Initiative on KAIZEN project at East POM, Sepang Estate and Dusun Durian Estae showed commitment towards continual improvement to improve plant safety and process performance. Sample continuous improvement project:</p> <ol style="list-style-type: none"> <li>1. Kaizen Charter – Title: To reduce cost of purchasing G-bag for loose fruits collection from RM 7,161.00 to RM 0.00 by 10/03/2017.</li> <li>2. Kaizen Charter – Title: To reduce cost of purchasing 2ft culvert material for culvert installation at Replanting Field PR 2017A and PR 2017B from RM 1,885.92 to RM 0.00 by 10/03/2017.</li> <li>3. Kaizen Charter – Title: To reduce cost of purchasing material from construction of Agriculture Implement and Trailer Shade from Rm 6,226.38 to RM 0.00 by 10/03/2017.</li> <li>4. Kaizen Charter – Title: To reduce usage of A4 paper from average of 16 reams/month to average of 13 reams/month by 10/03/2017.</li> <li>5. Kaizen Charter – Title: To reduce cost of fogging from RM 8,160.00/year to RM 620.00/year by 10/03/2017.</li> <li>6. Kaizen Charter – Title: To reduce usage of Piriton (flue medicine) from 10pcs/treatment to 5pcs/treatment.</li> </ol>	<p>Comply</p>

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**Appendix B: Approved Time Bound Plan**
**SDP- RSPO Certification Status for Malaysia Operations**

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

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

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31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	N.A

**Legends**

Certification  
Withdrawal

NA - NOT  
APPLICABLE

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

**SDP- RSPO Certification Status for Indonesia Operations**

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

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10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU-RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	N.A
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	N.A
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	N.A

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25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	N.A
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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 East POM and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against



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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 East POM and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.14
PKO	1.14

Extraction	%
OER	20.92
KER	4.11

Production	t/yr
FFB Process	163,764.76
CPO Produced	34,260.19
PKO Produced	6,735.02

Land Use	Ha
OP Planted Area	26,337.68
OP Planted on peat	144.68
Conservation (forested)	0
Conservation (non-forested)	0
<b>Total</b>	<b>26,482.36</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	52,853.48	0.4	795.54	0.38	0	0	53,649.02	0.78
CO <sub>2</sub> Emission from fertilizer	5,754.00	0.04	65.95	0.04	0	0	5,819.95	0.08
NO <sub>2</sub> Emmision	6,223.51	0.04	51.60	0.03	0	0	6,275.11	0.07
Fuel Consumption	674.49	0.01	10.73	0	0	0	685.22	0.01
Peat Oxidation	5,411.88	0.03	0.32	0	0	0	5,412.20	0.32
<b>Sink</b>								
Crop Sequestration	-50,089.68	-0.38	-752.09	-0.36	0	0	-50,841.77	-0.74
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20,827.68</b>	<b>0.14</b>	<b>172.05</b>	<b>0.09</b>	<b>0</b>	<b>0</b>	<b>20,999.73</b>	<b>0.23</b>

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
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<b>Emission</b>		
POME	24,137.74	0.15
Fuel Consumption	53.85	0
Grid Electricity Utilisation	1,629.74	0.01
<b>Credit</b>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>25,821.33</b>	<b>0.16</b>

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

<b>Emissions</b>	<b>tCO<sub>2</sub>e</b>
PK from own mill	7,692.14
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>0</b>

\*This mill has no kernel crusher operation.

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

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

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

<b>5.1 Applicability of the general chain of custody requirements for the supply chain</b>			
	<b>Requirement</b>	<b>Evidence</b>	<b>Compliance</b> (Yes / No or N/A) For any N/A raised,

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			justification is required.
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 (East Oil Mill: RSPO_PO100000097).	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.	East POM is not a trader or distributor.	Yes
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Sime darby Plantation Sdn Bhd held RSPO membership number: 1-0008-04-000-00 since 06 September 2004. Company has registered in PalmTrace system as follows: Members ID – East Oil Mill: RSPO_PO100000097 Licence valid until 18/05/2018 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 East Palm Oil Mill.	Yes
<b>5.2 Supply chain model</b>			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.  During the period of Feb 17-Jan 18, East Palm Oil Mill has received and processed FFB from own plantations/estate.  The module was IP module.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	East Palm Oil Mill was certified with Identity Preserved Module	Yes
<b>5.3. Documented Procedures</b>			

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5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.</p>	Yes
	<ul style="list-style-type: none"> <li>• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	<p>East Palm Oil Mill has prepared a dedicated records and Forms in relation to RSPO Supply Chain Certification.</p> <p>Sustainability training plan &amp; records for year 17/18 sighted available during the audit. The training was conducted on 12/02/2018. Interview with weighbridge operator found that she understand on the supply chain for palm oil mill.</p>	Yes
	<ul style="list-style-type: none"> <li>• Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</li> </ul>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>Assistant Manager has been appointed as person in charge for supply chain and can demonstrate awareness of the organization's procedure.</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered internal audit. However, the internal audit has yet to be conducted.</p>	Major Noncompliance
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>The internal audit has yet to be conducted at East POM. The written procedure, SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 was not adequately implemented.</p>	Major Noncompliance
<b>5.4. Purchasing and goods in</b>			
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"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> </ul>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p><b>Dusun Durian Estate</b></p>	Major Noncompliance

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<ul style="list-style-type: none"> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt No RSPO certificate number</p> <p><b>Sepang Estate</b> Code : E-123, date: 8/11/17, Consignment note# 004509, Field :12B, Tonnage:9.18mt No RSPO certificate number</p> <p><b>East Estate</b> Code : E-153, date: 8/11/17, Consignment note# 371975, Field :12B, Tonnage:9.68mt No RSPO certificate number</p> <p>East Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group samped as following:</p> <p><b>SOU 15 (Sengkang Estate)</b> Code : E-257, date: 30/11/17, Consignment note# 25736, Field :01H, Tonnage:29.91mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Sua Betong Estate)</b> Code : E-258, date: 28/11/17, Consignment note# 37061, Field :03D, Tonnage:29.34mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Tampin Linggi Estate)</b> Code : E-103, date: 29/11/17, Consignment note# 032695, Field :98B, 99E,00A, Tonnage:32.48mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 13 (Labu Estate)</b> Code : E-285, date: 23/11/17, Consignment note#056681, Field :11B, 02A, 06B, Tonnage:25.38mt Labu POM, RSPO Cert #SGS-RSPO/PC17-0004</p> <p><b>SOU 13 (New Labu Estate)</b> Code : E-027, date: 23/11/17, Consignment note#05050, Field :00K1, Tonnage:32.17 mt Labu POM, RSPO Cert #SGS-RSPO/PC17-0004</p> <p><b>SOU 9 (West Estate)</b></p>	
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		<p>Code : E-152, date: 25/04/17, Consignment note# 132162, Field :09J, Tonnage:9.86mt          Under West POM, (No certificate number on the FFB consignment note)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p> <p>However, the 4 estate was not stamp the RSPO certificate number and 5 estates were stamp with old certificate number:</p> <p>A) Weighbridge Ticket or C/N without certificate number</p> <ol style="list-style-type: none"> <li>1. East Estate</li> <li>2. Dusun Durian Estate</li> <li>3. Sepang Estate</li> <li>4. West Estate</li> </ol> <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> <li>1. New Labu Estate</li> <li>2. Labu Estate</li> <li>3. Tampin Linggi Estate</li> <li>4. Sua Betong Estate</li> <li>5. Sengkang Estate</li> </ol> <p>Therefore, Major NC was raised.</p>	
<ul style="list-style-type: none"> <li>• Information shall be completed and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>		<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p><b>Dusun Durian Estate</b>          Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt          No RSPO certificate number</p> <p><b>Sepang Estate</b>          Code : E-123, date: 8/11/17, Consignment note# 004509, Field :12B, Tonnage:9.18mt          No RSPO certificate number</p> <p><b>East Estate</b>          Code : E-153, date: 8/11/17, Consignment note# 371975, Field :12B, Tonnage:9.68mt          No RSPO certificate number</p> <p>East Palm Oil Mill have system to verify at the weighbridge. Sighted other certified</p>	<p>Major Noncompliance</p>

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		<p>FFB under the same group sampod as following:</p> <p><b>SOU 15 (Sengkang Estate)</b> Code : E-257, date: 30/11/17, Consignment note# 25736, Field :01H, Tonnage:29.91mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Sua Betong Estate)</b> Code : E-258, date: 28/11/17, Consignment note# 37061, Field :03D, Tonnage:29.34mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Tampin Linggi Estate)</b> Code : E-103, date: 29/11/17, Consignment note# 032695, Field :98B, 99E,00A, Tonnage:32.48mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 13 (Labu Estate)</b> Code : E-285, date: 23/11/17, Consignment note#056681, Field :11B, 02A, 06B, Tonnage:25.38mt Labu POM, RSPO Cert #SGS-RSPO/PC17-0004</p> <p><b>SOU 13 (New Labu Estate)</b> Code : E-027, date: 23/11/17, Consignment note#05050, Field :00K1, Tonnage:32.17 mt Labu POM, RSPO Cert #SGS-RSPO/PC17-0004</p> <p><b>SOU 9 (West Estate)</b> Code : E-152, date: 25/04/17, Consignment note# 132162, Field :09J, Tonnage:9.86mt Under West POM, (No certificate number on the FFB consignment note)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p> <p>However, the 1 estate was not stamp the RSPO certificate number and 5 estates were stamp with old certificate number: A) Weighbridge Ticket or C/N without certificate number</p>	
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		<ol style="list-style-type: none"> <li>1. East Estate</li> <li>2. Dusun Durian Estate</li> <li>3. Sepang Estate</li> <li>4. West Estate</li> </ol> <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> <li>1. New Labu Estate</li> <li>2. Labu Estate</li> <li>3. Tampin Linggi Estate</li> <li>4. Sua Betong Estate</li> <li>5. Sengkang Estate</li> </ol>	
	<ul style="list-style-type: none"> <li>• The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>Therefore, Major NC was raised.</p> <p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p><b>Dusun Durian Estate</b> Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt No RSPO certificate number</p> <p><b>Sepang Estate</b> Code : E-123, date: 8/11/17, Consignment note# 004509, Field :12B, Tonnage:9.18mt No RSPO certificate number</p> <p><b>East Estate</b> Code : E-153, date: 8/11/17, Consignment note# 371975, Field :12B, Tonnage:9.68mt No RSPO certificate number</p> <p>East Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampled as following:</p> <p><b>SOU 15 (Sengkang Estate)</b> Code : E-257, date: 30/11/17, Consignment note# 25736, Field :01H, Tonnage:29.91mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Sua Betong Estate)</b> Code : E-258, date: 28/11/17, Consignment note# 37061, Field :03D, Tonnage:29.34mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p><b>SOU 15 (Tampin Linggi Estate)</b></p>	<p>Major Noncompliance</p>



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		<p>Code : E-103, date: 29/11/17, Consignment note# 032695, Field :98B, 99E,00A, Tonnage:32.48mt Sua Betong POM, RSPO Cert #SGS- RSPOPM-MY14/01364,</p> <p><b>SOU 13 (Labu Estate)</b> Code : E-285, date: 23/11/17, Consignment note#056681, Field :11B, 02A, 06B, Tonnage:25.38mt Labu POM, RSPO Cert #SGS-RSPO/PC17- 0004</p> <p><b>SOU 13 (New Labu Estate)</b> Code : E-027, date: 23/11/17, Consignment note#05050, Field :00K1, Tonnage:32.17 mt Labu POM, RSPO Cert #SGS-RSPO/PC17- 0004</p> <p><b>SOU 9 (West Estate)</b> Code : E-152, date: 25/04/17, Consignment note# 132162, Field :09J, Tonnage:9.86mt Under West POM, (No certificate number on the FFB consignment note)</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill, the estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery of FFB including RSPO certificate number.</p> <p>However, the 1 estate was not stamp the RSPO certificate number and 5 estates were stamp with old certificate number:</p> <p>A) Weighbridge Ticket or C/N without certificate number</p> <ol style="list-style-type: none"> <li>1. East Estate</li> <li>2. Dusun Durian Estate</li> <li>3. Sepang Estate</li> <li>4. West Estate</li> </ol> <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> <li>1) New Labu Estate, RSPO Cert #SGS-RSPO/PC17-0004</li> <li>2) Labu Estate, RSPO Cert #SGS- RSPO/PC17-0004</li> <li>3) Tampin Linggi Estate, RSPO Cert #SGS-RSPOPM-MY14/01364,</li> <li>4) Sua Betong Estate, RSPO Cert #SGS-RSPOPM-MY14/01364,</li> <li>5) Sengkang Estate, RSPO Cert #SGS-RSPOPM-MY14/01364,</li> </ol>	
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		Therefore, Major NC was raised.	
	<ul style="list-style-type: none"> <li>A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> </ul>	Not applicable	Not applicable
	<ul style="list-style-type: none"> <li>The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements.</li> </ul>	Not applicable	Not applicable
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	East Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feruary 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.	Yes
<b>5.5. Outsourcing activities</b>			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independement mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>East POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.</p> <p>The list of outsourced contractor was sighted, "list of stakeholder" to include the transport contractor for CPO and PK.eg: Jasa Bumi Logistic Sdn Bhd and STB Maju (M) Sdn Bhd. List of contractor was included the transporter, dated 21/2/2018</p>	Yes
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies</p>	<p>The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within East Palm Oil Mill, hence this requirement is not applicable.</p> <p>The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within East</p>	<p>Yes</p> <p>Yes</p>

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	(CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Palm Oil Mill, hence this requirement is not applicable.	
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within East Palm Oil Mill, hence this requirement is not applicable.	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within East Palm Oil Mill, hence this requirement is not applicable.	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within East Palm Oil Mill, hence this requirement is not applicable.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	No new contractor used for the processing or physical handling of RSPO certified oil palm products (transportation).	Yes
<b>5.6. Sales and goods out</b>			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/ delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>East Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 was developed.</p> <p>Sample the sales contract and invoices as below:</p> <p>A) CSPO Despatch Note: 010112 Buyer: SDP Joma Refinery Address: Banting, Selangor Contract No: S/C-PSD/1801/CPO0034C Shipment date: 25/1/2018 Quantity: 32.18 mt Product: CPO RSPO IP Transport: Jasa Bumi Logistics Sdn Bhd Supply chain cert no: SPO543543</p> <p>Despatch Note: 010097 Buyer: Mewah Oils Sdn Bhd Address: Pulau Indah, Selangor Contract No: S-PSD/1712/CPO0504D Shipment date: 29/12/2018 Quantity: 32.11 mt Product: CPO RSPO IP Transport: Jasa Bumi Logistics Sdn Bhd Supply chain cert no: SPO543543</p> <p>B) CSPK</p>	Yes

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		<p>Despatch Note: 010128 Buyer: SDP KCP – SDP Bhd Address: Pulau Carey, Selangor Contract No: S/C-PSD/1801/PK0046 Shipment date: 30/1/2018 Quantity: 18.80 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: SPO543543</p> <p>Despatch Note: 010109 Buyer: SDP KCP – SDP Bhd Address: Pulau Carey, Selangor Contract No: S/C-PSD/1712/PK0585B Shipment date: 30/12/2017 Quantity: 19.48 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: SPO543543</p>	
	<ul style="list-style-type: none"> <li>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	Seen the weighbridge ticket, shipping documents as per above sampled.	Yes
	<ul style="list-style-type: none"> <li>For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>Sampled the shipping announcement as below: Buyer: Sime Darby Plantation Berhad Jomalina Refinery Transaction ID: TR-688783d5-e15b Quantity: 250 MT Product: CSPO (IP) Shipping/BL Date: 19/12/2017</p> <p>Buyer: Sime Darby Plantation Berhad - NURI Refinery Transaction ID: TR-12d15d2e-5c02 Quantity: 400 MT Product: CSPO (IP) Shipping/BL Date: 15/11/2017</p> <p>Buyer: SIME DARBY PLANTATION BERHAD KCP CAREY ISLAND Transaction ID: TR-625e6906-7f1b Quantity: 450 MT Product: CSPK (IP) Shipping/BL Date: 29/11/2017</p>	Yes
<b>5.7. Registration of transactions</b>			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> <li>are mills, traders, crushers and refineries and;</li> <li>take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their</li> </ul>	<p>The registration of PalmTrace will be carried out by the Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace:- Members ID – East Oil Mill: RSPO_PO1000000097</p>	Yes

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	transaction in the RSPO IT platform and confirm upon receipt where applicable.	Licence valid until 18/05/2018 Member category : Oil Mill	
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> <li>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</li> </ul>	East Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.  Sampled the shipping announcement 5.6.1	Yes
	<ul style="list-style-type: none"> <li>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	Every shipping announcement made accordingly as unique id for traceability and recorded accordingly in the RSPO Palm Oil Purchase, Sales and Balance Control Table, update at real time basis by Global Trade Marketing, HQ.	Yes
	<ul style="list-style-type: none"> <li>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> </ul>	There were volume sold for other scheme and conventional (refer to Table 11 & 12 ; Supply Chain declaration of Table D & E; Summary Template).	Yes
	<ul style="list-style-type: none"> <li>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	Sampled of shipping announcement documents and found that the management done the shipping announcement accordingly.	Yes
<b>5.8. Training</b>			
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.	Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 12/02/2018. The training was involved weighbridge operator, assistant engineer, auxiliary police. Interview with weighbridge operator found that she understood on the supply chain for palm oil mill.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 12/02/2018. The training was involved weighbridge operator, assistant engineer, auxiliary police. Interview with weighbridge operator found that she understood on the supply chain for palm oil mill.	Yes

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<b>5.9. Record Keeping</b>			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	East Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has defined the retention time for RSPO certified units at least 2 years of retention time for all records and report.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for February 2018 – January 2019: CSPO= 35,788.93 MT CSPK= 8,717.41 MT	Yes
<b>5.10. Conversion factors</b>			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website ( <a href="http://www.rspo.org">www.rspo.org</a> ); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable	Not applicable
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable	Not applicable
<b>5.11. Claims</b>			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	Not in use.	Not applicable
<b>5.12. Complaints</b>			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	East POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered complaints element.	Yes
<b>5.13. Management Review</b>			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Management review on RSPO supply chain implementation has yet to be conducted.  Therefore, Major NC was raised.	Major Noncompliance

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5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	<p>Management review on RSPO supply chain implementation has yet to be conducted. There is no evidence that management has been discussed the input and output according to the RSPO SCCS standard.</p> <p>Therefore, Major NC was raised.</p>	Major Noncompliance
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	<p>Management review on RSPO supply chain implementation has yet to be conducted. There is no evidence that management has been discussed the input and output according to the RSPO SCCS standard.</p> <p>Therefore, Major NC was raised.</p>	Major Noncompliance



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

Requirements	Compliance
<b>D.1 Definition</b>	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>East palm oil mill received only certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>
<b>D.2 Explanation</b>	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>The registration of PalmTrace will be carried out by the Global Trade Marketing Department, HQ. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace:- Members ID – East Oil Mill: RSPO_PO1000000097 Licence valid until 18/05/2018 Member category : Oil Mill</p>
<b>D.3 Documented procedures</b>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.</p>
<p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. During interview with mill manager, he had explained that he has overall responsibility for and authority</p>



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	<p>over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBS.</p>	<p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.</p>
<p><b>D.4 Purchasing and goods in</b></p>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified FFBS received.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p><b>Dusun Durian Estate</b>  Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt</p> <p><b>Sepang Estate</b>  Code : E-123, date: 8/11/17, Consignment note# 004509, Field :12B, Tonnage:9.18mt</p> <p><b>East Estate</b>  Code : E-153, date: 8/11/17, Consignment note# 371975, Field :12B, Tonnage:9.68mt</p> <p>East Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group samped as following:</p> <p><b>SOU 15 (Sengkang Estate)</b>  Code : E-257, date: 30/11/17, Consignment note# 25736, Field :01H, Tonnage:29.91mt  Sua Betong POM,</p> <p><b>SOU 15 (Sua Betong Estate)</b>  Code : E-258, date: 28/11/17, Consignment note# 37061, Field :03D, Tonnage:29.34mt  Sua Betong POM,</p> <p><b>SOU 15 (Tampin Linggi Estate)</b>  Code : E-103, date: 29/11/17, Consignment note# 032695, Field :98B, 99E,00A, Tonnage:32.48mt  Sua Betong POM</p> <p><b>SOU 13 (Labu Estate)</b>  Code : E-285, date: 23/11/17, Consignment note#056681, Field :11B, 02A, 06B, Tonnage:25.38mt  Labu POM,</p> <p><b>SOU 13 (New Labu Estate)</b>  Code : E-027, date: 23/11/17, Consignment note#05050, Field :00K1, Tonnage:32.17 mt  Labu POM,</p>

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	<p><b>SOU 9 (West Estate)</b>  Code : E-152, date: 25/04/17, Consignment note# 132162,  Field :09J, Tonnage:9.86mt  Under West POM,</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3,  Dated Feb 2018 which covered receiving FFB at the mill, the  estate shall ensure sufficient information is stated on the  weighbridge ticket or consignment note of all delivery of FFB  including RSPO certificate number.</p> <p>#refer to major NC raised under General Chain of Custody  Requirements for the Supply Chain Clause 5.4.1</p>
<p>D.4.2 The site shall inform the CB immediately if there is a  projected overproduction of certified tonnage.</p>	<p>CB has not been informed for the projected overproduction of  certified tonnage. Overproduction of certified tonnage recorded  for CPO from Feb 17 - Jan 18,actual 32,590.68 mt (+837.58  mt) vs approved volume 31,753.10 mt. Hence, Major NC was  raised.</p>
<p><b>D.5 Record keeping</b></p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO  certified FFB and deliveries of RSPO certified CPO and PK on a  real-time basis.</p>	<p>The record and balance all receipts of RSPO certified FFB and  deliveries of certified CPO and PK was captured in the daily  production summary report for verification.</p> <p>PK  Date Despatched: 29/12/2017  Contract No: S/C-PSD 1712/PK0585B  Tonnage: 19.34 mt  Buyer: AAA</p> <p>CPO  Date despatched: 29/12/2017  Contract No: S/C-PSD/1712/CPO0579AF  Tonnage: 110.43 mt  Buyer: BBB</p>
<p><b>D.6 Processing</b></p>	
<p>D.6.1 The site shall assure and verify through documented  procedures and record keeping that the RSPO certified oil palm  product is kept separated from non-certified oil palm product  including during transport and storage to strive for 100%  separation.</p>	<p>During this assessment it was confirmed that only certified  source of FFB from own plantation is processed. This ensures  that there is no possibility of mixing during processing. There is  a possibility that the mill will receive Certified FFB from other  Sime Darby's Certified Estate.</p>

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

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit (Feb 17 – Jan 18)</b>				
<b>No.</b>	<b>Month - Year</b>	<b>Volume of FFB from certified supply bases (MT)</b>	<b>Volume of FFB from uncertified supply bases (MT)</b>	<b>Total FFB/Month (mt)</b>
1	Feb 2017	12,076.05	-	12,076.05
2	Mac 2017	16,812.92	-	16,812.92
3	Apr 2017	13,832.49	-	13,832.49
4	May 2017	14,411.22	-	14,411.22
5	June 2017	13,532.18	-	13,532.18
6	July 2017	14,610.46	-	14,610.46
7	Aug 2017	14,216.62	-	14,216.62
8	Sept 2017	14,297.52	-	14,297.52
9	Oct 2017	12,441.55	-	12,441.55
10	Nov 2017	13,983.31	-	13,983.31
11	Dec 2017	10,819.46	-	10,819.46
12	Jan 2018	4,833.78	-	4,833.78
	<b>TOTAL</b>	<b>155,867.56</b>	<b>-</b>	<b>155,867.56</b>

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit (Feb 17 – Jan 18)</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (MT)</b>	<b>Certified PK (MT)</b>
1	Feb 2017	2,593.47	529.90
2	Mac 2017	3,500.25	668.75
3	Apr 2017	1,867.87	579.99
4	May 2017	4,008.59	612.10
5	June 2017	2,601.43	473.25
6	July 2017	3,516.99	565.55
7	Aug 2017	3,030.55	650.93
8	Sept 2017	2,911.25	615.59
9	Oct 2017	2,645.21	503.45
10	Nov 2017	2,395.85	537.27
11	Dec 2017	2,978.41	544.41
12	Jan 2018	505.93	123.88
	<b>TOTAL</b>	<b>32,555.80</b>	<b>6,405.07</b>

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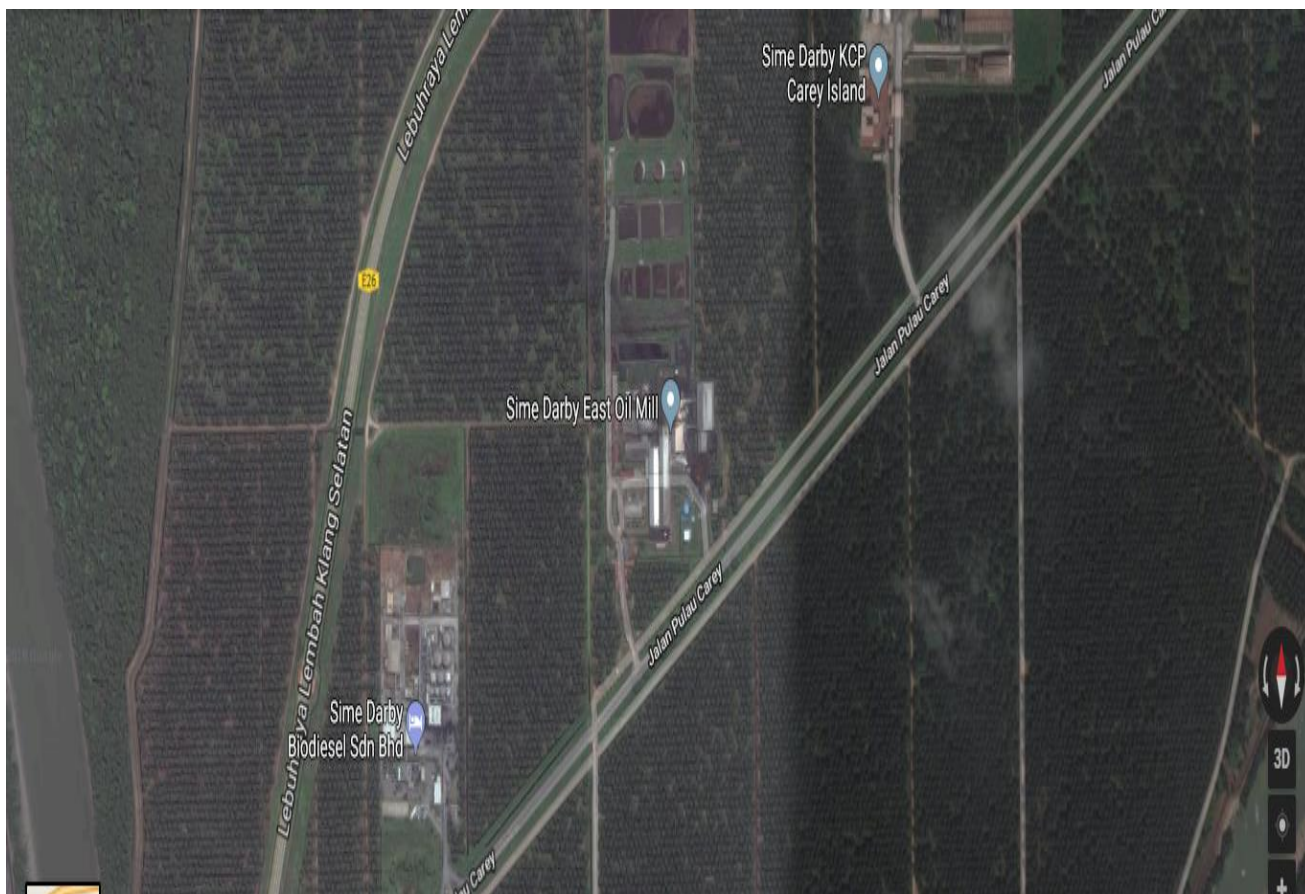
<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit (Feb 17 – Jan 18)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Palmtrace Trading No</b>	<b>Certified CPO Sold (MT)</b>	<b>Certified PK Sold (MT)</b>
1	AAA	TR-63f3cb4a-2d53	8,158	0
2	BBB	TR-2fed89e2-5813	0	2,900
3	CCC	TR-31b87086-9cb2	3,700	0
<b>TOTAL</b>			<b>11,858</b>	<b>2,900</b>

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

<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit (Feb 17 – Jan 18)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>CPO Sold (MT)</b>	<b>PK Sold (MT)</b>	
1	XXXX	20,197.80	-	
2	XXXX	-	3,481.17	

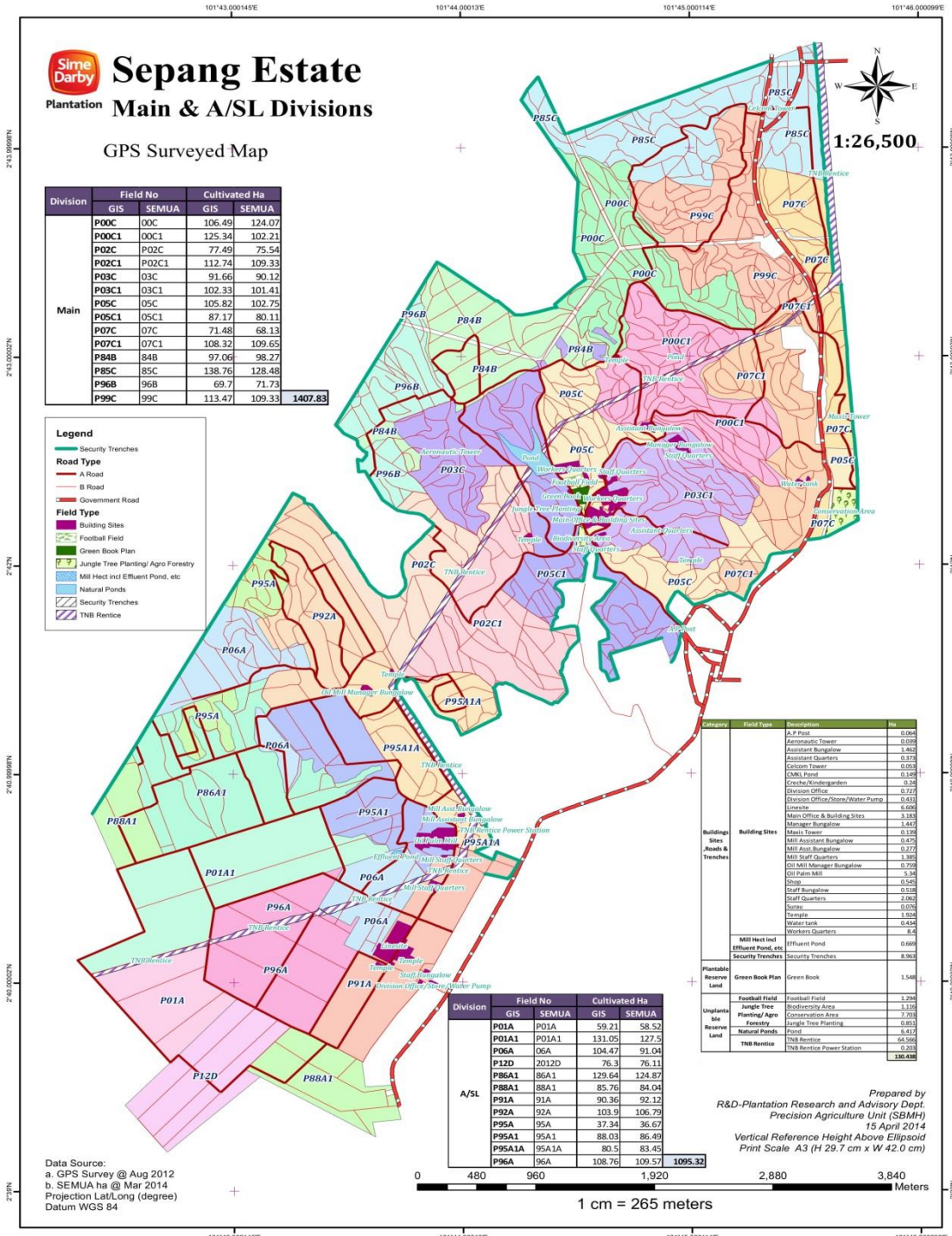
<b>F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading No</b>	<b>RSPO Credits of Certified CPO Sold (MT)</b>
-Nil-			

**Appendix F: Location Map of East POM Certification Unit**

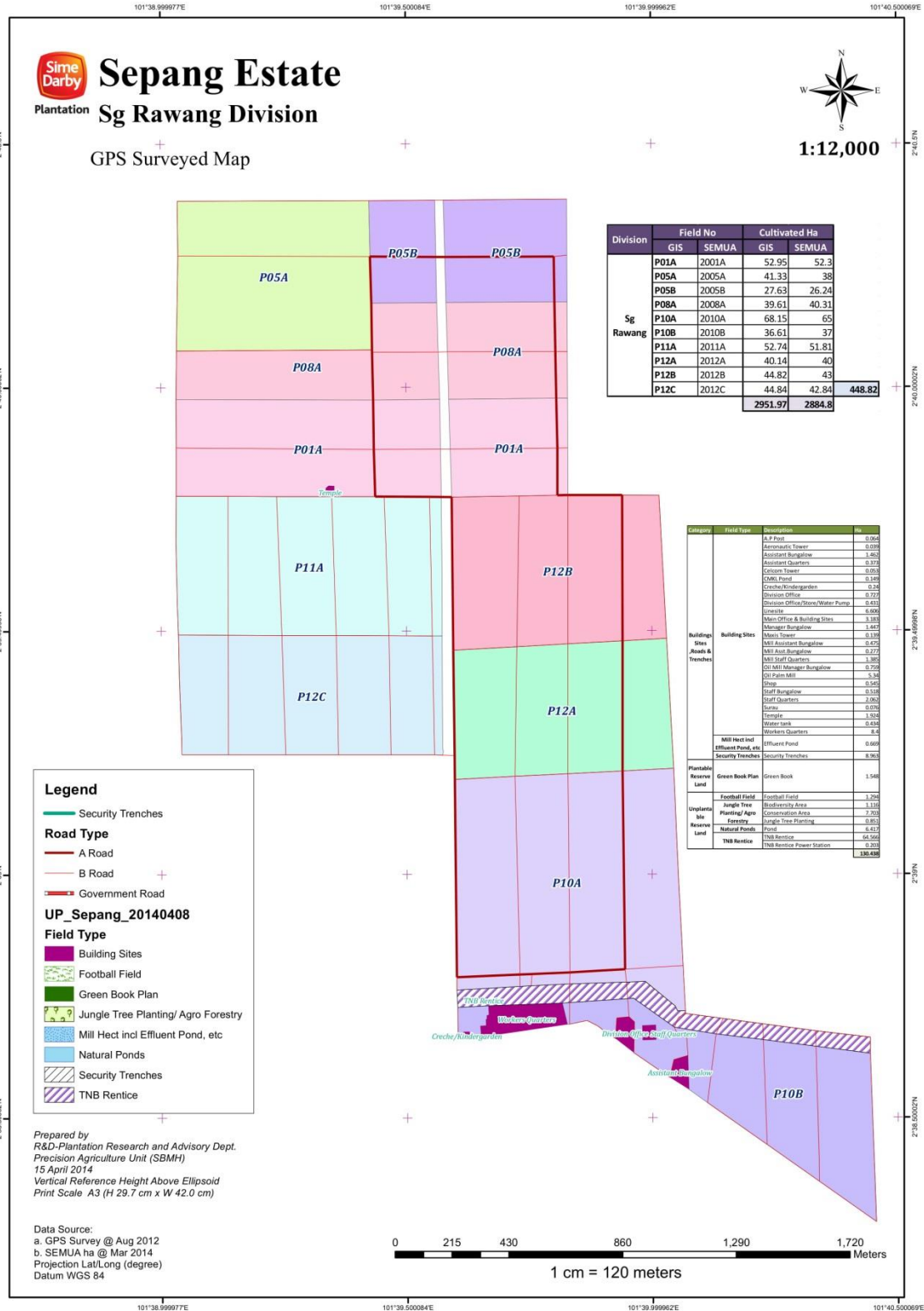




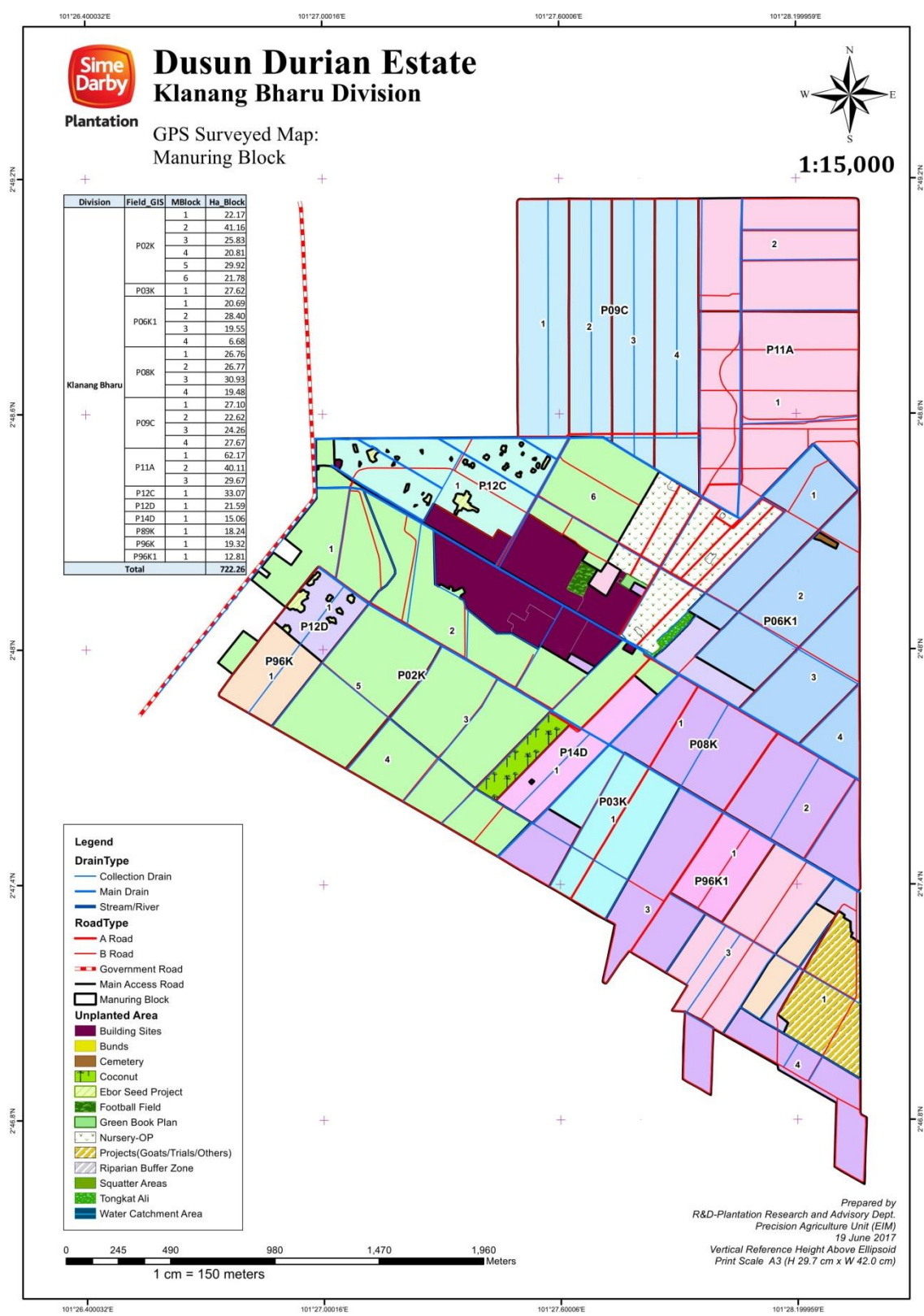
**Appendix G: Estate Field Map**



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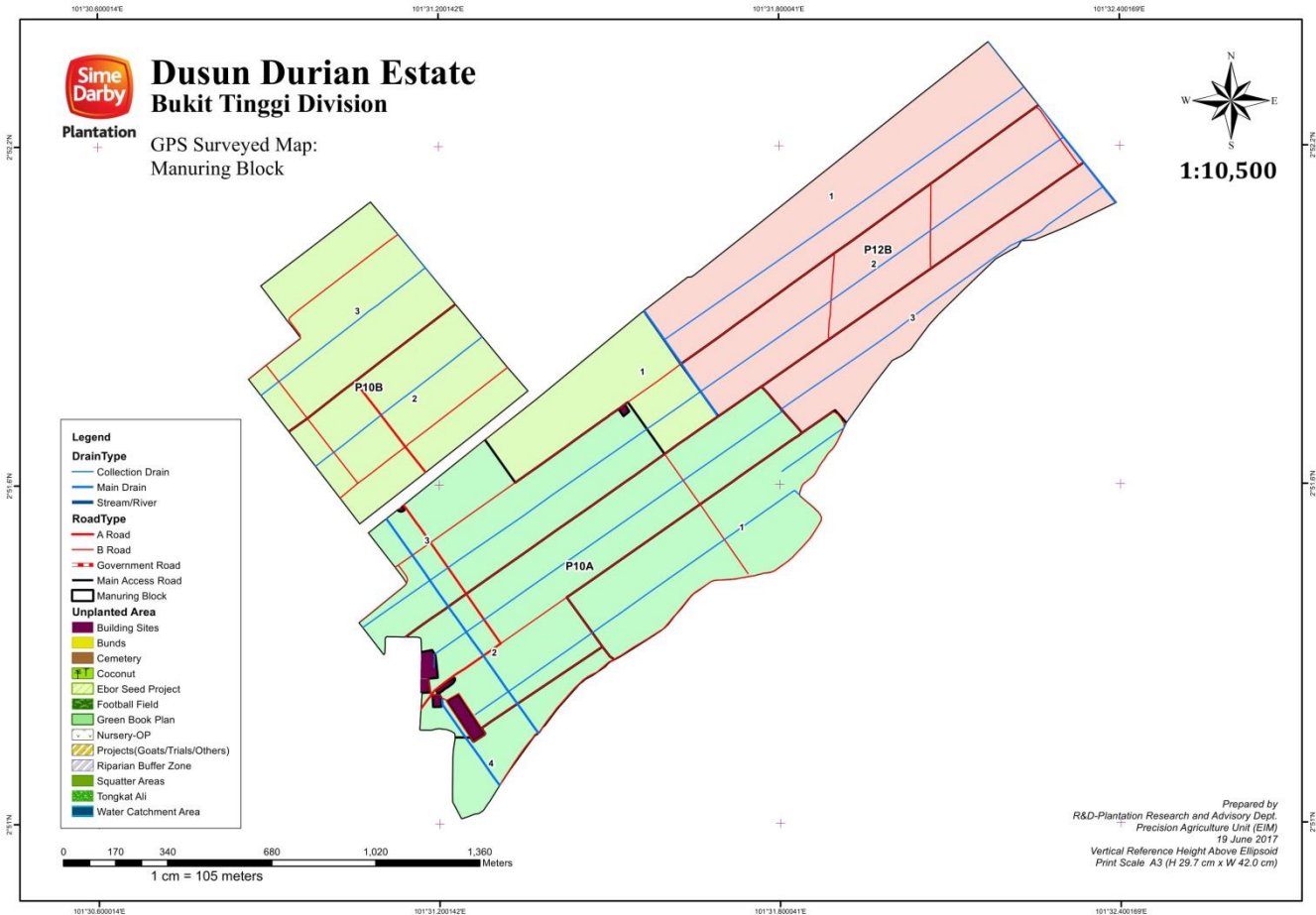


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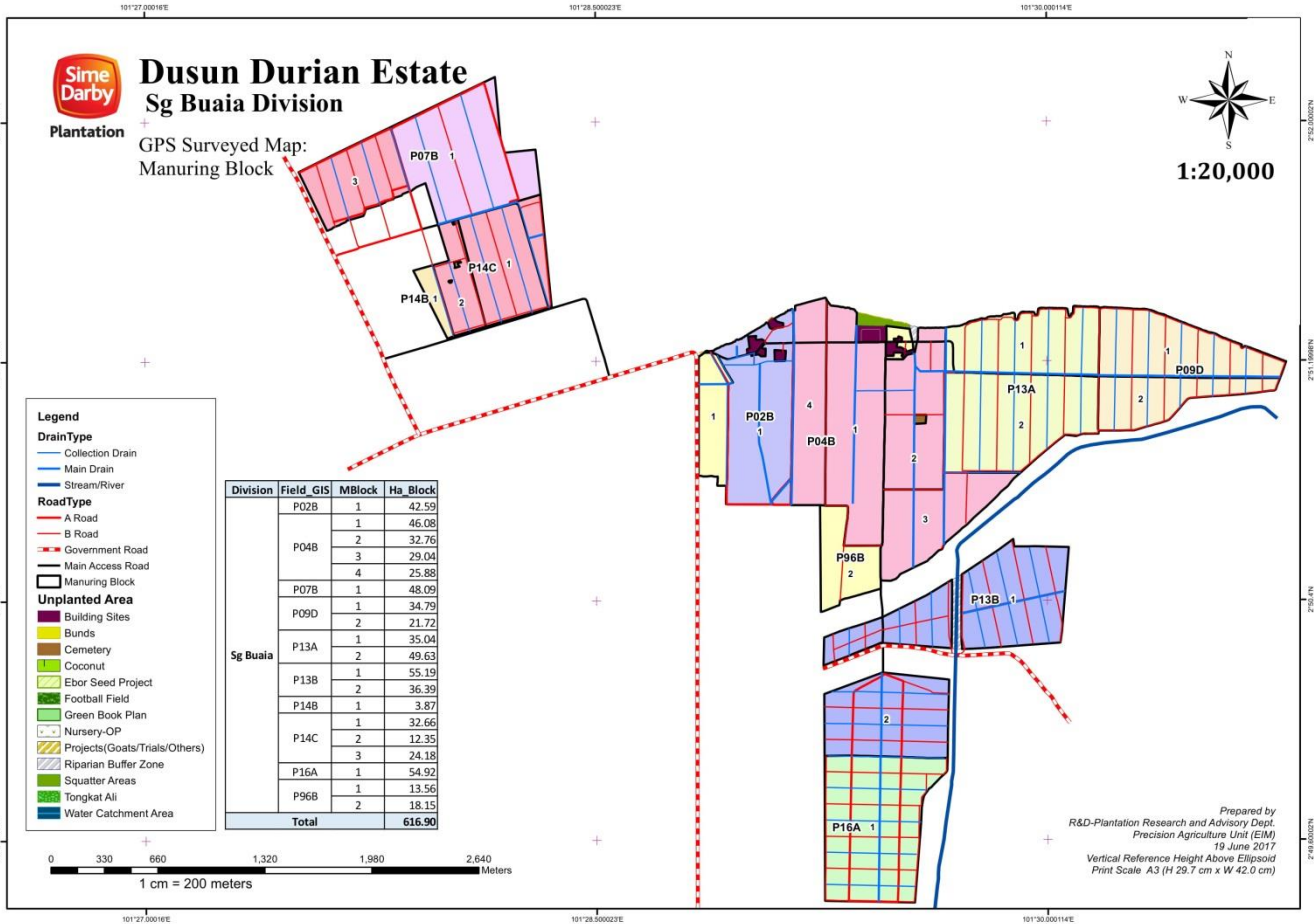




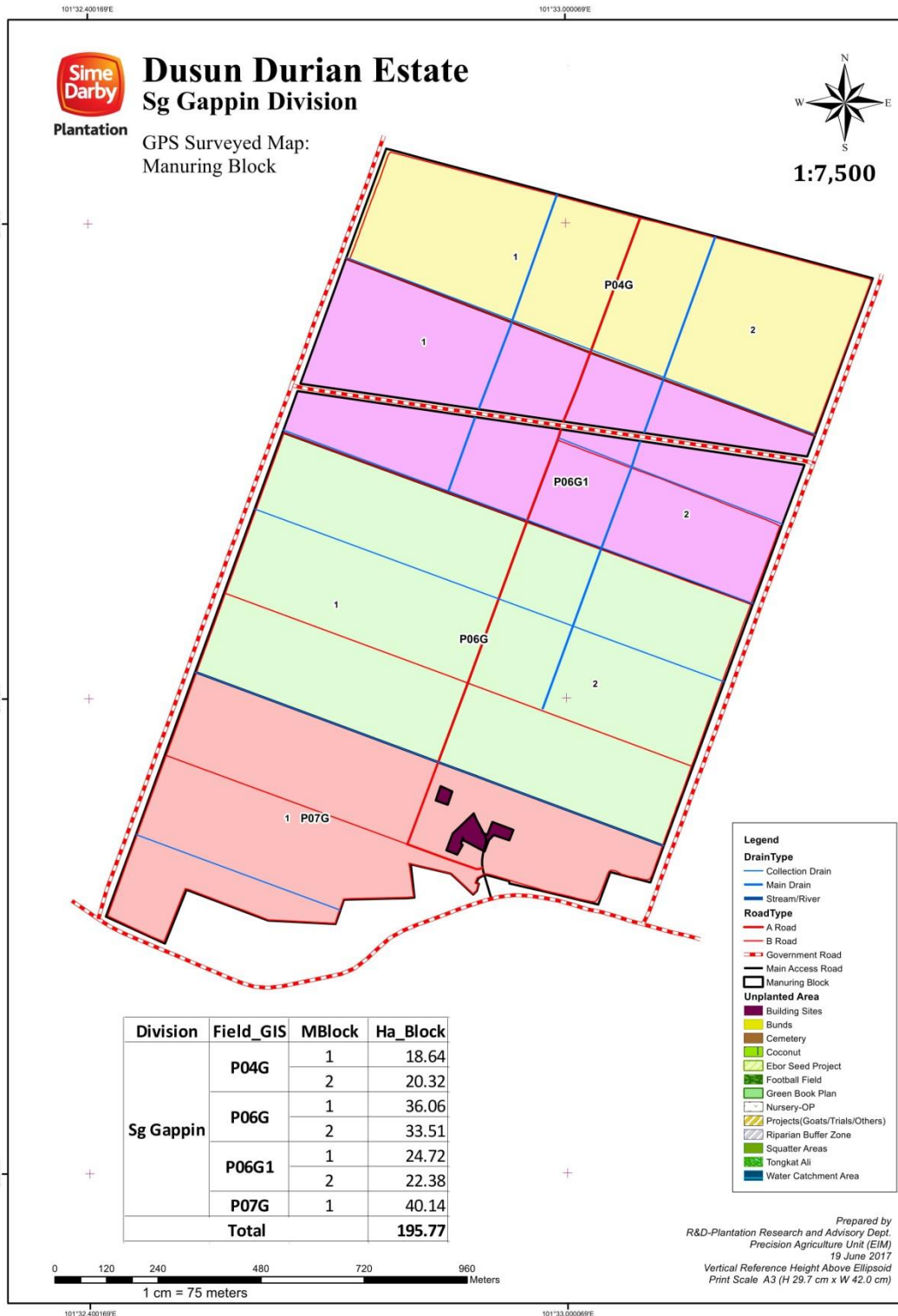
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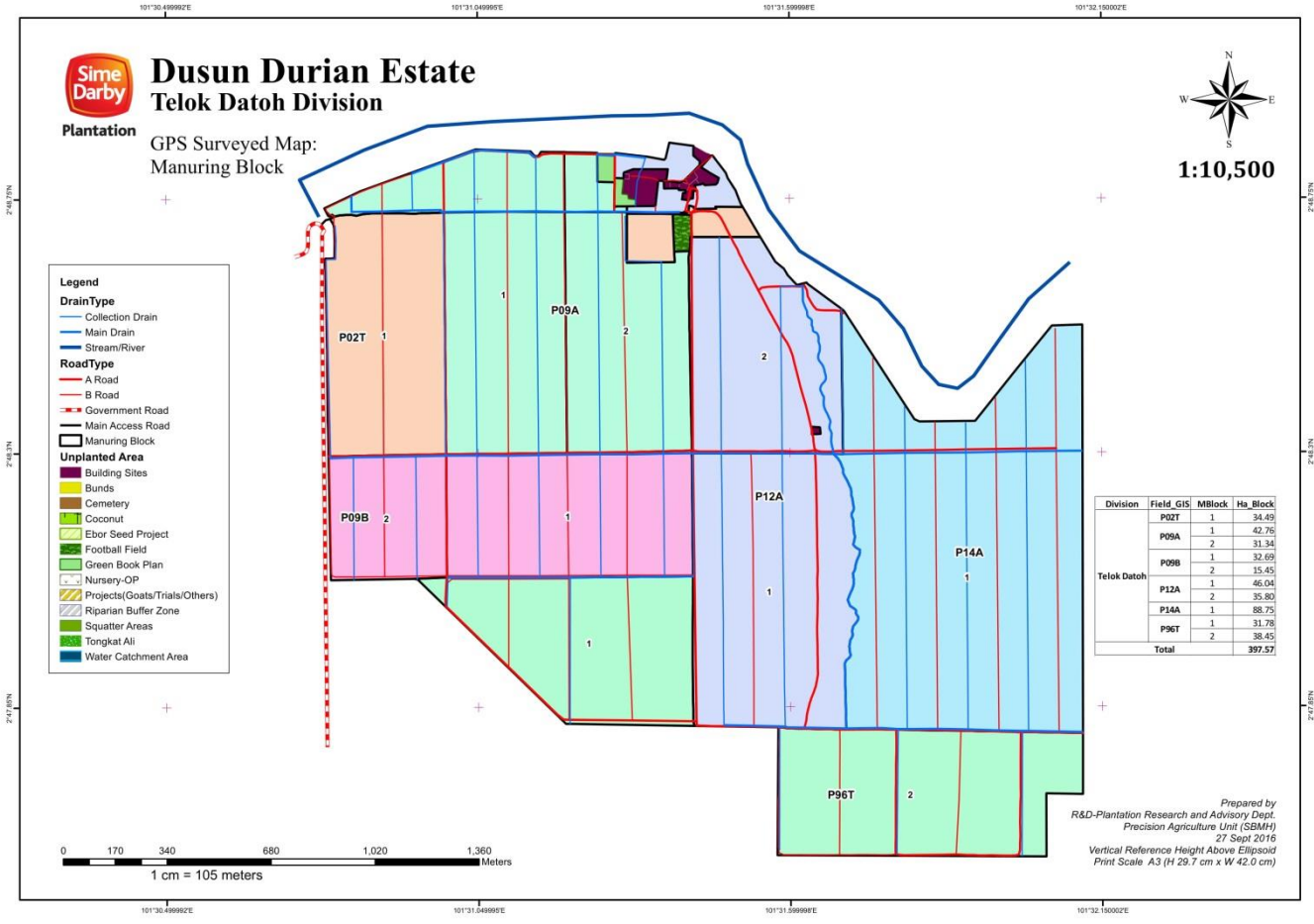
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**Appendix H: List of Smallholder Sampled** *(If applicable – scheme/associated/group certification)*

Not applicable

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