

**RSPO PRINCIPLE AND CRITERIA –
ANNUAL SURVEILLANCE ASSESSMENT 1_3
Public Summary Report**

Sime Darby Plantation Berhad
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 14) Tanah Merah Palm Oil Mill Location of Certification Unit: Batu 6 ¾ Sepang Road, Ladang Tanah Merah 71709 Port Dickson, N. Sembilan, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	06 September 2004
Parent Company Name	Sime Darby Plantation Berhad		
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
Subsidiary (Certification Unit Name)	Certification Unit: Strategic Operating Unit (SOU 14) – Tanah Merah Palm Oil Mill		
Address	Batu 6 ¾ Sepang Road, Ladang Tanah Merah 71709 Port Dickson, Negeri Sembilan, Malaysia		
Contact Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Nor Azian Anuar (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	kks.tanah.merah@sime darbyplantation.com
Telephone	+603-78484379 (Head Office) +606-6673317 (Mill)	Facsimile	+603-78484356 (Head Office) +606-6672506 (Mill)

2. Certification Information			
Certificate Number	RSPO 541905	Date of First Certification	19/5/2010
		Certificate Start Date	19/5/2015
		Certificate Expiry Date	18/5/2020
Scope of Certification	Palm oil and Palm Kernel Production from Tanah Merah Palm Oil Mill and Supply Base (Tanah Merah Estate and Bukit Pelandok Estate)		
Applicable Standards	RSPO P&C 2013 or National Interpretation ; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
CU-MSPO MS2530-3-855720	MS2530-2003:3 MS2530-2003:4	CONTROL UNION MALAYSIA SDN BHD	8/2/2023

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
Tanah Merah POM	71007 Port Dickson, N. Sembilan, Malaysia	101° 47' 34.03"E	2° 39' 19.09"N
Tanah Merah Estate	Batu 6 ¾, Sepang Road, Ladang Tanah Merah, 71009 Port Dickson, Negeri Sembilan, Malaysia	101° 50' 9.60"E	2° 38' 10.93" N
Bukit Pelandok Estate	Batu 12, Sepang Road, Ladang Bukit Pelandok, 71009 Port Dickson, Negeri Sembilan, Malaysia	101° 46' 17.60"E	2° 39' 59.20"N

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Tanah Merah Estate	3,504.83	4	680.87	4,189.70	83.65
Bukit Pelandok Estate	1,665.28	3.53	194.19	1,863.00	89.38
Total	5,170.11	7.53	875.06	6,052.70	85.41%

* TME – Ha. reduce 152.74 because of land acquisition from Kualiti Alam, CyPark Waste to Energy Area and latest survey conducted on January 2018.

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Tanah Merah Estate	603.53	1,996.10	592.70	308.95	3.55	2,901.30	603.53
Bukit Pelandok Estate	173.38	223.93	1,048.86	219.11	0.00	1,491.90	173.38
Total (ha)	776.91	2,220.03	1,641.56	528.06	3.55	4,393.20	776.91

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Feb 17 – Jan 18)	Actual (Feb 17 – Jan 18)	Forecast (Feb 18 – Jan 19)
Tanah Merah Estate	69,678.00	72,391.23	69,200.00
Bukit Pelandok Estate	35,748.60	33,696.67	30,233.00
Total	105,426.60	106,087.90	99,433.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Feb 17 – Jan 18)	Actual (Feb 17 – Jan 18)	Forecast (Feb 18 – Jan 19)
Salak Estate	N/A	856.08	N/A
New Labu Estate		65.15	
Sepang Estate		5,696.27	
Bradwall Estate		104.08	
Sengkang Estate		7,786.13	
Sua Betong Estate		1,021.35	
PD Lukut Estate		28,405.38	
Labu Estate		675.42	
Siliau Estate		732.92	
Total			

Note:

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

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

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10. Certified Tonnage			
Mill Capacity: 30 MT/hr SCC Model: IP	Estimated (Feb 17 – Jan 18)	Actual (Feb 17 – Jan 18)	Forecast (Feb 18 – Jan 19)
	FFB	FFB	FFB
	105,426.60	151,202.939	99,433.00
	CPO (OER: 19.55%)	CPO (OER: 19.40%)	CPO (OER: 20.5%)
	38,211.90	29,387.51	20,383.76
	PK (KER: 4.20%)	PK (KER: 5.20%)	PK (KER: 5.5%)
8,683.34	8,091.47	5,468.81	

* Volume extension-31/1/18: CSPK - 2,506mt and CSPO - 11,397mt ; 21/3/18: CSPK – 1,644mt and CSPO – 6,204mt

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	*8,700.00	-	-	20,747.86	29,447.86

*Note: extended volume sold after audit date February 2018 = 60.530mt

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	*2,900.00	-	-	5,024.81	7,924.81

* Period (Feb 17 – Jan 18)

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	n/a	
IS-CSPKO	n/a	
IS-CSPKE	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
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-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 initial assessment was conducted from 26-28/02/2018. 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 30th June 2018*).
- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment (*Note: This is applicable starting from 1st July 2018*).
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix H.

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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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Tanah Merah Palm Oil Mill	√	√	√	√	√
Tanah Merah Estate	√	√	√	√	√
Bukit Pelandok Estate	√	√	√	√	√

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

Total No. of Mandays: 9 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.
Hu Ning Shing	Team member	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages

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Accompanying Persons:

No.	Name	Role
1	Nicholas Cheong	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	HNS
Monday, 26/02/2018	09:00-09:30	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation). Verification on previous audit findings 	√	√	√
	09:30-12:30	Tanah Merah Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12:30-13:30	LUNCH			
	13:30-16:30	Tanah Merah Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16:30-17:00	Interim Closing Briefing	√	√	√
Tuesday, 27/02/2018 Bukit Pelandok Estate	09:00-12:30	Bukit Pelandok Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	10:00-12:30	Meeting with stakeholders for Bukit Pelandok Estate, Tanah Merah Estate and Tanah Merah POM (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12:30-13:30	LUNCH			

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Date	Time	Subjects	MH	DF	HNS
	13:30–15:30	Bukit Pelandok Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16:30–17:00	Interim Closing Briefing	√	√	√
Wednesday, 28/02/2018 Tanah Merah POM	09:00–12:30	Tanah Merah POM Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
		RSPO Supply Chain for CPO mill, weighbridge and storage area.	√	-	-
	12:30–13:30	LUNCH			
	13:30–16:30	Tanah Merah POM: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	15:30-16:30	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	16:30-17:00	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
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
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"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Sime Darby Plantation’s time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP’s is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes

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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, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007.</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 30th June 2016. Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is 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.	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. 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 http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</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 Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46</p> <p>PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</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)

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

3.4 Details of findings

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

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During the Certification Assessment there were Two (2) Major & Two (2) Minor nonconformities raised. The Tanah Merah 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 its effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1599604-201802-M1	Clause & Category (Major / Minor)	Major
Date Issued	28/02/2018	Due Date	28/04/2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/04/2018
Statement of Nonconformity:	The minimum information for RSPO certified products received by mill was not fully implemented.		
Requirement Reference:	RSPO SCCS 5.4.1: The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form: <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number <ul style="list-style-type: none"> • 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). • 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. 		
Objective Evidence:	4 estates were not stamp the RSPO certificate number and 2 estates were stamp with old certificate number: A) Weighbridge Ticket or C/N without certificate number 1. Tanah Merah Estate 2. Bukit Pelandok Estate		

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	<p>3. Sepang Estate 4. PD Lukut Estate</p> <p>B) Weighbridge Ticket or C/N with old certificate number 1. Sua Betong Estate, RSPO Cert #SGS-RSOPM-MY14/01364 2. Sengkang Estate, RSPO Cert #SGS-RSOPM-MY14/01364</p>
Corrections:	<p>FFB Despatch note is being stamped with certificate number for Tanah Merah and Bukit Pelanduk. Certificate number is printed for C/N from Sepang. The certificate number for SOU Sua Betong, has been renewed due to change of CB. The validity for new certificate number starting from 17/3/2018.</p>
Root Cause Analysis:	<ol style="list-style-type: none"> 1. The tickets were not stamped with RSPO cert number is due to the weighbridge system is not updated and no monitoring done by the weighbridge operator. 2. The C/N without certificate number in Tanah Merah is due to the weighbridge is located in the mill. 3. Weighbridge operator did not do verification information on C/N 4. Weighbridge operator did not checked the list of validity of certificate of supplying estate.
Corrective Actions:	<ol style="list-style-type: none"> 1. Weighbridge operator to check and verify information on consignment note for every C/N. 2. The appointed person in-charge for traceability to be the second verifier to verify the information in C/N. 3. The validity of certificate to be checked at least annually on the RSPO website. The list to be displayed at weighbridge station for monitoring.
Assessment Conclusion:	<p>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.</p>

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1599604-201802-M2	Clause & Category (Major / Minor)	Major
Date Issued	28/02/2018	Due Date	28/04/2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/04/2018
Statement of Nonconformity:	No training was conducted to the weighbridge operators.		
Requirement Reference:	RSPO SCCS 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.		
Objective Evidence:	No training related to RSPO SCCS 2017 was conducted to the weighbridge operators: 1. 00063692 2. Z0104172.		
Corrections:	Weighbridge operators are ensured to be trained on New RSPO Supply Chain Standard and System Document (2017)		
Root Cause Analysis:	1. Operator was missed out in the last training on SCCS Standard & System 2014; as the targeted participant was on leave while the other has entered shift work. 2. Those who attend the training did not disseminate the training information to the operators		
Corrective Actions:	Dissemination of the training knowledge to all weighbridge operators by including SCCS training in the training matrix and training plan on yearly basis to ensure no operators are miss out on the training.		
Assessment Conclusion:	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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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1599604-201802-N1	Clause & Category (Major / Minor)	Minor
Date Issued	28/02/2018	Due Date	27/02/2019
Closed (Yes / No)	No	Date of nonconformity Closure	N/A
Statement of Nonconformity:	Waste and pollutants was not properly identified and implementation to avoid or reduce pollution not implemented effectively.		
Requirement Reference:	5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence:	Tanah Merah Estate & Bukit Pelandok Estate During the visit to the scheduled waste store, the scheduled waste was not managed properly with proper labelling. Oil trap and soak away sump was not properly maintained.		
Corrections:	1. labelled with date of generation. 2. Cleaning has been done to oil trap and soak away sump		
Root Cause Analysis:	1. It was due to no monitoring logbook that specify the timetable to ensure the cleaning done on regular basis of the sump. 2. The person-in-charge was not properly trained on Scheduled waste management		
Corrective Actions:	To ensure labelling of SW as soon as it was generated. To conduct training /refresher training to the store keeper who also in charge SW To do maintenance programme for sump.		
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1599604-201802-N2	Clause & Category (Major / Minor)	Minor
Date Issued	28/02/2018	Due Date	27/02/2019
Closed (Yes / No)	No	Date of nonconformity Closure	N/A
Statement of Nonconformity:	Linesite inspection was not carried out as per the requirement.		
Requirement Reference:	6.5.3: Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		
Objective Evidence:	Reviewed on the Housing Complex Inspection records found that the inspection was carried out once a month instead of weekly basis in Tanah Merah Estate and Tanah Merah POM. The inspections were carried out on 5/2/2018 and 6/1/2018.		
Corrections:	Housing inspection is scheduled for weekly The weekly inspections is carried out with VMO (appointed in 1/3/2018.). This include the inspection at the mill every week.		
Root Cause Analysis:	The inspection is carried out by Health Care Assistant (HCA) for mill, as well as the estates divisions. The HCA not able to cover all the division in weekly basis.		
Corrective Actions:	a) The inspection is scheduled with VMO as follows; i) Division A1& A2 to be done in 1 st & 3 rd week ii)Division A3/A4 & mill to be done 2 nd & 4 th week The task will be delegated to safety and health committee members and cover the weeks that the VMO and HA will not be covering.		
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit.		

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

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

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1458363201703M1	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	29/04/2017
Statement of Nonconformity:	CB has not been informed for the projected overproduction of certified tonnage		
Requirement Reference:	RSPO SCCS Nov 2014, module D 4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.		
Objective Evidence:	Overproduction of certified tonnage recorded for the period of March 2016 - February 2016; 129,038.6 mt which exceeded the projected certified tonnage of 124,330 mt.		
Corrective Actions:	Mill has established a monitoring format specifically to monitor the actual production against the certified projected tonnage, based on the certificate year. Off-site verification evidence: Verified the mass balance sheet used for monitoring. The threshold limit is set at 65% of FFB forecast and mill will request for extension. Continuous implementation will be further verified in the next audit.		
Assessment Conclusion:	<p>The major NC was closed on 29/04/2017. Continuous implementation will be further verified in the next assessment.</p> <p>Verification during ASA3_1: The management has established a monitoring format to monitor the actual production against the certified projected tonnage. During this assessment, the management has inform CB to increase the certified volume before the audit conducted.</p> <p>Thus, the corrective action was implemented effectively and remained closed.</p>		

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Non-Conformity			
NCR Ref #	1458363201703M2	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	04/05/2017
Statement of Nonconformity:	Employment contracts were found ineffectively managed.		
Requirement Reference:	<p>Indicator 6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice,) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p>		
Objective Evidence:	<p>Terms of extension contract version May 2016 for the workers were found is not according to the latest Minimum Wages Order 2016. In Clause 4, the contract still refer to basic salary which is RM900 even though their actual salary have achieve minimum wages:</p> <ul style="list-style-type: none"> a. Employee No.: 74357 (POM) b. Employee No.: 96284 (POM) c. Employee No.: 85105 (POM) d. Employee No.: 75812 (POM) <p>Following contract were found expired without any extension:</p> <ul style="list-style-type: none"> a. Employee No.: 2283 (Bukit Pelandok Estate) b. Employee No.: 93755 (Bukit Pelandok Estate) c. Employee No.: 94787 (Tanah Merah) <p>Employment contract not available during site inspection in Tanah Merah estate:</p> <ul style="list-style-type: none"> a. Employee No.: 2572 (Tanah Merah Estate) b. Employee No.: 102255 (Tanah Merah Estate) c. Employee No.: 127728 (Tanah Merah Estate) d. Employee No.: 129495 (Tanah Merah Estate) 		
Corrective Actions:	<p>Zone Office has communicated a new set of employment contract on 22nd March 2017. All workers shall be using the new contract agreement. Onsite Major NC close out verification:</p> <p>Bukit Pelandok (contract extension)</p> <ul style="list-style-type: none"> i) Active manning list April 2017 by nationality Bangladesh - 39 workers, India - 34 workers, Indonesia - 67 workers, Nepal - 3 workers ii) Verified contract extension version EMP02/INDO/2017/01 (Indonesia) and EMP14/NPL/2017/03 (Nepal and Bangladesh) for the following workers - Bangladesh: contract extension dated 11/4/17 for worker's ID 2283. - Indonesia: contract extension dated 11/4/17 for worker's ID 93755, 106365 and 89709. <p>Tanah Merah POM (contract extension)</p> <ul style="list-style-type: none"> i) Active manning list April 217 Indonesian contract extension version, EMP02/INDO/2017/01 (Indonesia) Sample of contract: 74357, 96284, 85105 and 75812 dated 30/3/17 <p>Tanah Merah Estate</p>		

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	<p>i) Active Manning List, as at 30th April 2017 with total workers 375 Employment Contract version, EMP01/INDO/2017/01 (Indonesia) and EMP13/NPL/2017/02 (Nepal and Bangladesh)</p> <p>Sample of contracts checked: 2572, 129495, 127728, 102225.</p> <p>ii) Contract extension version, EMP02/INDO/2017/01 (Indonesia) Sample of contract checked: 94787</p>
<p>Assessment Conclusion:</p>	<p>The major NC was closed on 4/5/17 during onsite NC closure visit. Continuous implementation will be further verified in the next assessment.</p> <p>Verification during ASA3_1: Employment contract are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <ul style="list-style-type: none"> a. Employee No.: 115219 (TME) b. Employee No.: 128018 (TME) c. Employee No.: 131366 (TME) d. Employee No.: 125537 (TME) e. Employee No.: 3854 (BPE) f. Employee No.: 108702 (BPE) g. Employee No.: 111031 (BPE) h. Employee No.: 123557 (BPE) i. Employee No.: 129747 (TMPOM) j. Employee No.: 121403 (TMPOM) k. Employee No.: 111795 (TMPOM) <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract where Minimum Wage Order 2016 is comply as below:</p> <ul style="list-style-type: none"> a. Employee No.: 96827 (TME) b. Employee No.: 57155 (TME) c. Employee No.: 102266 (TME) d. Employee No.: 110148 (TME) e. Employee No.: 129579 (TME) f. Employee No.: 82504 (TMPOM) g. Employee No.: 96284 (TMPOM) h. Employee No.: 56547 (TMPOM) <p>Thus, the corrective action was implemented effectively and remained closed.</p>

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Non-Conformity			
NCR Ref #	1458363201703M3	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	04/05/2017
Statement of Nonconformity:	Inadequate and inappropriate protective equipment worn by worker at the place of work.		
Requirement Reference:	<p>Indicator 4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
Objective Evidence:	<p>TM Estate During the visit to the contractor workshop, it was observed that the worker was not wearing the appropriate PPE (eq. hand glove) for grinding/cutting works. Corrective action was not effectively implemented. There was a minor nonconformity raised against this indicator during the previous audit. Therefore, this nonconformity has been upgraded to Major as per RSPO certification system</p>		
Corrective Actions:	<p>Warning letter has been issued to the contractors to ensure they adhere to estate's safety requirements. The contractors will also be re-trained on the safety requirements.</p> <p>Onsite Major NC close out verification: i) Warning letter issued to Green Vision Trading and Services due to failure to wear PPE. Refer to letter dated 1/4/17 signed by estate manager. ii) PPE training for workshop dated 5/4/17 was verified. Training was conducted by Estate Assistant and HA targeted for workshop operator, contractor (green vision) and mechanization department. iii) Verified during at Green Vision workshop, PPE was provided for the workshop workers such as safety helmet, leather gloves, safety boots and kept at the workshop. In addition, PPE issuance record was made available dated 05/04/2017</p>		
Assessment Conclusion:	<p>The major NC was closed on 4/5/17 during onsite NC closure visit. Continuous implementation will be further verified in the next assessment.</p> <p>Verification during ASA3_1: During the visit to the Tanah Merah Estate, no activity performed at the contractor (Green Vision) workshop due to closure for the holiday.</p> <p>The previous Major NC is remained closed.</p>		

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Non-Conformity			
NCR Ref #	1458363201703N1	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	23/02/2018
Statement of Nonconformity:	The first aid equipment was not effectively inspected and monitored.		
Requirement Reference:	Indicator 4.7.5 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.		
Objective Evidence:	TM Estate i) During the visit to the mechanization workshop, the first aid content was found to contain expired eye drops (2 bottles) and insufficient amount of necessary items as per the TM estate first aid kit checklist. ii) First aid box was not available at worksite, contract harvester at field P00C.		
Corrective Actions:	MA to establish a checklist for First Aid Kits monthly monitoring and follow up/report of those PIC who did not submit for FAK checks. To ensure all PIC bring FAK to site before work.		
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next audit. Verification during ASA3: During visit to the Tanah Merah Estate, all first aid box had the sufficient contents as per checklist and was checked monthly by the HA. Thus, the minor NC is closed on 28/02/2018.		

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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	Major	11/09/2008	Closed on 26/10/2008
CR02	Minor	11/09/2008	Closed on 26/10/2008
CR03	Minor	11/09/2008	Closed on 26/10/2008
CR04	Minor	11/09/2008	Closed on 5/5/2011
CR05	Minor	5/05/2011	Closed on 24/3/2012
CR06	Minor	5/05/2011	Closed on 24/3/2012
1028798N0	Minor	7/03/2014	Closed on 24/2/2015
1159921N1 – 5.3.3	Minor	27/02/2015	Not closed. Escalated to Major NC as RSPO certification system
1304220M1 – 2.1.1	Major	3/3/16	Closed on 5/4/16
1304220M2 – 6.5.2	Major	3/3/16	Closed on 5/4/16
1304220M3 – 6.12.1	Major	3/3/16	Closed on 5/4/16
1304220M4 – 5.3.3	Major	3/3/16	Closed on 5/4/16
1304220N1 – 4.7.3	Minor	3/3/16	Not closed. Escalated to Major NC as RSPO certification system
1304220N2 – 4.1.2	Minor	3/3/16	Closed on 30/03/2017
1458363-201703-M1 – SCCS Module D 4.2	Major	30/03/2017	Closed on 29/4/2017
1458363-201703-M2 – 6.5.2	Major	30/03/2017	Closed on 04/05/2017
1458363-201703-M3 – 4.7.3	Major	30/03/2017	Closed on 04/05/2017
1458363-201703-N1 – 4.7.5	Minor	30/03/2017	Closed on 28/02/2018
1458363201703M1 - SCCS 5.4.1:	Major	28/02/2018	Closed on 24/04/2018
1458363201703M2 - SCCS 5.8.2:	Major	28/02/2018	Closed on 24/04/2018
1599604-201802N1 – 5.3.3	Minor	28/02/2018	“open”
1599604-201802N2 - 6.5.3	Minor	28/02/2018	“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 Tanah Merah Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.


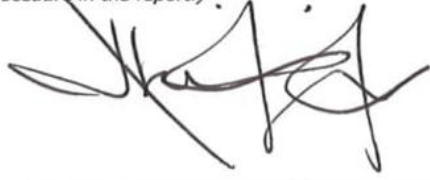
Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation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

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

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>Gender Committee Mill Operators Sprayer Harvester Manurer</p>	<p>Union/Contractors/Local Communities</p> <p>Contractors NUPW Local Communities Kg. Janging Local Communities Kg. Site A</p>
<p>Government Departments</p> <p>No complaint/issue by government department for Tanah Merah CU. Therefore, government department was not contacted.</p>	<p>NGO</p> <p>No complaint by NGO for Tanah Merah CU. Therefore, NGO was not contacted.</p>

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IS #	Description
1	<p>Issues: Workers’ Representatives (Different Nationalities) – The workers have reported the following issues:</p> <ul style="list-style-type: none"> i. They are not agreed to pay the Vacation Leave Pay at the end of the year because if they took 5 days annual leave in a month, their wages will be affected low. ii. They have complaints to the management regarding housing repair but it normally took longer time to rectify. iii. Stray dogs were not tie up at the linesite in POM which caused uneasiness to the residents. The Mill’s workers have complaint that the housing was not painted and not in good condition. <p>Management Responses:</p> <ul style="list-style-type: none"> i. The management will discuss and obtain the approval from the top management to carry out census on the VLP to decide the payment method. ii. The management took longer time to repair due to the spare parts required to order from contractors. iii. The management has liaised with Veterinary Department before and also informed the owners to keep their dogs lock. <p>The management has proposed budget to carry out maintenance and upkeep of the linesite.</p> <p>Audit Team Findings: These will be verified during next assessment.</p>
2	<p>Issues: NUPW Representatives – They informed that they have good relationship with the managements. There was no complaint regarding wages and working condition by the workers. They will have meeting with the management if there is any complaint reported.</p> <p>Management Responses: The management will continue to ensure good relationship and compliance to the requirements.</p> <p>Audit Team Findings: No other issue.</p>
3	<p>Issues: Contractors – They informed that they have good relationship with the managements. They have signed on the agreement prior to provide the services. Payment was made promptly by Head Office.</p> <p>Management Responses: The management will ensure payment will be made promptly as per the agreement term.</p> <p>Audit Team Findings: Verified the payment records found the payment was made promptly.</p>
4	<p>Issues: Local Communities Kg. Janging – He informed that he has requested for some contribution in either monetary or gift sponsorship to the school but has yet to receive any reply from the management.</p> <p>Management Responses: The management has informed that the request had rejected and informed the requester. Letter of request was taken back by the requester as well.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Issues: Local Communities Kg. Site A – He concluded that they have good relationship with the management. Trenches were constructed to maintain the boundaries of the land. No land dispute was reported.</p> <p>Management Responses: The management will continue to maintain good relationship with the local communities and ensure no encroachment into the land.</p> <p>Audit Team Findings: No other issue.</p>

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Tanah Merah 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 Tanah Merah Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohd Hafiz Bin Mat Hussain	Name: NORD HUSAM KEMAL
Company Name: BSI Services Malaysia Sdn bhd	Company Name:
Title: Lead Auditor	Title: Sr Manager Esplanade.
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 30/05/2018	Date: 7/6/2018 .

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, and EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	The requests were normally from external and internal stakeholders. The stakeholders will write in formal letter if they requested for some assistance from the operating units. Most of the requests were fulfilled by the operating units such as to request Tanah Merah Estate’s management to allow the cattle’s owner to shift the cattle through access of the estate’s road.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; 	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. 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.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> • Human Rights Policy (Criterion 6.13). - Major compliance – 		
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p> <p>Sime Darby Plantation Berhad has implemented Code of Business Conduct handbook which covers all operations in the plantation. Attitude of fair, integrity and ethic should be implemented during any business process. The company is strictly prohibited to have any bribery related in the business processes. Briefing of policies were given to the all the workers during morning muster in Tanah Merah Estate. Besides, the policy has been displayed on the notice board in front of the office.</p> <p>COBC training was conducted on 5/2/2018, 15/2/2018 and 19/2/2018 in Tanah Merah POM and seen the attendance list of the workers attended.</p>	Complied
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p> <p>SOU14 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>Tanah Merah Estate:</p> <ol style="list-style-type: none"> 1. DOA Permit to Purchase of Acephate Quantity: 600kg Ref#: NS/2017/ACP/0042(GL) (validity period 20/10/17 – 09/11/17). 2. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-NS/17 08074) – NS PMT 2337 (valid till 27/03/19). 3. MPOB license: 527164002000 (validity until 28/2/2019) for 3,682 Ha, 558187011000 (validity until 28/2/2019) for estate nursery. 4. Diesel permit: N014895 (validity period 7/3/2017-6/3/2018), Diesel=15,000Ltr and Petrol 9,000Ltr <p>Bukit Pelandok Estate:</p> <ol style="list-style-type: none"> 1. MPOB license: 530985002000 (validity period 11/09/17 – 30/06/18). 2. Diesel Permit #N014970, ref NS (PD) 8/1999 SK (D/B) (28/04/17 – 27/04/18) Quantity: 18,200 liter. 3. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-NS 39486) – NS PMT 3782 (valid till 09/01/18). Renewal application is in progress. Sighted DOSH inspection notice (JKJ113 – NS/PEMJ/18/02379), application ref NS/ML/18/01389 dated 26/02/18. 4. DOA Permit to Purchase of Acephate Quantity: 300kg Ref#: NS/2017/ACP/0045(GL) (validity period 08/11/17 – 28/11/17). <p>Bukit Pelandok Estate has obtained permit from Jabatan Tenaga Kerja Negeri Sembilan to deduct salary from the workers for</p>	Complied

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	<p>electricity, temple fund and mosque fund. Seen the letters from JTK with Ref. No. (3)PMT 10501/2017/0033 and (5) PMT 10501/2017/0008 dated 14/6/2017.</p> <p>Tanah Merah POM has obtained the approval from Jabatan Tenaga Kerja Semenanjung Malaysia to have the maximum overtime not exceeded 130 hours. Seen the approval letter with Ref. No. (30) dlm Bhg PU/9/134 Jilid 2 dated 2/12/2013 and verified the overtime records found that the maximum overtime hours conducted by the workers are 120 hours.</p> <p>Tanah Merah POM:</p> <ol style="list-style-type: none"> 1. MPOB license: 532379004000 (validity period 01/09/2017 – 31/08/2018) for 201,000MT. 2. DOE License: 003289, ref: ASNS (B) 31/152/000/003 (validity period 01/07/2017 - 30/06/2018) for 35 MT/hr. 3. Diesel Permit #N015006, ref NS (PD) 12/1999 SK (D) (14/06/2017 – 13/06/2018) Quantity: 18,200 liter. 4. Energy commission license no: 2018/00151; serial no: 26705 (validity period 12/01/2018 – 11/01/2019) for 1735 kW installation capacity. 5. Electrical Charge-man PW4, PW-T-4-B-1172-2016. 6. Engine Driver, NS/11/EIS/01/2, Gred 1. Ref: KKSTM/J7/2011. 7. Competent Person for CePSWaM (Certified Environmental Professional in Scheduled Waste Management), CePSWaM/183269 (validity 21/02/2018 – 21/02/2019). 8. Competent Person for CePPOME (Certified Environmental Professional in the Treatment of Palm Oil Effluent), CePPOME/172729 (validity 20/11/2017 – 20/11/2018). 9. Fire certificate, serial #301097, ref #JBPM: NS/7/3/2016, valid until 28/12/2018. 10. Water abstraction license: BKSA-PD/700-11/2/1-45/2016/0536 (validity period until 31/12/2018) for the volume of 262,800 m3 per annum. 11. Certificate of Fitness for Unfired Pressure Vessels (JKT15-Pin. 1/87 PMT-NS/17 03690) – NS PMT 2688 (valid till 02/10/2018). 12. Certificate of Fitness and Inspections (JKT14-Pin. 5/87 PMD-NS/17 03691) - NS PMD 877 (valid until 02/10/2018) 13. Certificate of Fitness and Inspections (JKT15-Pin. 1/87 PMT-NS/17 02935) - NS PMT 183 (valid until 09/07/2018) 14. Certificate of Fitness and Inspection (JKT16-Pin. 2/87 PMA - NS/17 03692) - NS PMA 3703 (valid until 02/10/2018) 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p> <p>SOU14 had documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p>	Complied

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	<p>Tanah Merah Estate - Latest review was done on 30/10/2017. Bukit Pelandok Estate - Latest review was done on 15/2/2018.</p>	
<p>2.1.3</p> <p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. 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>Tanah Merah Estate - Latest review was done on 30/10/2017. Bukit Pelandok Estate - Latest review was done on 15/2/2018.</p>	<p>Complied</p>
<p>2.1.4</p> <p>A system for tracking any changes in the law shall be implemented. - 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>	<p>Complied</p>
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -</p>	<p>Tanah Merah Palm Oil Mill and Estate operation is on freehold and leasehold land. Land titles and copy of land titles are available during the audit.</p> <p>Tanah Merah Estate land titles and quit rent were sighted for:</p> <ol style="list-style-type: none"> 1. Grant No: 32341, (Lot #5625) 2. Grant No: 38746, (Lot#PT8435) 3. Grant No:228764, (Lot#1328) 4. Grant No:197067, (Lot#11330) 5. Grant No: 161783, (Lot#6105) <p>Bukit Pelandok Estate land titles and quit rent were sighted for:</p> <ol style="list-style-type: none"> 1. Grant No: 228765, (Lot #11327) 2. Grant No: 197066, (Lot #11329) 3. Grant No: 20056, (Lot #PT3734) 4. Grant No: 20057, (Lot #PT3735) 5. Grant No: 32346, (Lot #5663) 6. Grant No: 20058, (Lot #3736) 7. Grant No: 32347, (Lot #3065) 	<p>Complied</p>
<p>2.2.2</p> <p>Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -</p>	<p>Legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside Tanah Merah Estate and sharing the estate boundary.</p> <p>Tanah Merah Estate - Field visit to boundary is visibly maintained with smallholder.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	Bukit Pelandok Estate - Field visit to boundary is visibly maintained with Tanah Merah Estate at field 96A.	
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).. - Major compliance -	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in the SOU 14 Tanah Merah certification unit at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the SOU 14 Tanah Merah certification unit at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the SOU 14 Tanah Merah certification unit at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied

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

Criterion 3.1:

There is an implemented management plan that aims to achieve long-term economic and financial viability.

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Criterion / Indicator	Assessment Findings	Compliance																										
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>SOU14 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. CAPEX included for machinery equipment to improve process efficiency. Sighted for Tanah Merah 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.</p>	Complied																									
3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance -</p>	<p>The replanting programme was established. Sighted Replanting Programme 2016-2023:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Estate</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>17/18</td> <td rowspan="5">TME</td> <td>255.53</td> </tr> <tr> <td>18/19</td> <td>129.00</td> </tr> <tr> <td>19/20</td> <td>207.04</td> </tr> <tr> <td>20/21</td> <td>139.32</td> </tr> <tr> <td>21/22</td> <td>100.55</td> </tr> <tr> <td>17/18</td> <td rowspan="5">BPE</td> <td>117.22</td> </tr> <tr> <td>18/19</td> <td>85.00</td> </tr> <tr> <td>19/20</td> <td>49.85</td> </tr> <tr> <td>20/21</td> <td>83.65</td> </tr> <tr> <td>21/22</td> <td>97.76</td> </tr> </tbody> </table>	Year	Estate	Ha	17/18	TME	255.53	18/19	129.00	19/20	207.04	20/21	139.32	21/22	100.55	17/18	BPE	117.22	18/19	85.00	19/20	49.85	20/21	83.65	21/22	97.76	Complied
Year	Estate	Ha																										
17/18	TME	255.53																										
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21/22		97.76																										

Principle 4: Use of appropriate best practices by growers and millers

Criterion 4.1:

Operating procedures are appropriately documented, consistently implemented and monitored.

4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>SOU14 has continued to use the documented SOPs for Palm Oil Mill. Tanah Merah Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) which includes the mill SOP and the Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>Estates have a separate SOP 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>	Complied
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<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 14:</p> <p>Tanah Merah Estate (Jan 2018) Replanting/Immature Assessment = 3.7/5 Nursery Assessment = 4.6/5.0 Mature upkeep Assessment=3.8/5 Manuring Assessment = 4.7/5 Building & Facilities Management = 4.0/5 EVIT = 3.1/5</p> <p>Bukit Pelandok Estate (Jan 2018)</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Replanting/Immature Assessment = 4/5 & 5/5 Pre-planting Field Assessment = 4.6/5 Mature upkeep Assessment=4/5 Manuring Assessment = 4.6/5 Building & Facilities Management = 4.3/5 EVIT = 2.1/5</p> <p>An External Mill Advisor visit had inspected and reported on the operations on annual basis. There were other audits by PSQM to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.</p>	
4.1.3	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	Complied
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	Complied
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
4.2.1	<p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -</p>	Complied
4.2.2	<p>Tanah Merah 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 13/6/2017) for field 04B/2 area, Keserite (1.50kg/palm) was completed on 29/11/17.</p> <p>Bukit Pelandok 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 16/1/2017) for field 00A area, Rock Phosphate (1.50kg/palm) was completed on 26/2/18.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance																
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p> <p>Tanah Merah Estate: Latest agronomist visit was done during agronomist visit on 15-16/5/2017. Soil sampling and analysis was last done on 15/8/2017. Sighted Soil Analysis Test Report (S38/2017) dated 10/11/2017.</p> <p>Bukit Pelandok Estate: Latest agronomist visit was done during agronomist visit on 21-22/12/16. Soil sampling and analysis was last done on 10/9/14. Sighted Soil Analysis Test Report (S80/2014) dated 10/12/2014.</p>	Complied																
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -</p> <p>All palm by-products including fronds, EFB are recycled. EFB is applied for immature area.</p> <table border="1" data-bbox="555 741 1147 831"> <thead> <tr> <th>Tonnage</th> <th>Type</th> <th>Month</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>411 mt</td> <td>EFB</td> <td>Jan 18</td> <td>TME</td> </tr> <tr> <td>2,278.98mt</td> <td>EFB</td> <td>Jan 18</td> <td>BPE</td> </tr> </tbody> </table>	Tonnage	Type	Month	Estate	411 mt	EFB	Jan 18	TME	2,278.98mt	EFB	Jan 18	BPE	Complied				
Tonnage	Type	Month	Estate															
411 mt	EFB	Jan 18	TME															
2,278.98mt	EFB	Jan 18	BPE															
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>																		
4.3.1	<p>Maps of any fragile soils shall be available. - Major compliance –</p> <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 Tanah Merah Estate and Bukit Pelandok Estate.</p> <table border="1" data-bbox="555 1032 1147 1272"> <thead> <tr> <th>No.</th> <th>Type of Soil</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rengam</td> </tr> <tr> <td>2</td> <td>Munchong/Tavy</td> </tr> <tr> <td>3</td> <td>Bungor/Tavy</td> </tr> <tr> <td>4</td> <td>Malacca</td> </tr> <tr> <td>5</td> <td>Durian/munchong</td> </tr> <tr> <td>6</td> <td>Munchong</td> </tr> <tr> <td>7</td> <td>Serdang</td> </tr> </tbody> </table>	No.	Type of Soil	1	Rengam	2	Munchong/Tavy	3	Bungor/Tavy	4	Malacca	5	Durian/munchong	6	Munchong	7	Serdang	Complied
No.	Type of Soil																	
1	Rengam																	
2	Munchong/Tavy																	
3	Bungor/Tavy																	
4	Malacca																	
5	Durian/munchong																	
6	Munchong																	
7	Serdang																	
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -</p> <p>Slope map available. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as mucuna and soft grasses and ferns. There is slope above 25° at TME, 13.16 Ha. The management decided not to plant at slope above 25°. At BPE, there is no slope above 25°.</p>	Complied																
4.3.3	<p>A road maintenance programme shall be in place. - Minor compliance -</p> <p>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 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.</p>	Complied																
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -</p> <p>There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.</p>	Complied																
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary</p> <p>There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.</p>	Complied																

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drainage for oil palm growing. - Minor compliance -			
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p>Tanah Merah POM Sighted an implemented plan established as Water Management Programme for FY17/18 includes the water sources from water reservoir, Tanah Merah water catchment pond, rain water and Syarikat Air Negeri Sembilan (SAINS).</p> <p>Contingency plan during water shortage identified water storage/dry spell and severe water pollution/contamination where water bought from SYABAS for domestic use.</p> <p>Water management action plan to reduce fresh water usage identified:</p> <ol style="list-style-type: none"> 1. To identified all the water pipe and do the correction and maintenance (to record in the defect maintenance) 2. To make sure no additional water being added to the centrifuge waste. To make sure no overflow water at the hot water tank. To adjust the float switch at the hot water tank as to control water level. 3. To control water usage for cleaning, to make schedule for wet cleaning and dry cleaning. 4. Rise the awareness by giving briefing, talk, seminar and training. <p>Tanah Merah Estate Sighted an implemented plan established as Action Plan for Water Management FY17/18 of Sime Plantations Tanah Merah Estate includes the drinking water contingency plan-emergency, water quality monitoring at natural stream and managing water source (wastewater, harvesting rain water and water for mature field).</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 SAINS for domestic use.</p> <p>The Rainfall monitoring records (SOU14) Tanah Merah Estate was made available. The data shows an average rainfall from January 2017 till December 2017 at 363.61mm.</p>	Complied

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	<p>Bukit Pelandok Estate Sighted an implemented plan established as Bukit Pelandok Estate Water Management Plan FY2017/18 included water sources as water catchment at field 1998A, rain water collection and water supply from Syarikat Air Negeri Sembilan (SAINS).</p> <p>The Rainfall monitoring records (SOU14) Bukit Pelandok Estate was made available. The data shows an average rainfall from January 2017 till December 2017 at 160.16mm</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="555 792 1190 976"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ rivers, version 1, year 2008, issue no. 1, dated 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>Tanah Merah POM – Tanah Merah Palm Oil Mill monsoon drain water monitoring before & after records: Report no. IE84/2018 dated 12/01/2018 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested. Domestic water monitoring records: Report no. IE76/2018 dated 12/01/2018 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Water monitoring (upstream, midstream & downstream) records: Report no. IE75/2018 dated 12/01/2018 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Pesticide in water analysis monitoring records: Report no. PL46/2018 dated 11/01/2018 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Microbiology analysis test monitoring records: Report no. ML45/2018 dated 11/01/2018 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Tanah Merah Estate – Pesticide in water analysis monitoring records: Report no. PL139/2018 dated 22/02/18 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													

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	<p>Microbiology analysis test monitoring records: Report no. ML94/2018 dated 14/02/18 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Bukit Pelandok Estate – Pesticide in water analysis monitoring records: Report no. PL110/2018 dated 14/02/18 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>Water analysis test monitoring records: Report no. IE124/2018 dated 06/02/18 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p>	
4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p> <p>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.</p> <p>Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP51/2018 dated 09/01/2018 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G.</p> <p>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.</p> <p>Quarterly return for the final quarter of 2017 (Oct – Dec 2017) available for review.</p>	Complied
4.4.4	<p>Recorded in File no. 5. Mill water use per tonne of FFB monitoring done accordingly as following:</p> <p>Mill water usage for July - Dec 2017: average of 1.43 mt/FFB processed.</p>	Complied
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		
4.5.1	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance –</p> <p>IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. 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</p>	Complied

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	<p>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.</p> <p>The report occupancy rate for Barn owl box census was sighted:</p> <table border="1" data-bbox="555 533 1225 622"> <thead> <tr> <th></th> <th>Occupancy rate</th> <th>Estate</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Barn owl</td> <td>33.60 %</td> <td>TME</td> <td>Aug 2017</td> </tr> <tr> <td></td> <td>57.14%</td> <td>BPE</td> <td>Jan 2018</td> </tr> </tbody> </table>		Occupancy rate	Estate	Remark	Barn owl	33.60 %	TME	Aug 2017		57.14%	BPE	Jan 2018							
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Barn owl	33.60 %	TME	Aug 2017																	
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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 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>	Complied																		
<p>Criterion 4.6: 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>	Complied																		
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> <table border="1" data-bbox="555 1323 1145 1507"> <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" data-bbox="555 1570 1145 1664"> <thead> <tr> <th></th> <th>Jan 18</th> </tr> </thead> <tbody> <tr> <td>Tanah Merah Estate</td> <td>0.011 % a.i/ha</td> </tr> <tr> <td>Bukit Pelandok Estate</td> <td>0.079 % 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	Tanah Merah Estate	0.011 % a.i/ha	Bukit Pelandok Estate	0.079 % a.i/ha	Complied
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4.6.3	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p> <p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	Complied																		

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Criterion / Indicator	Assessment Findings	Compliance	
4.6.4	<p>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.</p> <p>- Minor compliance -</p>	<p>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.</p>	Complied
4.6.5	<p>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).</p> <p>- Major compliance -</p>	<p>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.</p> <p>#cross refer with indicator 4.8.2</p>	Complied
4.6.6	<p>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).</p> <p>- Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p>	Complied
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	Complied
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>No aerial spraying at all estates.</p>	Complied
4.6.9	<p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be</p>	<p>There is no associated smallholder at Tanah Merah POM Certification Unit. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures.</p>	Complied

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4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Complied																								
4.6.11	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -</p> <p>Annual medical surveillance for sprayers and pesticide operators were demonstrated.</p> <p>Medical examination programme established for sprayers which conducted by Klinik Tengah (HQ/13/DOC/00/304) for Tanah Merah Estate and Klinik Port Dickson Sdn Bhd (HQ/08/DOC/00/28) for Bukit Pelandok Estate.</p> <table border="1" data-bbox="555 999 1203 1330"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>M8439671</td> <td rowspan="4">10/1/18</td> <td>Fit</td> <td rowspan="4">TME</td> </tr> <tr> <td>AR645048</td> <td>Fit</td> </tr> <tr> <td>P511650</td> <td>Fit</td> </tr> <tr> <td>J2621245</td> <td>Fit</td> </tr> <tr> <td>L2050480</td> <td rowspan="4">23/1/18</td> <td>Fit</td> <td rowspan="4">BPE</td> </tr> <tr> <td>620217055270</td> <td>Fit</td> </tr> <tr> <td>L449006</td> <td>Fit</td> </tr> <tr> <td>AE6807913</td> <td>Fit</td> </tr> </tbody> </table>	ID No	Date of Medical check up	Result	Estate	M8439671	10/1/18	Fit	TME	AR645048	Fit	P511650	Fit	J2621245	Fit	L2050480	23/1/18	Fit	BPE	620217055270	Fit	L449006	Fit	AE6807913	Fit	Complied
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4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -</p> <p>There are no female pesticide operators at Tanah Merah Estate. 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.</p> <p>At Bukit Pelandok Estate, there is no female pesticide operator found pregnant. Last checkup was done on January 18 by OHD (HQ/08/DOC/00/28). Sighted record for pesticide operator: 1. I/C No: 751126XXXXXX</p>	Complied																								
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>																										
4.7.1	<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>SOU14 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English.</p> <p><u>Baseline & Annual Audiometric Testing</u> Tanah Merah POM – Baseline & Annual Audiometric testing completed on 12/06/2017 and 19/06/2017 by Specialist Mobile Safety Supplies Sdn Bhd (HQ/13/DOC/00/330). Total of 96 workers were sent for the annual testing. Results from testing:</p>	Complied																								

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Criterion / Indicator	Assessment Findings	Compliance
	<p>17 workers with no test required. 22 workers with Hearing Impairment. 36 workers with Standard Threshold Shift.</p> <p>Audiometric testing (2nd Test) completed on 02/10/2017 by Specialist Mobile Safety Supplies Sdn Bhd (HQ/13/DOC/00/330). Total of 29 workers were sent for the annual testing. Results from testing: 04 workers with no test required. 07 workers with Hearing Impairment. 15 workers with Standard Threshold Shift.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u> Tanah Merah POM - CHRA conducted on 02/07/2015 by registered assessor JKPP HIE 127/171-2(166). Based on the CHRA, a total of 37 findings/recommendations reported.</p> <p>Tanah Merah Estate - CHRA (GST/AddCHRA/TanahMerahEstate/2017-364) conducted on 09/03/17 by registered assessor JKPP HIE 127/171-2(160). Based on the CHRA, a total of 05 findings/recommendations reported.</p> <p>Bukit Pelandok Estate - CHRA (GST/AddCHRA/BPelandokEstate/2017-365) conducted on 09/03/17 by registered assessor JKPP HIE 127/171-2(160). Based on the CHRA, a total of 05 findings/recommendations reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><u>Periodic Chemical Exposure Monitoring</u> Tanah Merah POM - The periodic chemical exposure monitoring was conducted on 24/07/2015 (RT013/2015/189) by JKPP HIE 127/171-3/1(183) for the laboratory was observed. The exposure results of personal monitoring at Laboratory for n-Hexane, Chloroform and Isopropyl Alcohol were below permissible exposure limit as specified under OSH USECHH Regulation 2000.</p> <p><u>Boundary Noise Monitoring</u> Tanah Merah POM - The boundary noise monitoring (RT010/2013/191) was conducted on 07/11/13 by Global Safe-T Sdn Bhd. Regulation 12 states that whenever there have been changes in production process, equipment, control measures or personal change in the factory, the employer shall conduct Additional Noise Monitoring within 6 months from the date of such change. Noted that P15 press was installed in December 2016. Report to be verified during the next audit.</p> <p><u>LEV inspection and testing</u> TMPOM - LEV inspection and testing (SEMC/KKSTANAHMERAH/LEV/258/2016) was conducted on 05/10/2016 by registered assessor JKPP HIE 127/171-3/2(96). Sighted contract #4300396828 dated 09/01/2018 for the LEV validation by Hygiene Technician II and quotation ref:/QSDP/07/2017/12/069 dated 20/12/2017. LEV inspection was conducted on 08/01/2018 and still pending LEV report.</p>	

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	<p><u>Contractors Management</u> Tanah Merah POM - Permit to Work (PTW) has been implemented for internal and external works involving confined space, hot work, working at height, LOTO. Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented.</p>	
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOU14 had identified and reviewed significant hazards and risks and determined appropriate risk control measures.</p> <p>The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p>Tanah Merah POM - HIRARC was reviewed on 29/01/2018 and approved by the Manager. Mill activities was identified and risk assessed with respect to weighbridge, reception station, FFB grading and sorting, fruit handling station, FFB sterilization, trashing station, pressing station, kernel and oil extraction, oil clarification, laboratory, maintenance activities at the workshop, water treatment, working in confined space, working at height and hot work activities. Revision done for wieghtbridge department involving weighing CPO/Kernel/FFB/Miscellaneous vehicle, Preparing, prining & filing documentation for despatches and Checking & recording of CPO tankers kernel and shell lorries.</p> <p>At the estate, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p>Tanah Merah Estate - HIRARC was reviewed on 03/01/18 and approved by the Manager. Revision done for security department on patrolling.</p> <p>Bukit Pelandok Estate - HIRARC was reviewed on 26/01/18 and approved by the Manager. Revision done for patrolling activities for patrolling the estate's field area.</p>	<p>Complied</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"> 1. Sime Darby Plantation KKS Tanah Merah 17/18 was established and approved. 2. Environment, Safety & Health Program Tanah Merah Estate FY 2017/2018 was established and approved. 3. Environment, Safety & Health Program Bukit Pelandok Estate FY 2017/2018 was established and approved. <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor's recommendation.</p>	<p>Complied</p>

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	<p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	
<p>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>SOU14 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><u>Tanah Merah POM</u> OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 15/12/2017 attended by 25 persons.</p> <p>The work place inspection conducted on 15/11/17 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> Chairman – Puan Nor Azian Binti Anuar, Mill Manager (appointment letter dated 01/01/2018). Appointment letters for other OSH committee members dated 01/01/2018.</p> <p>OSH/EHS meeting: 15/12/2017, 15/09/2017, 12/06/2017, and 15/03/2017.</p> <p><u>Tanah Merah Estate</u> OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 15/12/17 attended by 23 persons.</p> <p>The work place inspection conducted on 12/12/17 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> Chairman – Tuan Noor Hisham Bin Ismail, Estate Manager (appointment letter dated 26/01/18). Appointment letters for other OSH committee members dated 01/02/18.</p> <p>OSH/EHS meeting: 15/12/17, 15/09/17, 15/06/17 & 15/03/17.</p> <p><u>Bukit Pelandok Estate</u></p>	<p>Complied</p>

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	<p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 02/12/17 attended by 16 persons.</p> <p>The work place inspection conducted on 22/11/17 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> Chairman – Tuan Khairul Effendy Bin Hassan, Estate Manager (appointment letter dated 01/07/17). Appointment letters for other OSH committee members dated 17/12/16.</p> <p>OSH/EHS meeting: 02/12/17, 02/09/17, 02/06/17 and 03/03/17.</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"> Tanah Merah POM - Fire evacuation drill was last conducted on 23/05/2017 to test the state of readiness during emergency situation. Tanah Merah Estate - Fire evacuation drill was last conducted on 26/10/17 to test the state of readiness during emergency situation. Bukit Pelandok Estate - Fire evacuation drill was last conducted on 26/05/17 to test the state of readiness during emergency situation. <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> Training for First Aid is conducted in annually. Sufficient first aiders trained. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. Emergency eye wash facility available at chemical store and laboratory. Both are in good working condition. <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p>Tanah Merah POM 04 accident reported. JKPP 6 was sent to DOSH on 28/11/2017. JKPP 8 was sent to DOSH on 11/01/2018.</p>	<p>Complied</p>

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	<p>DOSH visits (01/02/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p>Tanah Merah Estate 03 accidents reported. JKPP 8 was sent to DOSH on 06/01/18. DOSH visits (27/07/17) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p>Bukit Pelandok Estate 05 accidents reported. JKPP 8 was sent to DOSH on 06/01/18. DOSH visits (18/05/17) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p>																						
<p>4.7.6 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 January 2018.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1" data-bbox="555 1144 1190 1527"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (FW206273)</td> <td>16/05/2017 – 15/05/2018</td> <td>Tanah Merah POM</td> </tr> <tr> <td>RHB Insurance (FW206172)</td> <td>12/05/2017 – 11/05/2018</td> <td>Tanah Merah POM</td> </tr> <tr> <td>RHB Insurance (MW218892)</td> <td>25/04/2018 – 24/04/2019</td> <td>Tanah Merah Estate</td> </tr> <tr> <td>RHB Insurance (MW218897)</td> <td>23/04/2018 – 22/04/2019</td> <td>Tanah Merah Estate</td> </tr> <tr> <td>RHB Insurance (MW173807)</td> <td>23/08/2017 – 22/08/2018</td> <td>Bukit Pelandok Estate</td> </tr> <tr> <td>RHB Insurance (MW142004)</td> <td>29/03/2017 – 28/03/2018</td> <td>Bukit Pelandok Estate</td> </tr> </tbody> </table>	Insurance	Period	Remark	RHB Insurance (FW206273)	16/05/2017 – 15/05/2018	Tanah Merah POM	RHB Insurance (FW206172)	12/05/2017 – 11/05/2018	Tanah Merah POM	RHB Insurance (MW218892)	25/04/2018 – 24/04/2019	Tanah Merah Estate	RHB Insurance (MW218897)	23/04/2018 – 22/04/2019	Tanah Merah Estate	RHB Insurance (MW173807)	23/08/2017 – 22/08/2018	Bukit Pelandok Estate	RHB Insurance (MW142004)	29/03/2017 – 28/03/2018	Bukit Pelandok Estate	<p>Complied</p>
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<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1" data-bbox="555 1664 1190 1816"> <thead> <tr> <th>Year to-date</th> <th>Tanah Merah POM</th> <th>Tanah Merah Estate</th> <th>Bukit Pelandok Estate</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>1 (LTA 90)</td> <td>0 (LTA 256)</td> <td>4 (LTA 15)</td> </tr> <tr> <td>2017</td> <td>4 (LTA 80)</td> <td>3 (LTA 33)</td> <td>5 (LTA 52)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>Tanah Merah POM recorded LTI as at January 2018 – 247,296. Tanah Merah Estate recorded LTI as at January 2018 – 982,824.</p>	Year to-date	Tanah Merah POM	Tanah Merah Estate	Bukit Pelandok Estate	2016	1 (LTA 90)	0 (LTA 256)	4 (LTA 15)	2017	4 (LTA 80)	3 (LTA 33)	5 (LTA 52)	<p>Complied</p>									
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2017	4 (LTA 80)	3 (LTA 33)	5 (LTA 52)																				

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	Bukit Pelandok Estate recorded LTI as at January 2018 – 543,499.																																											
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.																																												
4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	SOU14 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. Tanah Merah POM – Training Plan FY2017/2018. Implementation is still on-going. 23 training needs/requirements identified for various categories of operating units. Tanah Merah Estate – Occupational Safety and Health Management Plan FY17/18. Implementation is still on-going. Total of 13 training needs/requirements identified for various categories of operating units. Bukit Pelandok Estate – Environment, Safety & Health Program FY 2017/2018. Implementation is still on-going. 14 training needs/requirements identified for various categories of operating unit.	Complied																																										
4.8.2 Records of training for each employee shall be maintained. - Minor compliance –	The records of training were available at mill and estate office. Sample training checked: Tanah Merah POM <table border="1" data-bbox="555 1205 1206 1532"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>06/11/2017</td> <td>SDP Safety & Health Towhall 5.0</td> <td>PSQM</td> </tr> <tr> <td>30/10/2017</td> <td>Refresher Training - Sterilizer</td> <td>Ast. Manager</td> </tr> <tr> <td>11/09/2017</td> <td>Safety Briefing</td> <td>PSQM</td> </tr> <tr> <td>23/01/2017</td> <td>Permit To Work</td> <td>Supervisor</td> </tr> <tr> <td>08/12/2016</td> <td>Latihan LOTO and Confined Space</td> <td>Ast. Manager</td> </tr> </tbody> </table> Tanah Merah Estate <table border="1" data-bbox="555 1585 1206 2031"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>29/01/18</td> <td>First Aid & CPR Training</td> <td>JPAM</td> </tr> <tr> <td>13/12/17</td> <td>Spraying Equipment Maintenance/ Spraying Technique Training</td> <td>MyCrop</td> </tr> <tr> <td>26/10/17</td> <td>Fire Drill Training (Office)</td> <td>Manager</td> </tr> <tr> <td>01/08/17</td> <td>Manuring Training</td> <td>Ast. Manager</td> </tr> <tr> <td>25/07/17</td> <td>Inter16 Pump Training</td> <td>MyCrop</td> </tr> <tr> <td>1/8/17</td> <td>IPM Rat Baiting</td> <td>R&D</td> </tr> <tr> <td>21/6/17</td> <td>IPM P&D Spray</td> <td>R&D</td> </tr> </tbody> </table>	Date	Training	Trainer	06/11/2017	SDP Safety & Health Towhall 5.0	PSQM	30/10/2017	Refresher Training - Sterilizer	Ast. Manager	11/09/2017	Safety Briefing	PSQM	23/01/2017	Permit To Work	Supervisor	08/12/2016	Latihan LOTO and Confined Space	Ast. Manager	Date	Training	Trainer	29/01/18	First Aid & CPR Training	JPAM	13/12/17	Spraying Equipment Maintenance/ Spraying Technique Training	MyCrop	26/10/17	Fire Drill Training (Office)	Manager	01/08/17	Manuring Training	Ast. Manager	25/07/17	Inter16 Pump Training	MyCrop	1/8/17	IPM Rat Baiting	R&D	21/6/17	IPM P&D Spray	R&D	Complied
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		25/7/17	IPM Beneficial Plant	Ast. Manager	
		10/7/17	Chemical handling	Ast. Manager	
		14/9/17	HCV	Ast. Manager	
Bukit Pelandok Estate					
		Date	Training	Trainer	
		29/01/18	First Aid & CPR Training	JPAM	
		29/11/17	LSS Coaching	Ast. Manager	
		22/11/17	First Aid Training/Distribution	HA	
		22/11/17	Nitrile Glove and Plastic Fertilizer Bag Awareness	Ast. Manager	
		07/11/17	RSPO/MSPO Training	SQM	
		03/11/17	TownHall 5.0	Mohd Asri Hassan	
		3/11/17	HCV	Ast. Manager	
		10/8/17	IPM Bagworm	R&D	
		12/1/17	Manuring	Ast. Manager	
		3/5/17	Spraying	Ast. Manager	
		25/5/17	Harvesting (Mechanical Buffalo)	Ast. Manager	
		28/1/18	First Aid	HA	

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

Criterion 5.1:

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

5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	SOU14 Plans and impact assessments relating to environmental impacts based on documents as following: <ul style="list-style-type: none"> Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE 	Complied
5.1.2	Where the identification of impacts requires changes in current practices, in order to	There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.	Complied

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	<p>mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p> <p>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-incharge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p> <p>Review of aspect and impact register were done as following:</p> <p><u>Tanah Merah POM</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 02/11/2017. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p> <p><u>Tanah Merah Estate</u> Environment Aspect and Impact (EAI) and Environmental Impact Evaluation (EIE) SOU 14 Tanah Merah Estate for FY 2017/2018 reviewed on 17/07/17.</p> <p>There is no change on the existing identified environmental aspects. There is no change on the current score of impacts. The highest score of evaluated impact is around 340 to 390 which require EMP and the impacts generally on release to air pollution.</p> <p><u>Bukit Pelandok Estate</u> Environment Aspect and Impact (EAI) and Environmental Impact Evaluation (EIE) for FY2017/18 reviewed on 01/07/17. There is no change on the existing identified environmental aspects.</p>	
5.1.3	<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. - 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.</p> <p>Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> • Online scheduled waste inventory & consignment (file ref. no. ASNS (B) 31/152/000/003; Inventory no. 0503N206974122018) – updated as of 02/02/2018 where the quantity and storage period were within allowable limit. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Isokinetic stack monitoring at KKS Tanah Merah (SEMC/SIMEDARBY/ISO/208/2017) was conducted on 29/09/2017 by SEMC Sdn Bhd. The dust concentration level emitted at stack leading from Boiler Stack No. 2 (BMWT0078) was found to be well within the limits of MEQ (Clean Air) Regulations 2014 of 0.112g/Nm² during the sampling period. • Effluent monitoring records: Monthly Effluent Analysis Test Report no. EP51/2018 dated 09/01/2018 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. • Quarterly return via Online Environmental Reporting (OER) and monthly effluent analysis. The latest 4th quarter (ASNS(B)31/152/000/003) 01 Oct – 31 Dec 2017, submitted on 08/01/2018. <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>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
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>HCV Re-Assessment for Strategic Operating Unit (SOU) 14 Tanah Merah has been conducted on February 2015 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd. Interim Report (Version II). Total HCV area identified for Tanah Merah Estate falls under:</p> <ol style="list-style-type: none"> 1. Water Catchment area (4ha) – HCV category 4. 2. River of life project area – HCV category 4 3. Adjacent mangrove forest – HCV category 4 <p>Identified HCV:</p> <ol style="list-style-type: none"> 1. Tanah Merah River of Life, field 13B Action: regular patrol. Last patrolling record dated 24/2/2018. 2. Sungai Jangling Wetland Conservation Area (SJWCA) Action: No spraying marking/signboard, Buffer zone establishment, Water sampling on quarterly 3. Mangrove Forests Action plan: marking and signages, regular patrol, buffer zone establish 4. Management of water catchment 	Complied

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	Action plan: signage and marking, monitoring on sprayer and manuring activities.		
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.</p> <p>- 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 (i.e. tanah merah estate and bukit pelandok estate) found to have been satisfactorily maintained.</p>	Complied
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, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Training related to HCV was conducted accordingly. At Tanah Merah Estate, the training was conducted on 14/9/17. While, at Bukit Pelandok Estate, the training was conducted on 3/11/17.</p>	Complied
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>Action Plan Biodiversity FY17/18 Tanah Merah estate and Bukit Pelandok Estate was sighted. The scope includes Tanah Merah River of life, mangroves areas, Sg. Jangging wetland conservation area, water retention ponds, mangrove forest. Verification were also made during on-site assessment and found to be satisfactory. However, there is no RTE species found at both estate visited.</p>	Complied
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>There are no HCV set-asides for local communities identified in all the estates.</p>	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p>	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.</p>	Complied

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<p>- Major compliance -</p>	<p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.</p> <p>Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – linesite, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly.</p> <p><u>Tanah Merah POM</u> Scheduled waste for KKS Tanah Merah through Tex Cycle (P2) Sdn Bhd:-</p> <ol style="list-style-type: none"> 1. 18/01/2018 consignment #2018011812XIVTSA for SW322. 2. 18/01/2018 consignment #2018011812BZXKQM for SW410 3. 18/01/2018 consignment #20180118129US5RC for SW409. <p><u>Tanah Merah Estate</u> Record of medical waste disposal shown latest disposal was done on 19/01/18 through Kualiti Alam Sdn Bhd serial #0197417.</p> <p>Recycling of empty chemical/pesticide containers for Tanah Merah Estate through SS Setia Teknologi Enterprise. Sighted document dated 02/11/17 receipt#: 0805 for chemical containers.</p> <p>Records from Tanah Merah Estate shown latest disposal was done on 30/10/17 through its contractor SDI for SW305 and SW306.</p> <p><u>Bukit Pelandok Estate</u> Record of medical waste disposal shown latest disposal was done on 19/01/18 through Kualiti Alam Sdn Bhd serial #0197451.</p> <p>Recycling of empty chemical/pesticide containers for Tanah Merah Estate through SS Setia Teknologi Enterprise. Sighted document dated 02/11/17 receipt#: 0806 for chemical containers.</p> <p>Records from Bukit Pelandok Estate shown latest disposal was done on 21/02/2018 through its contractor Sime Darby Industrial Sdn Bhd (SDI) for SW305. Disposal was done on 30/11/2017 through its contractor Tex Cycle (P2) Sdn Bhd for SW410.</p>	
<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly.</p>	<p>Complied</p>

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- Major compliance -	<p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p>Scheduled waste is managed well with designated storage area at the mill and each of the estates not to less than 180 days in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector.</p> <p>The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>Tanah Merah POM Environmental Management Programme for FY 2017/2018 dated 02/11/2017 including good management of effluent treatment pond, mitigation of environmental impacts and to comply with EQA on balck smoke emission requirement.</p> <p>Tanah Merah Estate Environmental Improvement Plan/Pollution Prevention Plan dated 05/07/17 including control of pesticide, domestic waste and scheduled waste.</p> <p>Bukit Pelandok Estate Environmental Management Programme for financial year 2017/2018 dated 06/11/17 including management of HCV4 water catchment (field 1998A), good management of IPM and mitigation of environmental impacts.</p> <p><u>Tanah Merah Estate & Bukit Pelandok Estate</u> During the visit to the scheduled waste store, the scheduled waste was not managed properly with proper labelling.</p> <p>Oil trap and soak away sump was not properly maintained.</p> <p>Waste and pollutants was not properly identified and implementation to avoid or reduce pollution is lacking. Hence, minor NC was raised.</p>	Minor nonconformance
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.	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 supple (TNB) for electricity, palm fibre
		Complied

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<p>- Minor compliance -</p>	<p>and shells were also used to generate electricity through steam turbine and boiler.</p> <p>The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and 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"> • Diesel baseline average (July 17 - Dec 17): 0.24 lt/FFB • Water baseline average (July 17 – Dec 17): 1.43 m3/mt FFB <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><u>Taman Merah Estate</u></p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the estate were available as following:</p> <ul style="list-style-type: none"> • Diesel baseline average (July 17 - Dec 17): 1.14 lt/FFB • Electricity baseline average (July 17 – Dec 17): 8.41 kWh/mt FFB • Water baseline average (July 17 – Dec 17): 3.19 m3/mt FFB <p><u>Bukit Pelandok Estate</u></p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the estate were available as following:</p> <ul style="list-style-type: none"> • Diesel baseline average (July 17 - Dec 17): 1.83 lt/FFB • Electricity baseline average (July 17 – Dec 17): 1.57 kWh/mt FFB <p>Water baseline average (July 17 – Dec 17): 2.73 m3/mt FFB</p>		
<p>Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			
<p>5.5.1</p>	<p>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.</p> <p>- Major compliance -</p>	<p>During field assessment at immature area at Tanah Merah Estate and Bukit Pelandok Estate, 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.</p>	<p>Complied</p>

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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 -	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Complied

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Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social Impact Assessment was conducted on 7-9/10/2013 for whole SOU 14 Tanah Merah operating unit (Tanah Merah POM, Tanah Merah Estate and Bukit Pelandok Estate) by Social & Environment Projects Unit, PSQM Department. The methodology of the assessment was through interview and consultation, site visit and document review. The team has interviewed with the relevant stakeholders such as workers, contractors, local communities and local authorities. Seen the attendance list attached in the SIA report.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment is involved with the participation of affected stakeholders such as local communities, workers, NUPW representatives, government authorities. The assessment has covered the scope of housing and living condition, safety and health, relationship with the external stakeholders. Attendance list and concerns raised by the stakeholders were sighted in the assessment report.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The Estates and Mill has developed Management Plan on Social Impact Assessment on 31/1/2018 in Tanah Merah Estate, 31/12/2017 in Bukit Pelandok Estate and 2/11/2017 in Tanah Merah POM by the Assistant Manager. All the issues raised in the SIA report and stakeholder meeting was included into the management plan. Action plan and status of the issue, person in charge with the time frame to solve the issue was clearly stated in the plan. Evidence of the issues resolved was sighted such as the issue of cattle intrusion at the plantation area where meeting was conducted between cattle owner, police representative and the management on 26/1/2018.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The plan was reviewed on yearly basis and the last reviewed on 31/1/2018 for Tanah Merah Estate, 31/12/2017 for Bukit Pelandok Estate and 2/11/2017 for Tanah Merah POM.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No scheme smallholder involved in the SOU 14 Tanah Merah operating unit.	Complied
Criterion 6.2:			

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There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad developed Procedure for External Communication (Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 1/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation.</p>	Complied
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>Assistant Manager of Tanah Merah Estate has been appointed as representative to handle social issue by the Senior Manager of the estate. Seen the appointment letter dated 3/7/2017.</p> <p>The Manager of Bukit Pelandok Estate has appointed the Assistant Manager to be the officer responsible for social issue reported in Bukit Pelandok Estate. The appointment letter dated 1/12/2016 was sighted.</p> <p>Assistant Managers and Manager of the Mill has been appointed as official officer to handle social issues in Tanah Merah POM. Seen the appointment letter dated 13/2/2018.</p>	Complied
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>Tanah Merah Estate, Bukit Pelandok Estate and Tanah Merah POM has developed List of Stakeholders where local authorities, contractors and suppliers, local communities, NGOs was included into the list.</p> <p>Stakeholder meeting for SOU 14 Tanah Merah Operating Unit was last held on 26/1/2018 with the participation of stakeholders such as local authorities, cattle’s owners. One issue related to the cattle was raised where the owners have yet to shift out their cattle out of the plantation area. The police representative has informed the cattle’s owners fine will be incurred if found any cattle in the plantation area. Action plan was incorporated into the Management Plan on Social Impact Assessment.</p> <p>Communication records between the management and stakeholders were sighted. The external stakeholders have written in if they have any requests. For eg: The cattle’s owner has requested to shift his cattle out of his compound through the access of the road of Tanah Merah Estate. The management has replied the request on 2/2/2018 by approved the stakeholder to access to road.</p>	Complied
Criterion 6.3:			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity</p>	<p>Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	of complainants and whistleblowers, where requested. - Major compliance -	
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance - Bukit Pelandok Estate has implemented Housing Damage Complaint Form for all the workers to lodge any complaint related to housing matters. Repair works such as light bulb not functioning or sink clogged were rectify. Tanah Merah POM has implemented Quarters Defect Report where the occupants filled in the report whenever there is any defects. Seen the report dated 13/7/2017 where the House No. W6 reported that the aluminium sink was found leakage. The repair work was completed on 19/7/2017 and acknowledgement by the occupant was noted.	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance - Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 and issue date: 1/11/2008. The procedure has detailing the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance - SOP as per criteria 6.4.1.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
- Major compliance -		
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1 Documentation of pay and conditions shall be available. - Major compliance -	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment. The payslip has included basic pay, allowances, working days, medical leave, deduction of salary such as NUPW and EPF. Payslip for June 2017 (lowest crop), November 2017 (highest crop) and January 2018 in Tanah Merah Estate, March 2017 (highest crop), July 2017 (lowest crop) and December 2017 in Bukit Pelandok Estate was sampled based on the crop summary as below:</p> <ul style="list-style-type: none"> a. Employee No.: 109397 (TME) b. Employee No.: 57155 (TME) c. Employee No.: 87229 (TME) d. Employee No.: 94635 (TME) e. Employee No.: 103717 (TME) f. Employee No.: 27754 (BPE) g. Employee No.: 62810 (BPE) h. Employee No.: 108702 (BPE) i. Employee No.: 115092 (BPE) j. Employee No.: 124484 (BPE) k. Employee No.: 111795 (TMPOM) l. Employee No.: 97182 (TMPOM) m. Employee No.: 129747 (TMPOM) n. Employee No.: 121403 (TMPOM) <p>All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/ month or RM 38.46/day.</p>	Complied
6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	<p>Employment contract are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <ul style="list-style-type: none"> l. Employee No.: 115219 (TME) m. Employee No.: 128018 (TME) n. Employee No.: 131366 (TME) o. Employee No.: 125537 (TME) p. Employee No.: 3854 (BPE) q. Employee No.: 108702 (BPE) r. Employee No.: 111031 (BPE) s. Employee No.: 123557 (BPE) t. Employee No.: 129747 (TMPOM) u. Employee No.: 121403 (TMPOM) v. Employee No.: 111795 (TMPOM) <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract where Minimum Wage Order 2016 is comply as below:</p> <ul style="list-style-type: none"> i. Employee No.: 96827 (TME) j. Employee No.: 57155 (TME) k. Employee No.: 102266 (TME) l. Employee No.: 110148 (TME) m. Employee No.: 129579 (TME) n. Employee No.: 82504 (TMPOM) 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>o. Employee No.: 96284 (TMPOM) p. Employee No.: 56547 (TMPOM)</p> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p>	
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –</p>	<p>Linesite inspection was carried out on weekly basis in Bukit Pelandok Estate. The last inspection conducted for month February 2018 was on 23/2/2018, 16/2/2018 and 9/2/2018.</p> <p>Reviewed on the Housing Complex Inspection records found that the inspection was carried out once a month instead of weekly basis in Tanah Merah Estate and Tanah Merah POM. The inspections were carried out on 5/2/2018 and 6/1/2018 by using the Housing Complex/ Nest/ Community Hall Inspections Checklist where cleanliness, drainage system, housing condition, water and electricity supply were inspected by Hospital Assistant.</p> <p>Thus, a minor non-conformity was raised.</p>	Minor nonconformance
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –</p>	<p>The estates and mill are located near to town and there are sundry shops inside the compound. The workers have the access to adequate, sufficient and affordable foods. Interviewed with the workers confirmed that they purchased sundries either at the sundry shop or the market in nearest town.</p>	Complied
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available. - Major compliance -</p>	<p>SDPB has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively.</p>	Complied
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -</p>	<p>The workers in the Tanah Merah Estate has joined the NUPW association. There was meeting conducted once a year to discuss the workers' issues. The last meeting was conducted on 11/7/2017 with total 7 attendees. Seen the meeting minutes and no issue was raised during the meeting.</p> <p>Union meeting between the management and union members was conducted on 24/10/2017 with meeting minutes was sighted. Issues raised during the meeting was responded by the management. For eg: the rat issues in housing area where the management has placed rat bait at the field near to linesite after issue reported. In additional, the union representative complaint that there was a lot of mosquitoes at the linesite. The management has proposed to carry out fogging once every three months and started on December 2017. Seen the Input Supporting Form for the fogging done.</p> <p>Union representatives in Tanah Merah POM has organized meeting with the management on yearly basis and the last</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		meeting was held on 13/6/2017. Seen the meeting minutes and action plan was developed.	
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The company has developed Child Protection Policy dated January 2015 and they are complied with the minimum age requirement. Through document review on the Employee Listing confirmed that all the workers recruited are above 18 years old.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Through document reviewed on the list of employees found that the workers consisted of local and foreign workers, male and female workers. The management treated all the workers fairly and equally without any discrimination. No discrimination was sighted based on interview with the workers. The workers are allowed to transfer to any work station if they found they are unfit for the assigned job.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Sime Darby Plantation Berhad has developed Workforce Management Unit Liaison & Recruitment (LR) Procedure with Doc. No. WMU/LR-SOPP/MARCH2016, rev. 0 dated 30/3/2016. The recruitment process was clearly stated in the procedure where the recruitment was based age, medical fitness. There is no any discrimination based on religion, gender, nationality during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Sime Darby Plantation Berhad has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. Briefing of the policies was conducted during morning muster. Besides, policy is displayed at the notice board in office.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. Briefing of the policies was conducted during morning muster. Besides, policy is displayed at the notice board in office.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has developed Gender Committee Handbook, First Edition and the purpose of the development of this handbook is to provide general guide to the management, Gender Committee and other relevant parties to the specific components of the Gender Policy. Gender Committee was established in every operating units to implement, promote and disseminate values and principles of the Gender Policy. It also enhance the awareness of employees on issues related to women in the workplace, gender discrimination as well as fair and equal opportunity. Flowchart to handle the social issues was stated in the handbook as well.</p> <p>In Tanah Merah Estate, Gender Committee meeting was conducted on quarterly basis and the last meeting was conducted on 15/12/2017, 19/9/2017 and 21/6/2017. No issue was reported during the meeting. Interviewed with the female workers and staffs confirmed that no case of sexual harassment or violence been reported so far. Activities such as Zumba Class was organized to promote healthy lifestyle for the women.</p> <p>Gender Committee was established in Bukit Pelandok Estate. Meeting was conducted on quarterly basis and the last meeting was held on 10/1/2018. Seen the meeting minutes and no issue was reported during the meeting regarding sexual harassment or violence. Interviewed with female workers confirmed that case of sexual harassment or violence been reported.</p> <p>Meeting was conducted quarterly in Tanah Merah POM and the last meeting was held on 24/2/2018. Seen the meeting minutes and issues raised during the meeting was recorded. No sexual harassment case reported so far. Activities such as "Ramah Mersa" was organized to maintain the good relationship among the women.</p>	<p>Complied</p>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Tanah Merah Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.</p>	<p>Complied</p>
<p>6.10.2</p> <p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>Tanah Merah Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.</p>	<p>Complied</p>
<p>6.10.3</p> <p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Contract agreement was verified during the audit and sampled of contracts were as below:</p> <ul style="list-style-type: none"> a. Registration No.: 880893-H for transportation of FFB which valid from 1/9/2016 to 31/8/2019. b. Registration No.: 391890-D for land preparation and related works for oil palm replanting at 2017A which valid from July to December 2017. 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>c. Registration No.: 110727-T for transportation of CPO which valid from 1/5/2016 to 30/4/2019.</p> <p>The terms and conditions were stated in the agreement.</p>	
6.10.4	<p>Agreed payments shall be made in a timely manner. - Minor compliance -</p> <p>According to the agreement, the transporter shall submit the invoice within the first week of every month for the services performed in the preceding month and shall be paid by the company within 30 days from the date of receipt of the invoices. The payment was made by Head Office and the records of payment were verified. Interviewed with the contractors confirmed that the payment was made promptly.</p>	Complied
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
6.11.1	<p>Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -</p> <p>Tanah Merah Estate’s management has made contribution to the local communities and stakeholders upon request such as donation to heirs of late estate workers on 13/10/2017. Besides, the management has supplied 5 kg of cooking oil and 5 kg of rice to each workers once every 2 months. In Bukit Pelandok Estate, the management has distributed chicken to the workers during festive season, organized religion talk to the Muslim workers during Hari Raya. Management of Tanah Merah POM has contributed to the communities such as given donation to the worker whose the husband has passed away, provided mill tour for the students from university to have better knowledge on the palm oil processes on 20/9/2017, sport day in the mill.</p>	Complied
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -</p> <p>No scheme smallholder involved in the SOU 14 Tanah Merah operating unit.</p>	Complied
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -</p> <p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers. Contract of employment in their national language was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> a. Permit No.: PD 8834133 valid until 27/10/2018 (TME) b. Permit No.: PD 9020817 valid until 21/11/2018 (TME) c. Permit No.: PD 8575166 valid until 6/9/2018 (TME) d. Permit No.: PD 8267484 valid until 13/7/2018 (TME) e. Permit No.: PD 7775618 valid until 24/5/2018 (TME) f. Permit No.: PD 8550599 valid until 22/8/2018 (BPE) g. Permit No.: PD 7773925 valid until 23/4/2018 (BPE) h. Permit No.: PD 9297762 valid until 26/11/2018 (BPE) i. Permit No.: PD 8046343 valid until 18/6/2018 (BPE) j. Permit No.: PD 8504697 valid until 15/8/2018 (BPE) k. Permit No.: PD 9321499 valid until 21/10/2018 (TMPOM) 	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
	<p>l. Permit No.: PD 7906948 valid until 21/4/2018 (TMPOM)</p> <p>m. Permit No.: PD 8114751 valid until 29/7/2018 (TMPOM)</p> <p>n. Permit No.: PD 8951033 valid until 29/11/2018 (TMPOM)</p> <p>Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day.</p> <p>Besides, the workers have acknowledged on Passport Retention Letter/ Passport Custody Declaration to surrender their passport and keep by the management to avoid any loss of passport voluntarily. Seen the Passport Retention Letter for the sampled workers as below:</p> <p>a. Employee No.: 128018 (TME)</p> <p>b. Employee No.: 131366 (TME)</p> <p>c. Passport No.: 8051718 (BPE)</p> <p>d. Passport No.: B 4359569 (BPE)</p> <p>e. Passport No.: B 2592701 (BPE)</p> <p>f. Employee No.: 129747 (TMPOM)</p> <p>g. Employee No.: 96284 (TMPOM)</p> <p>h. Employee No.: 121403 (TMPOM)</p>		
6.12.2	<p>Where applicable, it shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance –</p>	<p>Interviewed with the foreign workers from different countries confirmed that no contract substitution has occurred. The terms and conditions stated in the agreement they signed in home country were the same as they signed in Sime Darby Plantation Berhad.</p>	Complied
6.12.3	<p>Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p> <p>- Major compliance -</p>	<p>SDPB has implemented a Sime Darby’s Human Rights Charter on 13/1/2017, version 3.0 where they committed as below:</p> <p>a. Providing equal opportunity</p> <p>b. Respecting freedom of association</p> <p>c. Eradicating any form of exploitation</p> <p>d. Ensuring favourable working conditions</p> <p>e. Enhancing Safety and Health</p> <p>The foreign workers have attended induction training at Sua Betong Estate upon arrival to Malaysia and prior to assign to post at respective estates. Seen the training certificate for the workers that had attended the induction training as below:</p> <p>a. Employee No.: 123557</p> <p>b. Employee No.: 124484</p> <p>c. Employee No.: 115092</p>	Complied
<p>Criterion 6.13: Growers and millers respect human rights.</p>			
6.13.1	<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).</p> <p>- Major compliance -</p>	<p>The Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. Briefing of the policies was conducted during morning muster and policy is displayed at the notice board in front of the office.</p>	Complied
6.13.2	<p>As long as children of foreign workers in Sabah and</p>	<p>Not applicable for Peninsular Malaysia.</p>	N/A

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Criterion / Indicator	Assessment Findings	Compliance
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.		
Principle 7: Responsible development of new plantings		
Tanah Merah Palm Oil Mill Certification Unit and supply base did not carry out any new plantings or conversion. 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.		
<p>8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>LSS potential projects sighted for Tanah Merah POM for FY17/18 includes:</p> <ol style="list-style-type: none"> 1. To increase % of KER 2. To improve OLWB at centrifuge no. 2 3. To reduce hexane consumption for lab analysis 4. To reduce PDV salt for regeneration 5. O reduce kernel recycle at kernel silo <p>Continual Improvement Plan Environment sighted for Tanah Merah Estate FY 2017/2018:</p> <ol style="list-style-type: none"> 1. To reduce pesticide usage – beneficial plant (IPM), rat census, felling, chipping and deboiling of ganoderma & death palm and proper EFB & compost application. 2. To reduce herbicide usage – land cover crop (LCC) establishment and Nephrolephis establishment. <p>Initiative on KAIZEN project showed commitment towards continual improvement to improve plant safety and process performance.</p> <p>Sighted Bukit Pelandok Estate’s continuous improvement project:</p> <ol style="list-style-type: none"> 1. Kaizen Charter – Title: To reduce maintenance cost for 10mt bins from repairing and painting damage 10mt bins by own foreman instead of contractor by 30/06/2017. 2. Kaizen Charter – Title: To reduce cost of construction of rain harvest by 21/03/2017. 3. Kaizen Charter – Title: To reuse recycle cattle grid for new replanting field by 31/03/2017. 	Complied

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Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

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

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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	N.A
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	N.A
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A

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34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO- 815150, MUTU- RSPO/054	N.A
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Legends

Certification Withdrawal

NA - NOT APPLICABLE

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

SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	SGS-RSPO/PC17-00005	N.A
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	N.A
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	N.A
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	N.A
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	N.A
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	

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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 Iilir, Riau	01-Dec-16	30-Nov-21	MUTU- RSPO/008	N.A
19		MANDAH		1 April 2014	1 April 2019	MUTU- RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU- RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU- RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU- RSPO/088	N.A
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU- RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU- RSPO/044	N.A
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	N.A

Legends

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

Appendix C: GHG Reporting Executive Summary

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

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

The summary of the Net GHG emitted in 2017 for Tanah Merah POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.33
PK	1.33

Extraction	%
OER	19.45
KER	5.08

Production	t/yr
FFB Process	147,296.95
CPO Produced	28,646.55
PKO Produced	7,488.27

Land Use	Ha
OP Planted Area	26,067.48
OP Planted on peat	118.95
Conservation (forested)	0
Conservation (non-forested)	0
Total	26,286.43

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	50,414.03	0.48	17,921.63	0.46	0	0	68,335.66	0.94
CO ₂ Emission from fertilizer	6,083.26	0.06	2,701.45	0.06	0	0	8,784.71	0.12
NO ₂ Emmision	5,352.57	0.05	1,771.67	0.03	0	0	7,124.24	0.08
Fuel Consumption	477.80	0	206.91	0	0	0	684.71	0
Peat Oxidation	0	0	514.69	0.01	0	0	514.69	0.01
Sink								
Crop Sequestration	-47,785.82	-0.46	-16,986.55	-0.44	0	0	-64,772.37	-0.90
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	14,541.84	0.14	6,129.80	0.13	0	0	20,671.64	0.27

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	26,851.61	0.18

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Fuel Consumption	115.62	0
Grid Electricity Utilisation	524.54	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	27,491.77	0.19

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	9,980.97
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

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

POME Diverted to Anaerobic Digestion:	
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

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence	Compliance (Yes / No or N/A) For any N/A raised, 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 (Tanah Merah Oil Mill: RSPO_PO1000000098)	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.	Tanah Merah 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: 2 1-0008-04-000-00 since 06 September 2004. Company has registered in palmTrace system as follows: Members ID – Tanah Merah Oil Mill: RSPO_PO1000000098 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 Tanah Merah Palm Oil Mill.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill’s supply chain model, complaints and management review.	Yes

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		During the period of Feb 17-Jan 18, Tanah Merah Palm Oil Mill has received and processed FFB from own plantations/estate : 151,430.68 mt with module D (Identity Preserved) for supply chain model.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Tanah Merah Palm Oil Mill was certified with Identity Preserved Module	Yes
5.3. Documented Procedures			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.	Yes
	<ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	Tanah Merah Palm Oil Mill has prepared a dedicated records and Forms in relation to RSPO Supply Chain Certification. Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 12/02/2018.	Yes
	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	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. Assistant Manager has been appointed as person in charge for supply chain and can demonstrate awareness of the organization's procedure. Appointment letter dated 1/7/2016 was sighted.	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; <ul style="list-style-type: none"> i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. 	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered internal audit. The internal audit for supply chain was conducted on 14/2/2018 by SQM team. There is 1 OFI raised for supply chain element.	Yes
	<ul style="list-style-type: none"> ii) effectively implements and maintains the standard requirements within its organization 	SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered internal audit. The internal audit for supply chain was conducted on	Yes

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		<p>14/2/2018 by SQM team. There is 1 OFI raised for supply chain element. It found that the internal audit was effectively implemented and maintained at Tanah Merah POM.</p>	
<p>5.4. Purchasing and goods in</p>			
<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>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>Bukit Pelandok Estate Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt No RSPO certificate number</p> <p>Tanah Merah Estate Code : E-269, date: 27/12/17, Consignment note# 07934, Field :01F, Tonnage:12.92mt No RSPO certificate number</p> <p>Tanah Merah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampod as following:</p> <p>SOU 15 (PD Lukut Estate) Code : E-267, date: 30/9/17, Consignment note# 0021178, Field :01A, 04A, Tonnage:24.07mt No RSPO certificate number</p> <p>SOU 15 (Sengkang Estate) Code : E-257, date: 30/9/17, Consignment note# 24222, Field :08B, 00D, Tonnage:20.88 mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p>SOU 8 (Sepang Estate) Code : E-123, date: 29/4/17, Consignment note# 005729, Field :92A, tonnage:10.04 mt No RSPO certificate number</p> <p>SOU 15 (Sua Betong Estate) Code : E-276, date: 13/3/18, Consignment note# 11957, Field :06B, Tonnage:8.428 mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p>SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered receiving FFB at the mill,</p>	<p>No</p>

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		<p>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 estates were not stamp the RSPO certificate number and 2 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"> 1. Tanah Merah Estate Estate 2. Bukit Pelandok Estate 3. Sepang Estate 4. PD Lukut Estate <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> 1) Sua Betong Estate, RSPO Cert #SGS-RSOPM-MY14/01364, 2) Sengkang Estate, RSPO Cert #SGS-RSOPM-MY14/01364 <p>Thus, Major NC was raised.</p>	
<ul style="list-style-type: none"> • 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>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>Bukit Pelandok Estate Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt</p> <p>Tanah Merah Estate Code : E-269, date: 27/12/17, Consignment note# 07934, Field :01F, Tonnage:12.92mt</p> <p>Tanah Merah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group samped as following:</p> <p>SOU 15 (PD Lukut Estate) Code : E-267, date: 30/9/17, Consignment note# 0021178, Field :01A, 04A, Tonnage:24.07mt</p> <p>SOU 15 (Sengkang Estate) Code : E-257, date: 30/9/17, Consignment note# 24222, Field :08B, 00D, Tonnage:20.88 mt</p> <p>SOU 8 (Sepang Estate) Code : E-123, date: 29/4/17, Consignment note# 005729, Field :92A, tonnage:10.04 mt</p>	<p>Yes</p>

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		<p>SOU 15 (Sua Betong Estate) Code : E-276, date: 13/3/18, Consignment note# 11957, Field :06B, Tonnage:8.428 mt</p>	
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	<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>Bukit Pelandok Estate Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt</p> <p>Tanah Merah Estate Code : E-269, date: 27/12/17, Consignment note# 07934, Field :01F, Tonnage:12.92mt</p> <p>Tanah Merah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group samped as following:</p> <p>SOU 15 (PD Lukut Estate) Code : E-267, date: 30/9/17, Consignment note# 0021178, Field :01A, 04A, Tonnage:24.07mt</p> <p>SOU 15 (Sengkang Estate) Code : E-257, date: 30/9/17, Consignment note# 24222, Field :08B, 00D, Tonnage:20.88 mt</p> <p>SOU 8 (Sepang Estate) Code : E-123, date: 29/4/17, Consignment note# 005729, Field :92A, tonnage:10.04 mt</p> <p>SOU 15 (Sua Betong Estate) Code : E-276, date: 13/3/18, Consignment note# 11957, Field :06B, Tonnage:8.428 mt</p>	<p>Yes</p>
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	<p>Not applicable</p>	<p>Not applicable</p>
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	<p>Not applicable</p>	<p>Not applicable</p>

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5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Tanah Merah Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 which covered control of documents and records, delivery of FFB from the estate, receiving FFB at the mill, process monitoring, CPO and PK despatch, non-conforming material/product, outsourced contractor, training, reclassification of mill's supply chain model and production volume.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>Tanah Merah 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: Pengangkutan Sri Tanjung Sepat Sdn Bhd and STB Maju (M) Sdn Bhd.</p> <p>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 (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>The mill ensures that an outsourced activity (transportation) is not contaminated with non-certified materials. There is no outsourced process within Tanah Merah 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 Tanah Merah 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 Tanah Merah Palm Oil Mill, hence this requirement is not applicable.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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	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 Tanah Merah 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 Tanah Merah 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
5.6. Sales and goods out			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>Tanah Merah Palm Oil Mill has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated February 2018 was developed.</p> <p>Sample the weighbridge ticket/dispatch note as below:</p> <p>A) CSPO Despatch Note: 011088 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0033A, Quantity:250mt Shipment date: 23/1/2018 Quantity: 33.44 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011063 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0072E,Quantity:250 mt Shipment date: 17/1/2018 Quantity: 29.88 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>B) CSPK Despatch Note: 011045 Buyer: XXXX Address: XXXX</p>	Yes

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		<p>Contract No: S/C-PSD/1801/PK0078, Quantity:200mt Shipment date: 10/1/2018 Quantity: 13.22 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011053 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0049A, Quantity:350mt Shipment date: 11/1/2018 Quantity: 32.47 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p>	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Seen the weighbridge ticket, shipping documents as per above sampled.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Sample the weighbridge ticket/dispatch note as below:</p> <p>A) CSPO Despatch Note: 011088 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0033A, Quantity:250mt Shipment date: 23/1/2018 Quantity: 33.44 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011063 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0072E,Quantity:250 mt Shipment date: 17/1/2018 Quantity: 29.88 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>B) CSPK Despatch Note: 011045 Buyer: XXXX Address: XXXX</p>	<p>Yes</p>

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		<p>Contract No: S/C-PSD/1801/PK0078, Quantity:200mt Shipment date: 10/1/2018 Quantity: 13.22 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011053 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0049A, Quantity:350mt Shipment date: 11/1/2018 Quantity: 32.47 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p>	
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<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:-</p> <p>Members ID – Tanah Merah Oil Mill: RSPO_PO1000000098 Licence valid until 18/05/2018 Member category : Oil Mill</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	<p>Tanah Merah Palm Oil Mill has the Procedure for Handling of Certified CPO and PK despatch where it was mentioned that Global Trade Marketing shall make the necessary transaction of RSPO certified CPO and PK in the RSPO IT Platform.</p> <p>Sampled the shipping announcement for the contract below were sighted: A) CSPO Despatch Note: 011088 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0033A, Quantity:250mt Shipment date: 23/1/2018 Quantity: 33.44 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011063 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0072E,Quantity:250 mt</p>	Yes

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		<p>Shipment date: 17/1/2018 Quantity: 29.88 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>B) CSPK Despatch Note: 011045 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0078, Quantity:200mt Shipment date: 10/1/2018 Quantity: 13.22 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011053 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0049A, Quantity:350mt Shipment date: 11/1/2018 Quantity: 32.47 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p>	
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	<p>Every shipping announcement made accordingly as unique id for traceability and recorded accordingly in the RSPO Palm Oil Purchase, Sales and Balance Control Table, update at real time basis by Global Trade Marketing, HQ.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	<p>There were volume sold for other scheme and conventional (refer to Table 11 & 12 ; Supply Chain declaration of Table D & E; Summary Template).</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>Sampled of shipping announcement documents and found that the management done the shipping announcement accordingly.</p>	<p>Yes</p>
<p>5.8. Training</p>			
<p>5.8.1</p>	<p>The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on 7/11/2017 by SQM team.</p>	<p>Yes</p>
<p>5.8.2</p>	<p>Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the</p>	<p>Sustainability training plan & records for year 17/18 sighted available during the audit. The training was conducted on</p>	<p>No</p>

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	supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	7/11/2017 by SQM team, however the training was not included weighbridge operator. No training for new SCCS 2017 was conducted to them. 1. 00063692 2. Z0104172. Thus, the Major NC was raised.	
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Tanah Merah 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= 20,383.76 MT CSPK= 5,468.81 MT	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	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
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	Not in use.	Not applicable
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Tanah Merah POM has established SOP for Sustainable Supply Chain and Traceability,	Yes

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		Issue No:3, Dated Feb 2018 which covered complaints element.	
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Tanah Merah POM has established SOP for Sustainable Supply Chain and Traceability, Issue No:3, Dated Feb 2018 which covered management review, which need to be conducted on annually at planned intervals. The 2 nd management review for Tanah Merah POM was conducted on 19/2/2018, chaired by the manager of Tanah Merah POM.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	The 2 nd management review for Tanah Merah POM was conducted on 19/2/2018, chaired by the manager of Tanah Merah POM. All the inputs have been discussed accordingly, eg: Results of internal audits covering RSPO Supply Chain Certification Standard, Customer feedback, Status of preventive and corrective actions, Follow-up actions from management reviews, Changes that could affect the management system, Recommendations for improvement.	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	The 2 nd management review for Tanah Merah POM was conducted on 19/2/2018, chaired by the manager of Tanah Merah POM. All the outputs have been discussed accordingly, eg: Improvement of the effectiveness of the management system and its processes and resource needs.	Yes

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

Requirements	Compliance
D.1 Definition	
<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&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>Tanah Merah palm oil mill received only certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&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>
D.2 Explanation	
<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&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:-</p> <p>Members ID – Tanah Merah Oil Mill: RSPO_PO1000000098 Licence valid until 18/05/2018 Member category : Oil Mill</p>
D.3 Documented procedures	
<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>Assistant Manager has been appointed as person in charge for supply chain. Appointment letter dated 1/7/2016 was sighted.</p>

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<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, product claims, production volume, conversion factor, internal audit, outsourced contractor, training, reclassification of mill's supply chain model, complaints and management review.</p>
<p>D.4 Purchasing and goods in</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>Bukit Pelandok Estate Code : E-117, date: 8/11/17, Consignment note# 47853, Field :09A, Tonnage:8.60mt No RSPO certificate number</p> <p>Tanah Merah Estate Code : E-269, date: 27/12/17, Consignment note# 07934, Field :01F, Tonnage:12.92mt No RSPO certificate number</p> <p>Tanah Merah Palm Oil Mill have system to verify at the weighbridge. Sighted other certified FFB under the same group sampes as following:</p> <p>SOU 15 (PD Lukut Estate) Code : E-267, date: 30/9/17, Consignment note# 0021178, Field :01A, 04A, Tonnage:24.07mt No RSPO certificate number</p> <p>SOU 15 (Sengkang Estate) Code : E-257, date: 30/9/17, Consignment note# 24222, Field :08B, 00D, Tonnage:20.88 mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</p> <p>SOU 8 (Sepang Estate) Code : E-123, date: 29/4/17, Consignment note# 005729, Field :92A, tonnage:10.04 mt No RSPO certificate number</p> <p>SOU 15 (Sua Betong Estate) Code : E-276, date: 13/3/18, Consignment note# 11957, Field :06B, Tonnage:8.428 mt Sua Betong POM, RSPO Cert #SGS-RSPOPM-MY14/01364,</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 estates were not stamp the RSPO certificate number and 2 estates were stamp with old certificate number:</p>

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	<p>A) Weighbridge Ticket or C/N without certificate number</p> <ol style="list-style-type: none"> 5. Tanah Merah Estate Estate 6. Bukit Pelandok Estate 7. Sepang Estate 8. PD Lukut Estate <p>B) Weighbridge Ticket or C/N with old certificate number</p> <ol style="list-style-type: none"> 3) Sua Betong Estate, RSPO Cert #SGS-RSPOPM-MY14/01364, 4) Sengkang Estate, RSPO Cert #SGS-RSPOPM-MY14/01364 <p>Thus, Major NC was raised under RSPO SC 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>The management has inform CB on overproduction of certified tonnage. They aware on the overproduction as per stated in the procedure.</p>
<p>D.5 Record keeping</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>All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Bukit Kerayong Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant. Daily records are prepared at the entry point at the weighbridge.</p> <p>Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.</p> <p>Sample the weighbridge ticket/dispatch note as below:</p> <p>A) CSPO Despatch Note: 011088 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0033A, Quantity:250mt Shipment date: 23/1/2018 Quantity: 33.44 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011063 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/CPO0072E,Quantity:250 mt Shipment date: 17/1/2018 Quantity: 29.88 mt Product: CPO RSPO IP Transport: Pengangkutan Sri Tanjung Sepat Sdn Bhdd Supply chain cert no: RSPO 541905</p> <p>B) CSPK Despatch Note: 011045 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0078, Quantity:200mt</p>

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	<p>Shipment date: 10/1/2018 Quantity: 13.22 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p> <p>Despatch Note: 011053 Buyer: XXXX Address: XXXX Contract No: S/C-PSD/1801/PK0049A, Quantity:350mt Shipment date: 11/1/2018 Quantity: 32.47 mt Product: PK RSPO IP Transport: STB Maju (M) Sdn Bhd Supply chain cert no: RSPO 541905</p>
D.6 Processing	
<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 which was certified under Sua Betong Certification Unit and Tanah Merah Certification Unit.</p>

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit (Feb 17 – Jan 18)				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	Feb 2017	10,038.774	-	10,038.774
2	Mar 2017	15,296.559	-	15,296.559
3	Apr 2017	10,682.843	-	10,682.843
4	May 2017	10065.043	-	10065.043
5	Jun 2017	8,124.595	-	8,124.595
6	Jul 2017	9,340.035	-	9,340.035
7	Aug 2017	13,087.368	-	13,087.368
8	Sep 2017	15,223.811	-	15,223.811
9	Oct 2017	15,660.799	-	15,660.799
10	Nov 2017	16,805.936	-	16,805.936
11	Dec 2017	14,197.974	-	14,197.974
12	Jan 2018	12,679.202	-	12,679.202
TOTAL		151,202.939		151,202.939

B. Monthly Records of Certified CPO & PK since the last audit (Feb 17 – Jan 18)			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	Feb 2017	1,950.47	467.28
2	Mar 2017	3,059.01	803.09
3	Apr 2017	2,118.20	624.89
4	May 2017	2,001.95	803.09
5	Jun 2017	1,576.66	443.60
6	Jul 2017	1,859.58	480.75
7	Aug 2017	2,566.41	652.55
8	Sep 2017	2,946.54	735.96
9	Oct 2017	3,037.88	780.11
10	Nov 2017	3,149.50	847.01
11	Dec 2017	2,737.80	782.18
12	Jan 2018	2,383.51	670.96
TOTAL		29,387.51	8,091.47

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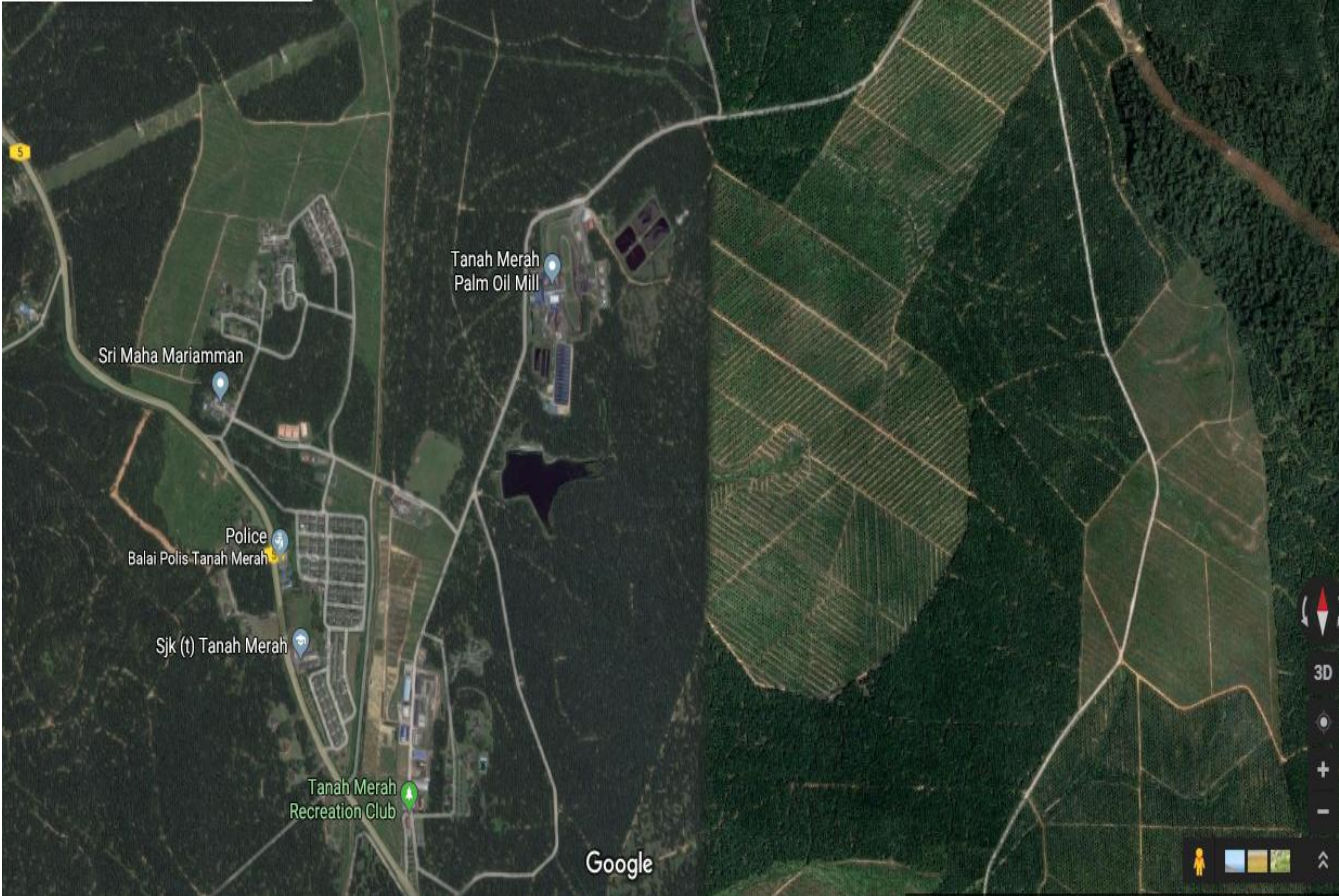
C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (Feb 17 – Jan 18)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	AAA	TR-3a9b7229-0694, TR-60e051ff-4db9, TR-298be3c4-178a, TR-69a9c135-c136, TR-225e6bb5-8d24, TR-93d3bde0-0e08, TR-ac3fee93-ca58, TR-d115d5ed-b268, TR-fb1bc060-7383, TR-0aedf157-2918, TR-bd8a0aa5-3e11, TR-58d74ef1-8fd3, TR-0f849497-6dc6, TR-5a69da76-2c97, TR-3c0c119a-6ea3, TR-547ebd72-f28d.	4,950	
2	BBB	TR-254047d8-aeaa, TR-157b1c22-5c8d, TR-d610ce8d-baa8, TR-02e784bd-dbbc, TR-b3605350-340f, TR-20907ddf-07dd, TR-f1a5f907-52d0, TR-3fa8fd56-e3e9, TR-fec87ffc-2bdc, TR-8f2340cb-32fb.	3,750	
3	CCC	TR-e445635a-b248, TR-9fe284f0-2c81, TR-61731f3e-c38f, TR-009ea8f1-6add, TR-2c28fbca-6b92, TR-48ecc6b9-3964.		2,900
TOTAL			8,700	2,900

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

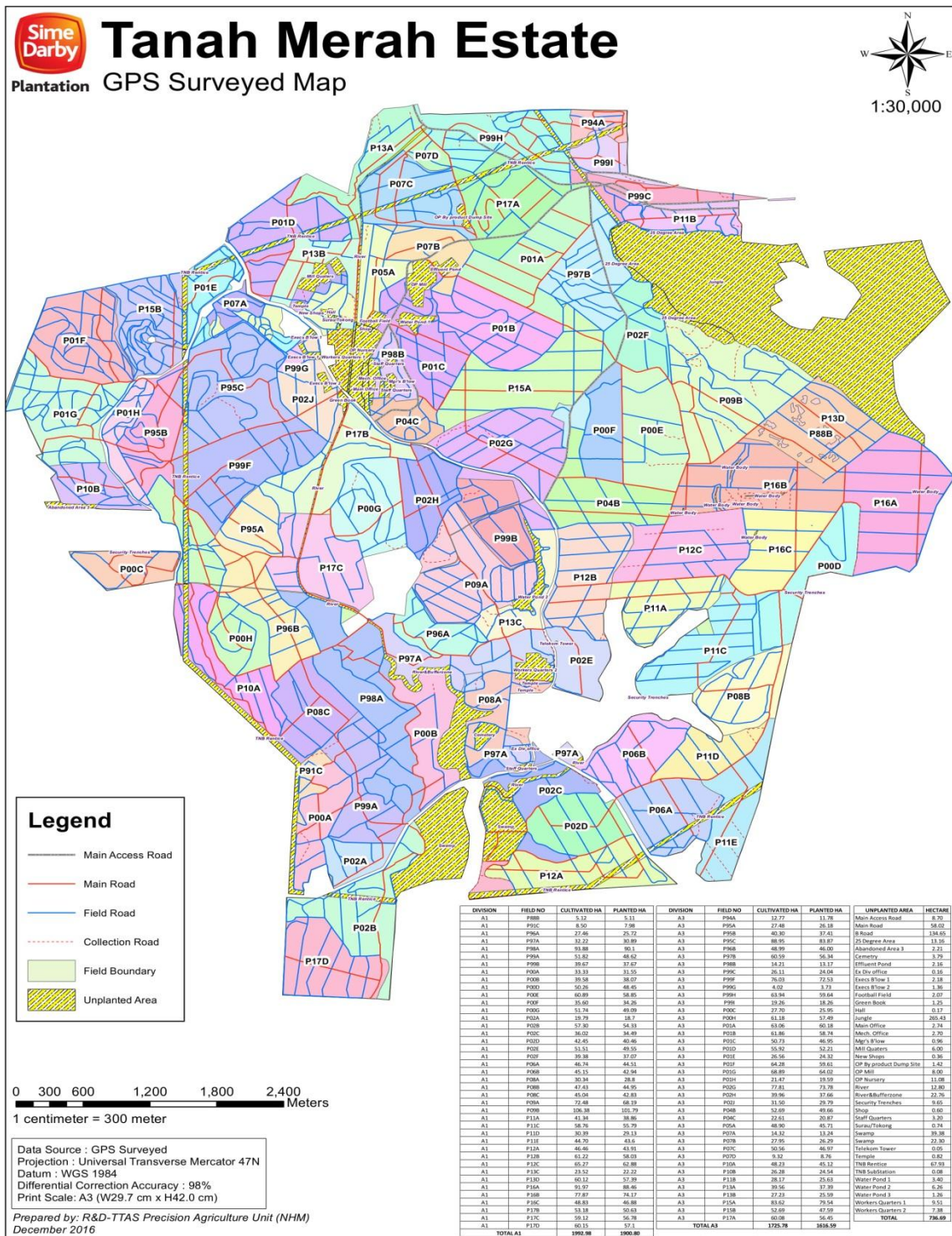
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (Feb 17 – Jan 18)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1	XXXX	20,747.86		
2	XXXX		5,024.81	

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

Appendix F: Location Map of Tanah Merah POM Certification Unit



Appendix G: Estate Field Map





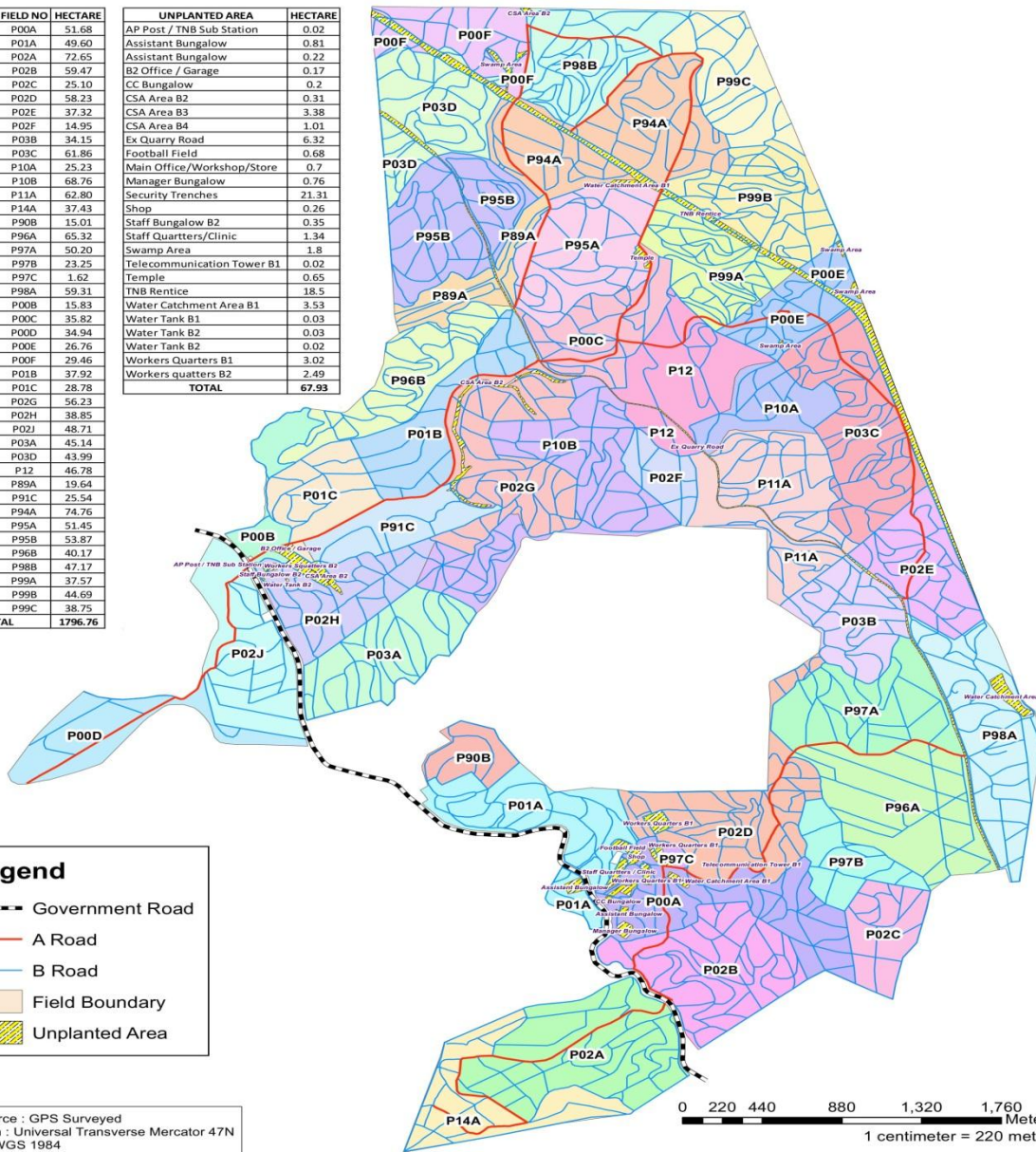
Bukit Pelandok Estate

Plantation GPS Surveyed Map



1:22,000

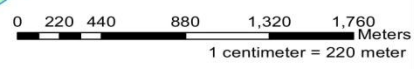
DIVISION	FIELD NO	HECTARE	UNPLANTED AREA	HECTARE
BPSATU	P00A	51.68	AP Post / TNB Sub Station	0.02
BPSATU	P01A	49.60	Assistant Bungalow	0.81
BPSATU	P02A	72.65	Assistant Bungalow	0.22
BPSATU	P02B	59.47	B2 Office / Garage	0.17
BPSATU	P02C	25.10	CC Bungalow	0.2
BPSATU	P02D	58.23	CSA Area B2	0.31
BPSATU	P02E	37.32	CSA Area B3	3.38
BPSATU	P02F	14.95	CSA Area B4	1.01
BPSATU	P03B	34.15	Ex Quarry Road	6.32
BPSATU	P03C	61.86	Football Field	0.68
BPSATU	P10A	25.23	Main Office/Workshop/Store	0.7
BPSATU	P10B	68.76	Manager Bungalow	0.76
BPSATU	P11A	62.80	Security Trenches	21.31
BPSATU	P14A	37.43	Shop	0.26
BPSATU	P90B	15.01	Staff Bungalow B2	0.35
BPSATU	P96A	65.32	Staff Quarters/Clinic	1.34
BPSATU	P97A	50.20	Swamp Area	1.8
BPSATU	P97B	23.25	Telecommunication Tower B1	0.02
BPSATU	P97C	1.62	Temple	0.65
BPSATU	P98A	59.31	TNB Rentice	18.5
BPDUA	P00B	15.83	Water Catchment Area B1	3.53
BPDUA	P00C	35.82	Water Tank B1	0.03
BPDUA	P00D	34.94	Water Tank B2	0.03
BPDUA	P00E	26.76	Water Tank B2	0.02
BPDUA	P00F	29.46	Workers Quarters B1	3.02
BPDUA	P01B	37.92	Workers quarters B2	2.49
BPDUA	P01C	28.78		
BPDUA	P02G	56.23		
BPDUA	P02H	38.85		
BPDUA	P02J	48.71		
BPDUA	P03A	45.14		
BPDUA	P03D	43.99		
BPDUA	P12	46.78		
BPDUA	P89A	19.64		
BPDUA	P91C	25.54		
BPDUA	P94A	74.76		
BPDUA	P95A	51.45		
BPDUA	P95B	53.87		
BPDUA	P96B	40.17		
BPDUA	P98B	47.17		
BPDUA	P99A	37.57		
BPDUA	P99B	44.69		
BPDUA	P99C	38.75		
TOTAL		1796.76		



Legend

- Government Road
- A Road
- B Road
- Field Boundary
- Unplanted Area

Data Source : GPS Surveyed
 Projection : Universal Transverse Mercator 47N
 Datum : WGS 1984
 Differential Correction Accuracy : 98%
 Print Scale: A3 (W29.7 cm x H42.0 cm)



Prepared by: R&D-TTAS Precision Agriculture Unit (NHM)
 September 2014

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

Not applicable

Appendix I: List of Abbreviations

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