

**Roundtable on Sustainable Palm Oil Certification
R S P O**

[] Stage-1 [] Stage-2 [V] Surveillance [] Re-Certification

Name of Management : SOU 12 – Sime Darby Plantation Sdn Bhd
 Organisation
 Plantation Name : Jabor Mill and Jabor Estate
 Location : Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia
 (Ladang Jabor, KB No. 7, 25900 Kuantan, Pahang)
 Certificate Code : **MUTU-RSPO/092**
 Date of Certificate Issue : 07 July 2016 Date of License Issue : 07 July 2017
 Date of Certificate Expiry : 06 July 2021 Date of License Expiry : 06 July 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.1	17 – 20 April 2017	Ardiansyah (Lead Auditor), Muhammad Rinaldi, Mahaswaran Maliyapan	Octo H.P.N. Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.1	16 June 2017

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FIGURE

Figure 1. Location Map of SOU 12 – Jabor



Figure 2. Operational Map of SOU 12 – Jabor (Main Division)

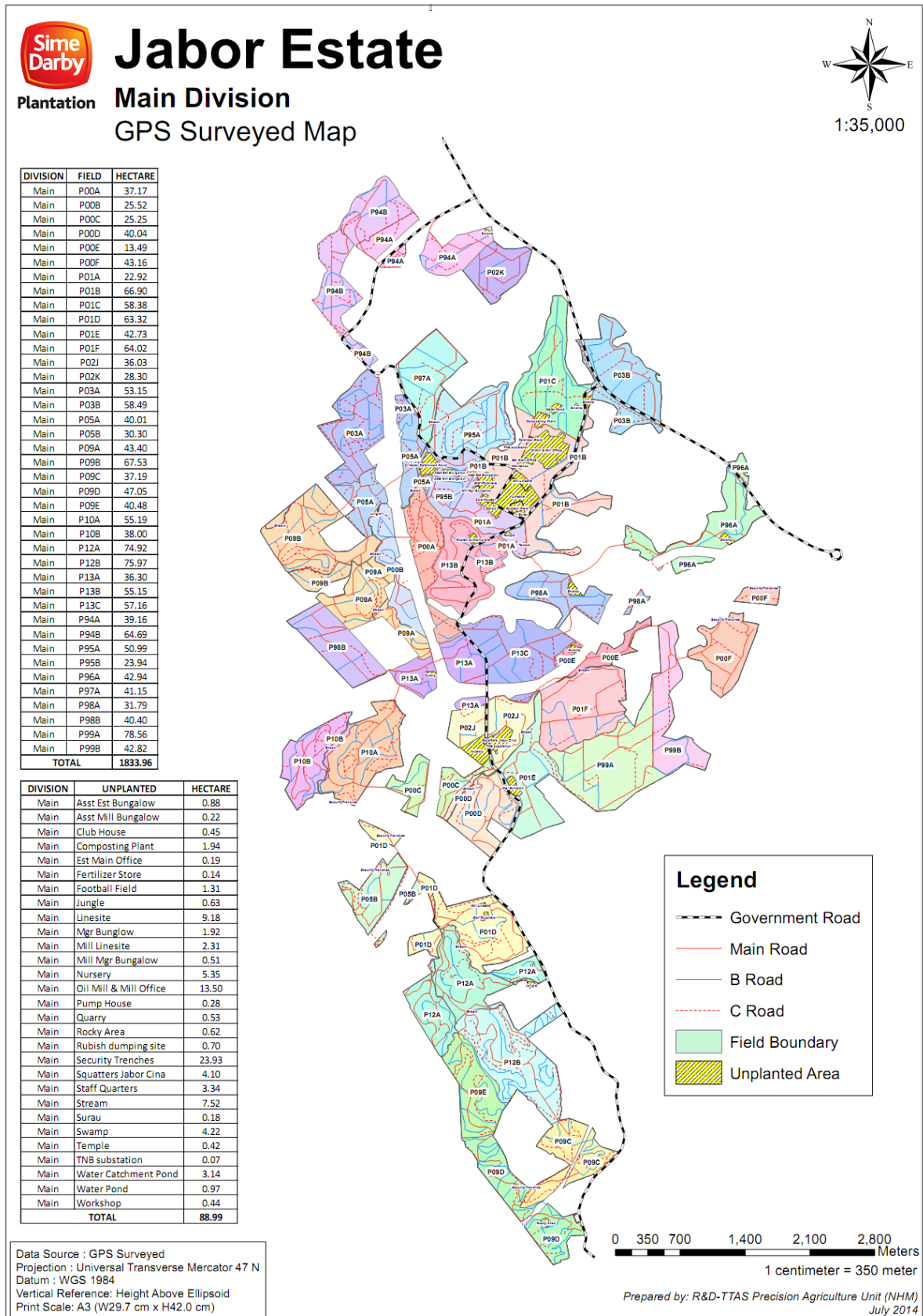
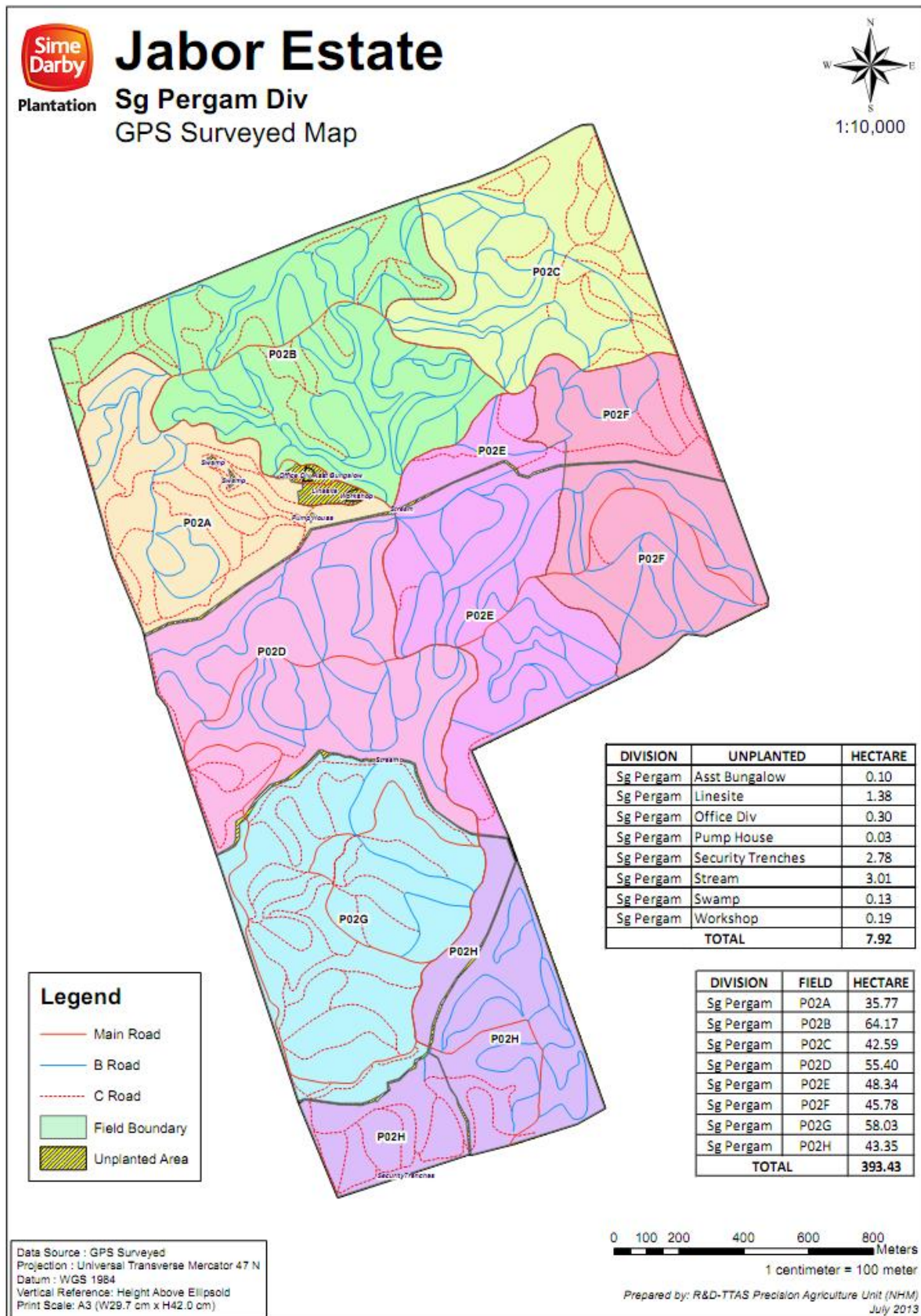


Figure 3. Operational Map of SOU 12 – Jabor (Sg Pergam Division)



Glossary

ASA	: Annual Surveillance Assessment
CH	: Certificate Holder
CHRA	: Chemical Health Risk Assessment
COBC	: Code of Business Conduct
CPO	: Crude Palm Oil
CSR	: Corporate Social Responsibility
DOE	: Department of Environment
DOSH	: Department of Safety and Health
EFB	: Empty Fruit Bunch
EHS	: Environment Health and Safety
EMS	: Environmental Management System
FFB	: Fresh Fruit Bunch
FY	: Financial Year
GCAD	: Group Corporate Audit Department
GHG	: Greenhouse Gas
GTM	: Global Trading and Marketing Department
HCV	: High Conservation Value
HIRARC	: Hazard Identification, Risk Assessment and Risk Control
HQ	: Head Quarter
IPM	: Integrated Pest Management
KER	: Kernel Extraction Rate
LCC	: Legume Cover Crop
LORR	: Legal and Other Requirement Register
MPOB	: Malaysian Palm Oil Board
MSDS	: Material Safety Data Sheets
MYNI	: Malaysia National Interpretation
NGO	: Non Government Organization
OER	: Oil Extraction Rate
OSH	: Occupational Safety and Health
OT	: Over Time
PIC	: Person In Charge
PK	: Palm Kernel
PND	: Pest And Disease
POM	: Palm Oil Mill
POME	: Palm Oil Mill Effluent
PPE	: Personal protective equipment
PSQM	: Plantation Sustainable Quality Management
PSS	: Pictorial Safety Standard
RSG	: Responsible Sourcing Guidelines
RSPO	: Roundtable Sustainable Palm Oil
RTE	: Rare, Threatened or Endangered
SDP	: Sime Darby Plantation
SCCS	: Supply Chain Certification Standard
SIA	: Social Impact Assessment
SOP	: Standard Operating System
SOU	: Strategic Operational Unit
SW	: Schedule Waste
WMU	: Workers Management Unit

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used		<ul style="list-style-type: none"> • <i>Malaysia National Interpretation - RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors 6 March 2015.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Shylaja Devi Vasudevan Nair	
1.2.3	Organisation address and site address	No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301	
1.2.4	Telephone	+(603)78484366	
1.2.5	Fax	+(603) 7848 4363	
1.2.6	E-mail	shylaja.vasudevan@simedarby.com	
1.2.7	Web page address	www.simedarby.com.my	
1.2.8	Management Representative who completed the application for certification	Shylaja Devi Vasudevan Nair	
1.2.9	Registered as RSPO member	1-0008-04-000-00 – 8 September 2004	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Jabor Mill and Jabor Estate	
1.3.2	Type of certificate	Single Dates of first certificate validity were 07 July 2011 to 06 July 2016. The second cycle certificate issued by TUV Rheinland Indonesia on 07 July 2016 and transferred to PT. Mutuagung Lestari on 16 June 2017	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Jabor	Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia	N 3° 57' 39" E 103°18' 32"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude

	Jabor	Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia	N 3° 57' 35"	E 103°18' 30"
1.5 Description of Area Statement				
1.5.1	Tenure			
	• State		2,332.92	Ha
	• Community		-	Ha
1.5.2	Area Statement			
	• Total area		2,332.92	Ha
	• Mature area		1,879.74	Ha
	• Immature area		100.17	Ha
	• Nursery		5.37	Ha
	• Mill		14.20	Ha
	• Building and Emplishment		44.56	Ha
	• Infrastructure (road and bridge)		142.7	Ha
	• Conservation area (HCV)		3.15	Ha
	• Others		143.03	Ha
1.6 Planting Year and Cycles				
1.6.1	Age profile of planting year			
	Planting Year	Hectarage (Ha)		
		Jabor Estate	Total	
	1995	70.95	70.95	
	1996	41.27	41.27	
	1997	39.43	39.43	
	1998	69.44	69.44	
	1999	117.22	117.22	
	2000	177.34	177.34	
	2001	306.86	306.86	
	2002	429.10	429.10	
	2003	108.05	108.05	
	2005	67.55	67.55	
	2009	222.47	222.47	
	2010	88.28	88.28	
	2012	141.78	141.78	
	2016	100.17	100.17	
	TOTAL	1,979.91	1,979.91	

1.6.2	New Planting area after January 2010	- Ha					
1.6.3	Planting Cycle	3 Cycle					
1.7 Description of Mill and Supply Base							
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Jabor	25	56,884.424	11,974.715	21.07	2,819.743	4.96
	* Source: Production Data of POM period April 2016 to March 2017						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/yea)	Supplied to Mill	
						FFB (tonnes/year)	%
	Jabor	2,332.92	1,979.91	36,416.91	19.37	36,416.91	100
	TOTAL	2,332.92	1,979.91	36,416.91	19.37	36,416.91	100
	* Source: Production Data of Estate period April 2016 to March 2017						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	Non Certified (Independent Outgrower):						
	Eng Huat Latex Concentrate	-		State of Pahang and Terengganu, Malaysia	176.320		
	Golden Horse Plantations	-			601.010		
	Ibok Plantations	-			82.980		
	Jabor Plantation	-			540.870		
	Ladang Bukit Sah	-			317.990		
	Ladang Chendana	-			340.310		
	Ladang Mawar	-			614.370		
	Ladang Sawit Cherul	-			93.290		
	Mega Oil Palm Sdn Bhd	-			8,517.500		
	Mohamad Saidi bin Abd Ghani	-			633.610		
	Naja Palm Oils Sdn Bhd	-			67.840		
	Tabir Arena Sdn Bhd	-			5,605.860		
	Yee Plantation Sdn Bhd	-			2,838.670		
	TOTAL				20,430.62		
	* Source: Production Data of POM period April 2016 to March 2017						
1.7.4	Product categories	FFB, CPO, PK					
1.8 Estimate Tonnage of Certified Product							
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 7 July 2016 to 6 July 2017 (tonnes/year)			Actual certified product 7 July 2016 to 31 March 2017 (tonnes/year)		
	• FFB Production	53,207.81			29,897.05		

	• CPO Production		11,700.40		6,330.30		
	• Palm Kernel (PK) Production		2,692.31		1,476.17		
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Jabor	2,332.92	1,979.91	39,598	20.00		
	TOTAL	2,332.92	1,979.91	39,598	20.00		
	<i>*Projected FFB production from 7 July 2017 – 6 July 2018</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Jabor	25	39,598	8,712	22	2,178	5.5
	<i>*Projected CSPO and CSPK production from 7 July 2017 – 6 July 2018</i>						
1.9	Other Certifications						
	Malaysia Standard OHS Gold Class II						
1.10	Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units						
	Management Unit		Supply Base	Time Bound Plan	Location	Status	
	Mill	Time Bound Plan					
	INDONESIA						
	Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified	
			Seruyan	2010		Certified	
	Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified	
			Manggala 2	2010		Certified	
			Manggala 3	2010		Certified	
	Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District – West Kalimantan	Certified	
			East	2010		Certified	
			Sei Mawang	2018		-	
			East Plasma	2010		Certified	
			West Plasma	2010	Certified		
	Teluk Siak. PT Aneka Inti Persada	2011	Teluk Siak	2011	Pekanbaru, Siak District – Riau	Certified	
			Pinang Sebatang	2011		Certified	
			Aneka Persada	2011		Certified	
	Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified	
			Bukit Pinang	2012		Certified	
	Pematang.	2011	Pematang	2011	Seruyan and East	Certified	

PT. Teguh Sempurna		Kawan Batu	2011	Kotawaringin District – Central Kalimantan	Certified
		Hatan Tiring	2011		Certified
		Batang Garing	2011		Certified
Alur Dumai. PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	2011		Certified
		Nusa Lestari	2011		Certified
Mandah. PT. Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
		Rotan Semelur	2011		Certified
Angsana Mini. PT Sajang Heulang	2011	KKPA-1 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati	2011		Certified
Angsana. PT Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
		Gunung Sari	2011		Certified
		KKPA-4 PT.SHE	2013		Certified
Mustika. PT Sajang Heulang	2013	Mustika		Tanah Bumbu District – South Kalimantan	Certified
		KKPA-2 PT.SHE	2013		Certified
		KKPA-3 PT.SHE	2013		Certified
		KKPA-5 PT.SHE	2013		Certified
		SAP 1	2020		Certification process
Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
		Gunung Kemasam	2011		Certified
		Laut Timur	2011		Certified
		Pantai Timur	2011		Certified
		KKPA BSS	2020		-
Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	2011	Kotabaru District – South Kalimantan	Certified
		Bebunga	2011		Certified
		KKPA Sungai Cengal	2014		Certified
Sukamandang PT Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
		Sapiri	2011		Certified
		Barasdanum	2011		Certified
		Kuala Kuayan	2011		Certified
Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	2012		Certified
		Rampa	2012		Certified
		Sesulung	2012		Certified
Selabak. PT Swadaya Andhika	2012	Selabak	2012	Kotabaru District – South Kalimantan	Certified
		Randi	2012		Certified
		Sangkoh	2012		Certified
		Lanting	2012		Certified

Rantau. PT Mandiri Laguna	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
		Matalok	2012		Certified
Betung. PT Mandiri Laguna	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
		Sekayu	2012		Certified
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2020		-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
		Bumi Ayu	2012		Certified
		Karang Ringin	2012		Certified
		Napal	2012		Certified
		Mangun Jaya	2012		Certified
		Sungai Jernih Estate and GPI KKPA	2017		-
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013		Certified
		Blang Simpo-01	2013		Certified
		Blang Simpo-02	2013		Certified
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2018	Sanggau District – West Kalimantan	-
		MAS 1	2018		-
		MAS 1	2018		-
		Plasma MAS	2020		-
Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
		Awatan	2014		Certified
		Karya Palma	2018		-
		KKPA SNP	2020		-
		Pelanjau (PT BAL)	2018		-
		Sungai Putih (PT BAL)	2018		-
		Baturus (PT BAL)	2018		-
		KKPA BAL	2020		-
MALAYSIA					
Sg Dingin SOU 1	2010	Bukit Hijau	2010	Kerangan, Kedah	Certified
		Padang Buluh	2010		Certified
		Bukit Selangor	2010		Certified
		Sg Dingin	2010		Certified
		Jentayu	2010		Certified
		Anak Kuli	2010		Certified
		Somme	2010		Certified
Chersonese SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
		Holyrood	2011		Certified
		Kalumpong	2011		Certified
		Tali Ayer	2011		Certified

Elphil SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
		Elphil	2011		Certified
		Kamuning	2011		Certified
Flemington SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
		Bagan Datoh	2011		Certified
		Sabak Bernam	2011		Certified
		Sg Samak	2011		Certified
Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
		Sabrang	2011		Certified
		Sg Wangi	2011		Certified
		Sogomana (Main Division)	2011		Certified
Selaba SOU 5	2011	Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
		Sogomana (Cashwood & Sg Beruas Division)	2011		Certified
		Bikam	2011		Certified
		Clumy	2011		Certified
Tennamaram SOU 6	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified
		Sungei Buloh	2011		Certified
		Bkt Talang	2011		Certified
Bkt Kerayong SOU 7	2011	Bkt Kerayong	2011	Kapar, Selangor	Certified
		Bkt Cherakah	2011		Certified
		Bkt Rajah	2011		Certified
		Bkt Lagong	2011		Certified
		Elmina	2011		Certified
East SOU 8	2010	East	2010	Carey Island, Selangor	Certified
		Dusun Durian	2010		Certified
		Sepang	2010		Certified
West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified
Kerdau SOU 11	2011	Kerdau	2011	Temerloh, Pahang	Certified
		Jentar	2011		Certified
		Mentakab	2011		Certified
		Sg Mai	2011		Certified
		Chenor	2011		Certified
Jabor - SOU 12	2011	Jabor	2011	Kuantan, Pahang	Certified
Labu SOU 13	2011	Labu	2011	Nilai, Negeri Sembilan	Certified
		New Labu	2011		Certified
		Bradwall	2011		Certified
Tanah Merah SOU 14	2010	Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
		Sua Betong	2010		Certified
		Bukit Pelandok	2010		Certified
Sua Betong SOU 15	2014	Salak	2014	Port Dickson, Negeri Sembilan	Certified
		Sengkang	2014		Certified
		Siliau	2014		Certified

		PD Lukut	2014		Certified
		Sungai Baru	2014		Certified
		Tampin Linggi	2014		Certified
Kok Foh SOU 16	2011	Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
		Kok Foh	2011		Certified
		Muar River	2011		Certified
		St. Helier	2011		Certified
		Pertang	2011		Certified
		Sg Gemas	2011		Certified
		Sg Sebalang	2011		Certified
		Sg Senarut	2011		Certified
Kempas SOU 17	2010	Kempas	2010	Jasin, Melaka	Certified
		Kemuning	2010		Certified
		Tangkah	2010		Certified
Diamond Jubilee SOU 18	2011	Bukit Asahan	2011	Jasin, Melaka	Certified
		Diamond Jubilee	2011		Certified
		Serkam	2011		Certified
Pagoh SOU 19	2014	Pagoh	2014	Muar, Johor	Certified
		Lanadron	2014		Certified
		Pengkalan Bukit	2014		Certified
		Welch	2014		Certified
Chaah SOU 20	2010	North Labis	2010	Chaah, Johor	Certified
		Cha'ah	2010		Certified
		Sg Simpang Kiri	2010		Certified
Gunung Mas SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
		Kempas Klebang	2010		Certified
		Bukit Paloh	2010		Certified
		Yong Peng	2010		Certified
Bukit Benut SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
		CEP Niyor	2011		Certified
		Lambak / Elaeis	2011		Certified
Ulu Remis SOU 23	2011	Pekan	2011	Layang-layang, Johor	Certified
		Sembrong	2011		Certified
		Tun Dr. Ismail	2011		Certified
		Ulu Remis	2011		Certified
		Bukit Badak	2011		Certified
		Cenas	2011		Certified
Hadapan SOU 24	2011	CEP Rengam	2011	Layang-layang, Johor	Certified
		Kulai	2011		Certified
		Layang	2011		Certified
		Seri Pulai	2011		Certified
Sandakan Bay SOU 26	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
		Tunku	2008		Certified
		Tigowis	2008		Certified
		Sentosa	2008		Certified
		Saguliud	2008		Certified

Melalap SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
		Sapong	2011		Certified
Binuang SOU 28	2009	Tingkayu	2009	Kunak, Sabah	Certified
		Sungang	2009		Certified
		Jelata Bumi	2009		Certified
		Binuang	2009		Certified
Giram SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
		Giram	2009		Certified
Merotai SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
		Merotai	2009		Certified
		Table	2009		Certified
		Tiger	2009		Certified
Lavang SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
		Kelida	2011		Certified
		Lavang	2011		Certified
		Lavang (SE)	2011		Certified
		Rasan	2011		Certified
Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
		Samudera	2011		Certified
		Semarak	2011		Certified
		Bayu	2011		Certified
Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
		Damai	2011		Certified
		Derawan	2011		Certified
		Sahua	2011		Certified
Pekaka SOU 34	2011	Chartquest	2011	Bintulu, Serawak	Certified
		Dulang	2011		Certified
		Peroh	2011		Certified
		Pekaka	2011		Certified
		Ruai	2011		Certified

Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia.

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. 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.

There was change of the Time Bound Plan under Sime Darby on 15 April 2016 cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation: PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTUAGUNG has consider that Sime Darby still comply with the RSPO requirement for partial certification.

1.10.2

Progress of Associated Smallholders and Outgrowers for Certifiable Standard.

Jabor Mill receive FFB from independent outgrower.

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-1.1	<ol style="list-style-type: none"> Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation from Department of Forestry, Bogor Agricultural University. Had followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. Had followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), Training Lead Auditor ISO 9001:2008, Training ISO 14001:2004, OHS based on OHSAS, RSPO Lead Auditors (endorsed by Proforest and Daemeter), Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and mapping for land cover analysis. During this audit, has verify of Environment, SCCS and HCV. Muhammad Rinaldi (Auditor). Indonesian citizen, Diploma of Oil Palm Plantation. He has experience 4 years working as Assistant Agronomy since 2007. He has attended training RSPO Lead Auditor, training of Auditor ISPO, training of Lead Auditor ISO 9001-2008, training of ISO 14000, training of HCV identification, training of OHS management system, training of potential and conflict resolution. Experienced in auditing in relevant scheme (ISPO) since 2014 with the aspects of land legality, environmental, social, occupational health and safety, Best Management Practices, Conservation and worker welfare. During this audit, has verify for BMP, Transparency and OHS. Mahaswaran Maliyapan (Auditor). Malaysian citizen, More than 15 years working experience in various industries in Malaysia that covering the full spectrum of Quality and Environmental Management System. As certified Lead Auditor and being the Principle Consultant. He too has vast exposure and experience in Quality Environmental Management System as well the Occupational, Health and Safety auditing. He owns proven track records of auditing various multinational companies both locally and internationally. Fluent in Local Language. In this assessment, he assessed on legal aspect, worker welfare and social aspect.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA-1.1	Number of auditors: 3 auditor Number of days for ASA-1.1 at site: 4 days Number of working days for ASA-1.1 at site: 12 Working days
2.2.2	Assessment Process
ASA-1.1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Sime Darby Plantation Sdn Bhd, SOU 12 Jabor to the requirements of Malaysia National Interpretation of RSPO Principles and Criteria 2013, March 2015 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill)</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results ASA-1.1 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1.2).</p> <p>Improvement of findings from surveillance assesment findings were observed by auditors at this ASA-1.1 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.1.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Location of Assessment
ASA-1.1	The number of management units of this activity consists of one estates that supply material FFB to the Jabor Mill. In conducting the assessment, auditor team using formula $0.8 \sqrt{y}$ to determine the sample of and consider the

issue of problems arising from the stakeholders (stakeholders) as fundamentally and critical. Based on this formula, the team of auditors determine the location of sample is 1 unit mill and 1 estates (Jabor Estate).

Jabor Mill

1. **Security pos.** Observation and interview related to emergency procedures, inspection of vehicles in and out.
2. **Weighbridge Station.** Observation of supply chain procedure, employment and wages
3. **Loading Ramp.** Observation and interview with grading personnel related to personnel understanding over grading procedure, the implementation of grading, fruit criteria, wage, worker facility, fruit separation with ripeness and rawness criteria.
4. **Process Station.** Observation and interview with personnel related to FFB's processing into CPO, capacity each station, personnel understanding over the applicable SOP, fire emergency response facilities and infrastructure in mill, POME management, first aid kits, the implementation of OHS, Basic amenities, trainings, deduction of wage and minimum wage.
5. **Engine room.** Observation and interview with the worker related to implementation of OHS, understanding of safe working, administration of fossil fuels use.
6. **Boiler station.** Observation and interview with the worker related to implementation of OHS, understanding of safe working, smoke density tool, utilization of shell and fiber
7. **Schedule Waste Store.** Observations related the process of temporary storage before being sent to the third party, building condition, emergency response equipment, symbol and label of hazardous waste.
8. **Chemical store.** Observations and interview towards chemical handling, OHS implementation, signages, accident insurance, first aid kit and emergency shower.
9. **Lubricant store.** Observations and interview towards lubricant handling, MSDS, fire extinguishers, emergency equipment.
10. **Workshop.** Observation and interview related the wage, insurance, medical benefit, PPE provided, worker facility, OHS implementation, waste management and first aid kit.
11. **EFB Stacking Place.** Observation on OHS condition, Leachate and it management.
12. **Mill drainage.** Observation the management of waste water from mill operation and rain water.
13. **Effluent Pond.** Observation of the condition of POME management and final discharge.
14. **WTP.** Observation about OHS implementation, flowmeter for water used and PPE use.

Jabor Estate

15. **Clinic.** Observation and interview related to health facility, clinical waste handling, competency of medical assistant, first aid kit, accident record, medical check and record of medical history.
16. **Sundry Shop.** Observation and interview related to price of daily needs and credit payment.
17. **Crenche.** Observation and interview related to worker facility to childcare and other facility.
18. **Housing / worker quarters.** Observation the availability of infrastructure such as housing, water and electricity facilities, fire extinguisher, education facilities, religious facilities, health facilities, domestic waste management, childcare and sports facilities.
19. **Landfill.** Observsation the landfill area.
20. **Field 96A.** Observation the condition of boundary markers.
21. **Field 97A.** Observation the condition of boundary markers.
22. **Field 00F.** Observation the condition of boundary markers.
23. **Field 98A.** Observation the condition of boundary markers.
24. **Chemical Store.** Field observations related to condition in the chemical handling, signages, emergency equipment and MSDS.
25. **Lubricant store.** Observations and interview towards lubricant handling, MSDS, fire extinguishers, emergency equipment.
26. **Schedule Waste Store.** Observations and interview towards waste handling, inventory, OHS implementation and emergency equipment.
27. **Mixing area.** Observations the waste handling, OHS implementation, PPE used and emergency equipment.
28. **Workshop.** Observation and interviews with employees related to management of waste, training, provision of PPE, and emergency response facilities.
29. **Diesel Fuel.** Observation the diesel refueling place, signages and bundwall.
30. **Water catchement pond/ HCV.** Observations and interview related to management in water catchement

	<p>pond and the condition in pond.</p> <p>31. Field 97A/95A. Observation the condition in water sampling point, riparian condition and management in riparian zone.</p> <p>32. Block 95A, Main Division. Observation and interview with harvester and supervisor discussing about foreign worker recruitment, worker status, worker rights, OSH implementation and implementation on CH policy.</p> <p>33. Block 01D, Main Division. Observation and interview with fertilizer applicator about foreign worker recruitment, promotion, mutation, worker status, salary, OSH implementation, and socialization of CH policy.</p> <p>34. Block 16B, Main Division. Overview replanting activities, slope area management, pest control using owl and beneficial plant.</p> <p>35. Estate Office.</p> <ul style="list-style-type: none"> - interview with IPM worker, discussing about OSH implementation, worker status, basic salary, training, Knowledge of pests & diseases procedures. - Interview with pesticide operators discussing about OSH implementation, worker status, basic salary, training, procedure implementation, safe work procedure. <p>Stakeholder Consultation</p> <p>36. Community. Interviews related to the issue of environmental pollution, land conflict issue, the CH contribution to society and the impact of corporate activities.</p> <p>37. Government Institution. Interviews related to regulatory compliance, the issue of safety and CH contributions to the area.</p> <p>38. FFB supplier and Contractor. Interviews related to the issue of environmental pollution, payment and OHS.</p>
<p>2.3</p>	<p>Stakeholder Consultation and Stakeholders Contacted</p>
<p>2.3.1</p>	<p>Summary of stakeholder consultation process.</p>
<p>ASA-1.1</p>	<p>Consultation of stakeholders for Sime Darby Plantation Sdn Bhd, SOU 12 - Jabor held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com on 30 March 2017. 2. Consultation meeting and interview with Departement of Safety and Health of Terengganu on 17 April 2017. 3. Consultation meeting and interview with locals of the nearby village (Perasing Jaya and Cina), FFB supplier and contractor on 19 April 2017. 4. Consultation meeting and interview with union and gender committee on 19 April 2017. 5. Consultation with NGO (Sustainable Development Network Malaysia, Malaysian Environmental NGOs, United Nations Development Programme - UNDP Malaysia and - Malaysian National Animal Welfare Foundation – MNAWF) via email on 10 April 2017. <p>Numbers of input from stakeholder were clarified by SOU 12 - Jabor.</p>
<p>2.3.2</p>	<p>Stakeholder contacted</p>
	<p><i>Please find appendix 1</i></p>
<p>2.4</p>	<p>Determining Next Assessment</p>
	<p>The next visit (ASA-1.2) will be determined at least 9 – 12 months after this ASA-1.1 (May 2018).</p>

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of SOU 12 Jabor Mill – Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill and one (1) oil palm estates.

During the assessment, there are One (1) Nonconformity were assigned against Minor Compliance Indicators and two (2) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5.

MUTUAGUNG LESTARI found that Jabor mill – Sime Darby Plantation Sdn Bhd complied with the requirements of Malaysia National Interpretation of RSPO Principles and Criteria 2013, March 2015 And Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
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	CH has a SOP for providing the information in the SOP of Procedure for External Communication issued on 1 November 2008. The procedure states that the manager is responsible to receive all external communication from external interested parties. Timeframes of providing feedback is within 2 weeks. In the SOP does not explained the specific document that can be accessed by stakeholders however all of information request will be reviewed by manager.	
1.1.2	The CH has documented the all of information request from stakeholders, for examples: <ul style="list-style-type: none"> Request information from Environment Agency by email to Jabor Mill on 20 July 2016 about Smoke density record and has been replied on 25 July 2016. Request information from Ministry of Human Resource by email to Jabor Estate on 11 May 2016 about worker information and has been replied on 25 May 2016. <p>Based the explain, it is know that the mechanism of information request and the feedback has been conducted in accordance with the procedure.</p>	
	Status: Comply	
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		

Based on Procedure for External Communication issued on 01 November 2008, it is known that the CH not define the documents can be made publicly available as per the list of documents under RSPO indicator 1.2.1. The mechanism of request information are will be reviewed by the manager and will be gave the feedback before 2 weeks.

There are record of request of information from stakeholder, for examples:

- Request information from Environment Agency by email to Jabor Mill on 20 July 2016 about Smoke density record and has been replied on 25 July 2016.
- Request information from Ministry of Human Resource by email to Jabor Estate on 11 May 2016 about worker information and has been replied on 25 May 2016.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

1.3.1

Policy of committing to a code of ethical conduct and integrity in all operations and transactions does not change from the previous assessment that listed on the book of Code of Business Conduct (COBC) issued on December 2011.

The CH shown the COBC briefing for the worker in the form of attendance list, for example:

- COBC briefing in Jabor Mill at 20 July 2016 for 29 workers.
- COBC briefing in Jabor Mill & Estate at 30 April 2016 for 73 workers.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1 & 2.1.2

There is a “Legal & Requirements Register” established by the PSQM [Plantation Sustainable Quality Management] which was checked and approved for compliance on 01/01/2017 by the estate and mill’s Asst. Manager & Manager. Based on the evaluation compliance score card, the general requirements and environmental concern has scored satisfactory ratings. Among the legal & other requirements evaluated were Factories & Machinery Act 1967, Classification, labelling & Safety data Sheet of Hazardous Chemicals Reg 2013, Pesticide – labelling Reg. 1984, OSH 1994 and EQA 1974.

Permits and licenses were verified for compliance with 3 observations found at mill. There is a Standard Operating Manual [appendix 5.2.4a] that guides the operating units on how to monitor the progress of applicable laws and regulations. The Group Sustainability Team [PSQM] will update the operating units if there are any changes in the legal requirements. The identification of changes is the responsibility of corporate department in HQ whom shall notify in written to the mill & estate representatives of the changes. It then the respective operating unit’s head to delegate the information among their team members.

During this assessment, sighted both mill and estate established “Overtime Request Form” and the implementation found satisfactory and no findings was noted while verifying on payslip and worksheet record.

2.1.3 & 2.1.4

As for the issues concerning to environment and OHS, it is the responsibility of EHS unit [under the arm of PSQM] to update and implement the changes at SOU level. For the issues related to foreign workers, the Worker Management Unit will liase with respective sites. The HR team co-ordinates on wages concern issues with all operating units.

Based on the evaluation compliance score card in the mill, the general requirements and environmental concern has scored 100% [satisfactory] and the OSH scored 98.75% due to finding on mill not obtained the Fire certificate. As for

estate, it was 100% compliance. The mill still not obtained the Fire Certificate, however, there are positive movement from the mill management with corresponding evidence with Bomba. Therefore, the audit team noted this finding as an observation till to next assessment.

Status: Comply

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.

2.2.1

This POM is one of the 37 mills that owned by Sime Darby Plantation throughout Malaysia and is located at Lot 1884, Mukim Ulu Jabor, Kemaman, Terengganu. This mill was commissioned in Nov 1976 with a processing capacity of 25MT/hr. Based on the mill layout, it is on the land of Jabor Estate with total land area of 6.2 Ha inclusive of 3.2 Ha effluent treatment plant and 1ha for water reservoir. This estate located in district of Kemaman Terengganu, 20 km from Kuantan and 35 km from Kemaman.

This estate was previously known as Jabor Valley Estate where the rubber plantation converted to oil palm in stages. The current total titled hectares are 2,332.92 ha [main division with 1,755.14 Ha and Sungai Pergam division with 367.26 Ha], 100% planted with oil palm of which 3.5 Ha for nursery, 1,879.74 Ha is matured and 100.17 Ha immature. The estate is maintaining all the land titles [283] and keep tracks the communication evidences with their internal land survey department. Sighted a matrix on the land title number against the area and amount of quit rent paid. Sampled 36 land titles and cross checked with master list with no errors found.

2.2.2

There is an active communication between the estate management and Strategy & Innovation Team on the prospect work to determine the area for mining bauxite within the estate land. The project is in pipeline as a team was deployed to draft up the location of marketable bauxite. During filed visit found the original boundary stone visually maintained aside of maintaining trenches along smallholder as part of boundary marker. The estate also implementing pole system [red & white] along the boundary parameters (see picture). Sighted also the natural waterways and government reserved lands are protected by means of no spraying and manuring.



2.2.3; 2.2.4; 2.2.5 & 2.2.6

This estate was previously developed by Guthrie Plantation and the merger process in 2008 has changed the ownership to Sime Darby plantation. Therefore, no communities nor individual has any implications for the legal status of their land or have been disputes.

Status: Comply

2.3

Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

2.3.1; 2.3.2; 2.3.3 & 2.3.4

There is a documented flow chart and procedure – Appendix 05 for “Handling Social Issues”. Aside there is also another flow chart and procedure – Appendix 03 for Land or Boundary Disputes”. This set of documents are applicable if any arising issues from the local communities neighboring the estate or stakeholders or during land surveying process by authorized agencies. During field visit, sighted the estate adjoining to smallholder’s plantations [rubber / palm oil], government reserve swamp land, villages and separated by East Coast Highway as well the Federal Road that cause to be broken piece of estate land. However, there is no evidence collected during this audit period for any legal, customary or user rights.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability

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

3.1.1
The CH can show the business plan for next 5 year from 2016/2017 till 2020/2021 recorded on online system called MPLAN that inform about cost of operation (cost/CPO ton), mill intake (FFB Processed), Production of CPO & Kernel, OER, KER. While for Estate, the business plan explaining the total area, FFB production, yield and operational cost including cost for social impact, environment and safety.

Annual review is done by way of presentation from Manager to GM which is done every year during budget preparation for next year. CH can show proof of presentation conducted in January 2017 for the preparation of budget year 2017/18.

3.1.2
CH shows the replanting plan in the Pahang Zone Oil Palm Replanting Hectare document that describes the replanting plan for the period 2016/2017 up to 2021/2022. the details are as follows:

Field/Planted Year	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
1994A	38.20					
1994B	61.97					
1995A		48.26				
1995B		22.69				
1997A			39.43			
1998B			38.98			
1999A				75.79		
2000C					23.91	
2000E						12.94
2000F						41.92
2001F						61.55

Annual review of replanting plan is conducted in conjunction with a business plan review.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1 Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1
The procedure does not change from the last assessment. For mill procedure is listed in Mill Quality Management System Standard Operating Procedure dated 1/11/2008 and Work Instruction for all stations that contained the safety procedure, how to work, PPE use and administration. Date issued on 01 August 2014. For Jabor estate Procedure has conducted on document of Agricultural Reference Manual issued on 1/7/2011.

In addition, the company shows Safety Procedures in the document of:

- SOP of PPE used for pesticide handling (JE/SOP/066) about type of PEE must use in spraying activity
- SOP of Pesticide Storage (JE/SOP/067) describes storage in a specific warehouse and recorded in a store record.
- Pictorial Safety Standard for oil palm estate (issued on 17 March 2008), in Section 8 Applications of Pesticides described PPE to be used, safety marks, emergency response (MSDS must be available), health inspection, rinse equipment Room and pesticide storage must be equipped eyewash.

Based on interviews with boiler operators, harvesting workers, spraying workers and workers for census Pest &

Diseases, it was explained that the workers had been trained both for new workers and existing workers. This is also shown from the evidence of training in the form of attendance list and photo of training activities, for example:

- IPM Training conducted on March 09, 2017 to 23 workers about pest type, pest control with speakers is Estate Manager
- Schedule Waste Training on February 27, 2017 to 5 mill workers and 13 estate workers with speakers are Manager and Assistant Mill
- Spraying Training on 22 February 2017 to 18 spraying workers, 1 staff, 4 supervisors with speakers from pesticide producer.
- Harvest training on April 10, 2017 to 65 workers with speaker is Harvesting Assistant.

Based on interview with Boiler's Operators, the worker explain that the company has give the training about safety work such as PPE used, emergency response and warning alert in boilers mechine.

4.1.2 & 4.1.3

Mechanism for check consistent the implementation of procedures is conducted by Plantation Advisory & Mechanization Department and Group Corporate Audit Department (GCAD) that conducted the internal audit about financial and operational activities every 6 month (2 times a year).

CH shown the report of internal audit including:

- Document of Executive Summary of Plantation Advisory& Mechanization Department visit for Jabor Mill conducted on 27-29 March 2017 (previous visit on 26-29 September 2016) that explained the non-compliance, possible causal factors, action plan and time frame. there is 5 noncompliance for example oil losses in press cake and the action plan are slowing press screw speed from 10.5 rpm to 10 rpm, reduce press cone pressure from 60 to 50, improve cage weight with time frame until April 2017.
- The GCAD document for Jabor Estate and Mill was last done on June 11, 2016 (previous activities conducted on 14 April 2016) recorded in the Preliminary Group Corporate Assurance Reprot document. There are 15 non-conformity among others regarding field upkeep, mill production and maintenance, mill FFB intake. All non-conformity has been fixed.

4.1.4

Jabor Mill has record the origins of all third-party sourced FFB. The result of field visit, document review and interview with the management, known that there are FFB sourced from third-party which are from Tabir Arena Sdn Bhd, Mohammad Saidi Bin Abd Ghani, Ladang Mawar, Ladang Chendana, Ladang Cherul, Ladang Ibok, Ladang Bukit Sah, Golden Horse Plant Sdn Bhd, Eng Huat Latex Concentrate Sdn Bhd, Mega Palm Oil Sdn Bhd, Yee Plantation Sdn Bhd, Jabur Plantation Sdn Bhd, Bumi Technopreneur Sdn Bhd and Naja Palm Oil.

SDP has had mechanism to third-party FFB sourcing which is Responsible Sourcing Guidelines (RSG). The mandatory requirement of RSG are legal requirements, avoiding deforestation of primary forests and HCV areas and protecting peat land.

Status: Comply

4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

4.2.1 & 4.2.4

CH has a procedure for managing soil fertility in the Agricultural Reference Manual issued on 1/7/2011. In the SOP, there are several parts related to soil fertility management such as inorganic fertilization, organic fertilizer used EFB and POME and planting of land cover using legume. In the fertilization section described that inorganic fertilization is based on fertilizer recommendations made based on foliar analytical, FFB production, rainfall, soil type and observation during field inspections.

Based on field visit in Block 01D Main Division, it is known that the CH has applied fertilizer with type of NKC 1 with the dosage according to recommendation (1.5 Kg/tree). In the replanting area of Block 16B Main Division, it is known that the CH has applied organic fertilization using EFB and also planting land cover by using *Muccuna bracteata*. In the replanting area, it is known that the oil palm trunk are collected between the terraces with aimed that trunks can be decompose and become nutrient additions for soil.

4.2.2

The CH records all fertilization activities in the book of Fertilizer Application Record that describes fertilizer recommendations and fertilizing realizations. In the document explains that the applied fertilizers include type of NKC 1, RP, AC and MOP. For example, for applications in the Main Division for fertilizer NKC1 block 2001c with area of 55.84 Ha; Recommendation dose per principal 3.75 kg; Total fertilizer recommendation is 31.25 tons and has been realized on 17-24 October 2016 with dose and total fertilizer in accordance with recommendation. Based on the document, it is known that the entire block has been applied.

4.2.3

CH has SOPs on soil and leaf sampling, in the document of:

- For soil sampling is listed in SOP for Taking Soil Samples (Sustainable Plantation Management System, Appendix 11 dated 01/08/2009) explaining that soil sampling is taken every 5 years.
- For leaf samples listed in the Guide to Palm Oil Foliar Sampling and Field Blocking for Fertilizer Recommendation which explains that leaf sampling is done annually.

CH has recorded the soil sample activity in the Soil Analysis Test Report document conducted by Sime Darby Research on February 25, 2015 which explains the level of soil nutrient with parameters of N, P, K, Mg, Ca and CEC. As for the leaf samples is recorded in the Plant Analysis Test Report document performed by SDR on December 8, 2016. The document describes the nutrient levels in leaf with parameters of N, P, K, Mg, Ca and Cl.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Based on the document review of the area statement and interview with the management, it is known that CH does not extend the new land, so there is no change in the soil type map listed in the Land Map with a scale of 1: 30.000. Based on the map, it is known that the entire area of CH is mineral soil with soil series of Beserah, Jerangau, Kuantan, Btg Merbau, Cermin, Rengam S3 and Rengam S4 (Malaysian Soil Type). This is evidenced by field visit in the Main Division, it is known that all types of land in CH is a mineral and there is no peat soil.

4.3.2

Based on the document review of the area statement and interview with the management, it is known that CH does not extend new land, so there is no change in slope map that listed in Digital Elevation & Contour Map with Scale 1: 30.000. Based on the map, it is known that the entire area of CH is flat and undulating.

Management strategies for planting in slope areas are listed in the Agriculture Reference Manual Section 4 about land preparation. In the instructions, it is explained that the sloping area that can be planted is an area with a slope of 2 degrees to 25 degrees by making individual terraces or terraces adjusted to the level of slope. As for land that has a slope more than 25 degrees is not allowed to be planted in order to maintain biodiversity.

Based on field visit, it is known that there is a sloping area and CH has implemented sloping area management in accordance with the SOP, for example on Main Division block 16B, CH has conducted the planting with system terraces and conduct the LCC planting with type of *Muccuna bracteata*.

4.3.3

CH shows the Road Grading Schedule document for the period of July 2016 - June 2017 which describes the plan and realization of road maintenance activities. For example, activities in March 2017 on the Main Division there is a

maintenance plan covering 307.71 Ha and has been realized as much as 277.91 Ha. Based on field visit in the Main Division, it is known that all roads that passed by auditor is still in a well maintained and can be accessible for production transport.

4.3.4 & 4.3.5

Based on field visit in Main Division, it is known that all types of soil in CH operation area are mineral soils and there is no peat soil.

4.3.6

CH can show land management strategies f based on soil series, for example:

- The Soil Series of Jerangau is managed by good fertilization and terrace making
- The Soil Series of Beserah is managed by good fertilization, terrace making and EFB application
- The Soil Series of Rengam is managed by good fertilization, terrace making, EFB application and cover crop establishment.

Based on field visits, it is known that CH has implemented a land management strategy, for example on field visit in Block 01D Main Division, it is known that CH has applied fertilizer with type of NKC 1 with the dosage according to recommendation (1.5 Kg/tree). In the replanting area of Block 16B Main Division, it is known that CH has applied organic fertilization using EFB and also planting land cover by using *Muccuna bracteata*.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

4.4.1

Source of water for CH were came from surface water in pond which pump from “anak sungai”. CH has water management plan in the form of the Biodiversity/HCV Action plan for FY2016/17 for protection the water catchment pond. The pond is under mill management and being used at the housing for consumption (i.e. washing and cleaning) and mill process. The action plan included to put up sign-ages, to arrange for grass cutting instead of herbicide spraying for palms within the water catchment area and frequent checking of the area to ensure no encroachment. The mill also conduct monitoring water level indicator, flow meter records at WTP and water quality monitoring.

Beside that, operation unit of estate has had water management plan FY 2016/17 which review on 04 Jan 2017 such as using rain water for reduction of the use of treated water for domestic external usage such as watering plants, washing car, etc.

4.4.2

To protect water courses, CH train workers to conserve water, treatment to polluted water and conserve the riparian by prohibiting the chemical use in riparian zone as far as 5 meter or 1 palm trees. Field visit in workshop shows that the runoff from workshop activities is streamed in drainage and be treatment before discharge to trenches/environment.

4.4.3

POME that produced has processed on the effluent pond before it discharge to watercourse. Jabor Mill have 11 pond to process the POME to fullfil the standard required by regulation. Monitoring of BOD has carried out every month and reported to Departement of Environment (DoE) every three month. A quarterly report of effluent analysis test been submitted to the DOE, such as first quarter 2017 dated 7 Apr 2017 under First Schedule (Regulation 10(2)) with License No 002386.

The monitoring in final discharge were carried out by accredited Laboratory (SAMM No. 030). Based laboratory testing, it could be concluded that testing results 2016 – 2017 were less than the required by standard (BOD <100 mg/l). Based on observation to effluent pond, it was found that there were no spills of POME to the land from pond. Furthermore, there is no issues from stakeholders related to water pollution.

4.4.4
 Jabor mill has show record of water used for oil palm processing in daily basis and recapitulated in monthly basis. According to the record of water used, it could be concluded that water used ratio for oil palm processing in Jul 2016 – Mar 2017 was about 1.06 – 1.42 m³/ton FFB. The figure was still in accordance with standard which projected about 1.4 m³/ton FFB. Field visit in water treatment plant show that water flow to measure the water used in well function.

Status: Comply

**4.5
 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.**

4.5.1
 CH already has an IPM plan in the procedure at the Agricultural Reference Manual. The IPM Plan is contained in Section 15 about plant protection that explains the frequency of census, control techniques to justify the use of chemicals. The SOP also describes how to control in several ways such as the use of beneficial plants for the control of leaf-eating caterpillar, the use of owls (*Tyto alba*) for rat control and chemical use if the census results exceed the threshold.

The potential pest and disease on the estate is *Ganoderma* and rat pest. Identification of potential pests is done annually for *Ganoderma* disease recorded in PND Record books. As for rat pests identified from the grading of FFB in mill and recorded in Quality Assessor Log Book. For other pests not done census because there is no history of outbreak attack by other pests & diseases. Based on field visit, no pests/diseases are identified in the field.

Based on field visits, CH has implemented pest control using biology for example based on field visits, CH has implemented pest control using biology for example planting the beneficial plant (*Turnera subulata*, *Casia* sp and *antigonon leptosus*) on each edge of the block to prevent the attacks of leaf eating caterpillar and also installing Owl Barn with aim the owl can be control rat pest (example instalation is in block 16B).

4.5.2
 CH showed evidence of IPM training conducted on March 09, 2017 to 23 workers about pest type & pest control and Rat Baiting training to 7 workers conducted on 14 January 2016 with speakers is Estate Manager. Based on interviews with IPM workers, it is explained that training has been given to workers and refresher is done every year. Workers can also explain the types of pests & diseases, the characteristics of pest attacks and how to control them.

Status: Comply

**4.6
 Pesticides are used in ways that do not endanger health or the environment**

4.6.1
 CH has an Agricultural Reference Manual procedure, in Section 15 (plant protection) and Section 16 (weed control) there is justification for the use of pesticides according to existing weeds/pests, for example:

Weed Control

Type of Weed	Herbicide	Dose (ea/Ha)
Ischaemum muticum	Glyphosate	4L
Penisetum Polystachion	Metsulfuron-methyl	150gm
Momordica charantica	Fluroxypir/triclopyr	0.375L/1,5L

Pest control:

Pest Type	Pesticide	Rate % A.I	Dilution (per 18 L)
Ulat Api, Ulat Kantong, Ulat Bulu	Cypermethrin	0.005	18 ml
Kumbang Tanduk	Cypermethrin	0.1	20 g

4.6.2
 Jabor Estate shows the pesticide record in the document of Pesticide Usage Per Hectare And Per Ton FFB Production Period 2016/17 which describes the types of pesticides, active ingredients, percentage of active ingredient, pesticide amount, amount of active ingredient, application area and active ingredient per Ha. For example:

CHEMICAL NAME	Active ingredient	UNIT	a.i %	Jan-17		Feb-17		Mar-17	
				QUANTITY	TOTAL A.I	QUANTITY	TOTAL A.I	QUANTITY	TOTAL A.I
CANYON	metsulforon methyl	KG	20.00	13	2.6	0.9	0.0081	21.5	0.18
SUPRASATE	glyphosate	LITS	41.00	17	6.97	75	56.25	300	123
BASTA	glufosinate ammonium	LITS	13.50	50	6.75	0	0	20	4
KENLON	trioxopyr	LITS	32.10	22	7.062	0	0	141	28.2
G.TOTAL PESTICIDE					26.207		65.7581		242.98
Quantity of a.i / ha		(kgs)			0.011		0.028		0.104
TOTAL PLANTED HA.					2332.9		2332.9		2332.9

For LD50 information, the company shows Material Safety Data Sheet for example for LD50 Suprasate is > 5000 mg / Kg.

4.6.3

Pesticide reduction plans are listed in Agricultural Reference Manual Section 15 about plant protection which explains that pest control activities not only use chemicals but can apply biological control. The company has been implemented the procedure, for example based on field visits, CH has implemented pest control using biology for example planting the beneficial plant (Turnera subulata, Casia sp and antigonon leptosus) on each edge of the block to prevent the attacks of leaf eating caterpillar and also installing Owl Barn with aim the owl can be control rat pest (example instalation is in block 16B). Based on document of Pesticide Usage Per Hectare And Per Ton FFB Production Period 2015/16 - 2016/17, it is know that the company not used pesticide to control pest & Disease for that period.

4.6.4

Based on field visit to chemical storage, there is no pesticide with active ingredient of paraquat, however there is pesticide of warfarin that include on WHO class 1B. Based on ARM section Plant Protection, it is known that pesticide warfarin can be use if the census result is above the threshold. However based on Pesticide Usage Record 2016 and 2017, there is no use of warfarin pesticides (rodenticide).

CH has implement management plan for minimizing of use the rodenticide by using owls as a natural enemy of rats. Based on visit at Block 16B, it is known CH has installing owl's barn with the aim that owl stay in the area and can control the rat pest.

4.6.5, 4.6.7 & 4.6.9

CH shows Safety Procedures regarding the handling of pesticides in the document of:

- SOP of PPE used for pesticide handling (JE/SOP/066) about type of PEE must use in spraying activity
- SOP of Pesticide Storage (JE/SOP/067) describes storage in a specific warehouse and recorded in a store record.
- Pictorial Safety Standard for oil palm estate (issued on 17 March 2008), in Section 8 Applications of Pesticides described PPE to be used, safety marks, emergency response (MSDS must be available), health inspection, rinse equipment Room and pesticide storage must be equipped eyewash.

Based on interviews with spray workers, it is explained that the workers have been given the training related to spraying technic, PPE that must be used up and how to safe work before and after spraying activities, for example after spraying activities, the workers must wash equipment and bathing and then all equipment must store in special place. When the field visit. It is known that CH has provided the rinse room for spray equipment and bath room for the workers. This is in accordance with the procedures.

Workers also explained that CH has provided PPE in the form of rubber gloves, waterproof clothes / apron, boots, masks, safety goggles and helmets. Workers also explain that damaged PPE can be replaced by reporting to the foreman. This is in accordance with HIRAC as well as MSDS of Suprasate pesticides.

4.6.6

SDP has a mechanism to storage the pesticide in Pictorial Safety Standard (PSS) V.1 which approved by Plantation Managing Director on 17 March 2008. Based on field visit in chemical store is known that the chemical is placed in accordance with the safety standard such as has fire extinguisher standby, emergency shower located beside the store, labelling and signage available at the entrance door, exhaust fan in operating condition, stored on shelves and pallets, PPE available, first aid box and MSDS. The warning sign board with both languages (English/Malay) is available.

4.6.8

Based on interview with spraying worker, it explained that pesticide conducted by sprayer tools and not applied by aerially.

4.6.10

Interviews with workers and supervision note that the pesticide containers is managed by stored in the schedule waste store and then will be taken by licensed contractor which is Rengkas Maju Sdn Bhd after 180 days / 20 MT whichever come first. CH has been record the storage of schedule waste in document "Inventory of Scheduled Waste, Fifth Schedule (Regulation 11), Environmental Quality Act 1974".

Field visits at the pesticide mixing area and interview with the worker are known that the water spills from the mixing area is flowed to the shelter and the water is reused as a chemical mixing agent.

4.6.11

CH shows the results of the annual medical examination in the document of Occupational Medical Surveillance Program on 2016 conducted in May 2016. The method of medical examination using the USECHH Standard (Use and Standard of Exposure of Chemicals Hazardous to Health Regulation on 2000) was conducted by the Clinic Syed Badaruddin. Based on the document, all workers are still in Normal condition (25 workers) and can work in activities using pesticides.

Based on interviews with spraying workers, it is explained that health checks are conducted every 2 months for physical checkups and annually for special examination. All test resut has been inform to the worker. Workers also explained that so far there are no workers affected by the disease due to exposure to pesticides

4.6.12

Based on interviews with pesticide application workers and verification of workers list, it is known that all workers related to pesticides are workers with male gender.

Status: Comply

4.7

An occupational health and safety plan is documented, effectively communicated and implemented.

4.7.1

The Safety and Health Policy does not change from the previous assessment listed in the Occupational Safety & Health Policy on January 2015 authorized by the Managing Director. The policy has been posted and available at notice board as evidence of communication. In addition, the policy of OSH is also socialized during "Safety TownHall" (safety briefing). For the mill has been conducted on July 20, 2016 and for the estate has been conducted on July 21, 2016.

The CH (estate and mill) show OSH Program for Year 2016/2017 that explained the program of safety for 1 year. the program include ESH Risk Management (HIRARC Review on July 2016), ESH Structure (ESH meeting every 3 Month), incident reporting every 1 year, Emergency Preparedness & Response, Chemical Safety Management (medical checkup 1 time a year), Personal & Boundary Noise Management, inspection, reporting, awareness and traning.

The CH can show evidence of implementation the program, for example:

- Has conducted an audiometric examination of 45 workers on June 2, 2016 and has re-examined 10 people with hearing impairment
- Has performed OSH Meeting every 3 months (last done on March 13, 2017)
- Has conducted a HIRAC review conducted on July 12, 2016

OSH plan has been reviewed at the moment of OSH meeting.

4.7.2

Jabor mill shows HIRARC which explains risk identification from all operational activities of kernel station, Presing, clarification, boiler, water treatment plan etc. HIRARC for Jabor Estate has identified risks for all jobs such as harvesting, fertilizing, weeding, spraying, office work and replanting. The HIRARC document has been reviewed 1 times a year in accordance with the Procedure. For Jabor Mill has been reviewed on July 12, 2016 and Jabor Estate has been reviewed on February 13, 2017.

CH also pay attention to the product label / MSDS as a reference to risk control. This is evidenced by the provision of PPE that has been in accordance with the MSDS, for example based on field visits in fertilizing activities for application of Ammonium Chloride fertilizer, it is known that workers have used masks, apron, safety goggles, helmets, boots, rubber gloves, and long-sleeved clothing. This is in accordance with MSDS of Ammonium Chloride.

4.7.3

CH has provided the training for safe work to the workers, for example:

- Spraying Training on 22 February 2017 to 18 spraying workers, 1 staff, 4 supervisors with speakers from pesticide producer.
- Harvest training on April 10, 2017 to 65 workers with speaker is Harvesting Assistant.
- Training on standard of RSPO Malaysia National Interpretation on January 20, 2016 to 16 staff from estate and mill
- Kernel Plant Training on January 25, 2017 to 6 workers with speakers is mill managers.

Based on interviews with workers at Mill and Estate, it was explained that workers had been trained in relation to operational activities, emergency responses, and waste handling to first aid training. The engine room operator explained that has received a safe work related training in the engine room area for example about when working should use PPE in the form of ear muff.

The CH also shown the medical checkup for worker that work at high noise levels. The medical checkup are conduct with audiometric method for 45 workers on June 2, 2016 and has re-examined 10 people with hearing impairment. the result of the medical checkup is all of workers still in normal condition.

Records of PPE providing are recorded in the List Tools/PPE which recorded for each worker. For example the provision of PPE to spray workers in the name of Lob Mondal on 6, 7 and 11 April 2017 with the type of rubber gloves and masks.

Based on field visits at Jabor Estate and Jabor Mill, it is known that the workers has been provided the PPE in accordance with HIRAC and MSDS, for example in boiler room, it was known that workers were given PPE in the form of masks, helmets, earplugs, leather gloves (heat resistant), Safety boots. Workers also explained that the damaged PPE can be replaced by showing the damaged PPE to the supervisor and warehouse officer.

4.7.4

Jabor Mill & Estate showing OSH Committee Structure for 2016/2017 that responsible to implemented and monitoring the safety. the structure consist of Chairman, Secretary, Employer and Employee Representative. Based on interview with Department of OSH, it is explained that the OSH Committee Structure is in accordance to the regulation.

CH shown evidence of conducting the safety meeting every 3 months, for example:

- Safety Meeting in Jabor Mill on 13 March 2017 with number of attendance is 13 worker consist of workshop operator, staff, engine operator, store clerk which discusses workplace inspection reports, emergency response training, procedures training, and workers health checks.
- Safety Meeting in Jabor Estate on 07 March 2017 with number of attendance is 24 worker from staff and employee which discusses environmental orderliness, workplace inspection results, accident reports and trainings.

4.7.5

CH has procedures for accidents and emergency response in the OSH documents Manual August 20, 2008 which is included in:

- Chapter 13 on the Crisis Management & Emergency Preparedness and Responses Plan that explains the categories of emergency, organizational structure, responsibility of each team, emergency drill and emergency procedure (diagram).
- Chapter 14 on the Accident Reporting and Investigation Procedure which describes the classification of accidents, accident reports to the Department of Occupational Safety and Health and investigative techniques.

CH showing emergency response training include:

- Fire Drill to estate workers on 06 February 2017 to 20 workers (emergency responses team)

- First aid training to mill and estate workers on 20 April 2016 to 24 workers
- First Aid training to Estate workers on 04 April 2017 with a total of 21 workers with speakers is Medical Assistant

Based on field visits at warehouses, workshops and offices, it is known that each work area has been completed by a first aid kit. In addition, every foreman in the Estate activities has been equipped with a first aid bag. For monitoring First Aid Equipment is conducted every month and recorded in the document of First Aid Box Services and available for each First Aid Box.

4.7.6

The accident insurance for the workers has been covered in Social Security Organization (SOCSO) for all local workers and RHB Insurance Bhd in the form of Foreign Worker Compensation Scheme Certificate Insurance for all foreign workers, however Based on verification of Foreign Worker Compensation Scheme Certificate Insurance, there are three foreign workers in Jabor Mill has been expired the cover period of accident insurance. 2 workers has expired on 07 April 2017 and 1 worker has expired on 28 March 2017. This shows that not all employees have been covered by work accident insurance. **Non-conformity No 2017.01 with Minor Category.**

4.7.7

CH shows the documents of the Register of Accident Dangerous Occurrence, Occupational, Poisoning and Occupational Disease for the period of 2016, which is a report of work accidents to DOSH which informs the number of work accidents for a year and days lost, for example:

- For Jabor Mill there are 5 accidents with 19 days lost
- For Jabor Estate there are 7 accidents with 18 days lost

Every accident, CH has reported to DOSH using the document of “Maklumat Berkaitan Kemalangan” that describes the victim's identity, event details, number of days lost to code / type of accident. In addition, CH also reports on the computer system under the name GSQM (Group Sustainability and Quality Management) ESH Portal which describes the investigation of accident to corrective action and resolutions.

4.7.5 Status: Nonconformity No. 2017.01 with Minor category

4.8

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

4.8.1

CH shows the document of Training Requirements for Operating Unit (Mill & Estate) period 2016/2017 which describes the training schedule of HIRAC training (September 2016), operational training (boiler operating, Harvesting, spraying & chemical handling), Environment & Safety Policy Training, First Aid Training, RSPO training, SCCS training, Fire drill and Scheduled Waste Management Training. Based on the explanation, it is known that the company already has a training program covering all aspects of RSPO.

4.8.2

CH shows evidence of training activities in accordance with the training program, among others:

- IPM Training conducted on March 09, 2017 to 23 workers about pest type, pest control with speakers is Estate Manager
- Schedule Waste Training on February 27, 2017 to 5 mill workers and 13 estate workers with speakers are Manager and Assistant Mill
- Spraying Training on 22 February 2017 to 18 spraying workers, 1 staff, 4 supervisors with speakers from pesticide producer.
- Harvest training on April 10, 2017 to 65 workers with speaker is Harvesting Assistant.
- Training on standard of RSPO MYNI on January 20, 2016 to 16 staff from estate and mill
- Kernel Plant Training on January 25, 2017 to 6 workers with speakers is mill managers.

Based on interviews with workers at Mill and Estate, it was explained that workers had been trained in relation to

operational activities, emergency responses, waste handling to first aid training.	
Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity	
5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.	
5.1.1 The Environmental Aspects and Impacts Assessment at the Jabor Mill last reviewed on 23 January 2017 and last reviewed for estate on 22 September 2016 with no new activity/added activity to current mill operation been identified.	
5.1.2 & 5.1.3 CH has conducted environmental management based on environment management programme FY 2016/2017 which consist of:	
<ul style="list-style-type: none"> • Usage the shell in boiler. • Proper operation in mill • To send smoke density reading to DOE monthly. • Perform POME sampling monthly • Perform water sampling quarterly. • Ensure SW disposed berofe 180 days/ 20 MT • Ensure illegal dumping rubbish/domestic waste at field by outsider. 	
Based on the environment monitoring result known there isn't negative impact caused by CH, such as the result of POME quality testing that conducted periodically has been accordance with the standard, the quality of watercourse is meet with the standard, the quality of emission in boiler is meet with the standard, etc.. Interview with stakeholder show that there isn't issue related to pollution caused by CH.	
Status: Comply	
5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced	
5.2.1 The CH has conduct HCV assessment which carried out on 2009 and re-assessment on 2016. Based on the report is known that total of 3.14 ha of HCV area identified in SOU 12: Jabor which only comprises HCV 4 area, i.e. a water catchment covering 3.14ha at block P05A which is harvested for domestic use at the estate and mill's housing complex. The report also includes a list of common wildlife identified in the area of SOU 12 including their IUCN and WCA 2010 conservation status. All species of animals identified were listed as least concern and there no RTE spesies.	
5.2.2 CH has the Biodiversity/HCV Action plan for FY2016/17 for protection water catchment area / HCV area of the SOU i.e. the mill pond (Field 05/95B). The action plan included:	
<ol style="list-style-type: none"> a. to put up sign-ages, "No Entry, No Hunting, No Fishing, No Swimming, No Spraying" b. to arrange for grass cutting instead of herbicide spraying for palms within the water catchment area and frequent checking of the area to ensure no encroachment. c. monitoring activities for the palm oil mill effluent pond to arrange for grass cutting around the palm as well, to maintain the boundary fencing and ensure availability of competent person to ensure operation of the effluent plan. 	
The results of the field visit indicate that the water catchment area has been given a fence and can not be inserted without permission. In addition around the area is not allowed to use chemicals, treatment is done by using a grass cutter.	

5.2.3

There is a record of HCV training done on 28 Jan 2016 for 67 participants from the mill and estate. Training materials were also sighted. Workers interviewed in the field informed that they have been instructed by the estate that they are not permitted to carry out any hunting of wildlife.

5.2.4

CH has had biodiversity action plan FY 2016/17 which explain that monitoring conducted every three month to ensure no spraying activity and available of warning sign. Based on monitoring result in HCV area on July 2016, Oct 2016 and Jan 2017 is known that there is no spraying activity and warning sign is available.

5.2.5

The HCV area was not overlapped with local communities' rights according to estate management unit and interview with workers.

Status: Comply

5.3

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

5.3.1 & 5.3.3

The entire products of waste and its sources have been identified and documented in the document of "Waste Management Action Plan FY 2016/2017" such as domestic waste, schedule waste, recycle waste, effluent, emission and clinical waste. The action plan also describes about PIC, management and disposal plan to reduce pollution, such as:

- Spent oil, chemical container is stored in schedule waste store
- Domestic waste is disposed to landfill
- Shell and fiber is reused to boiler fuel

Based on field visits in the mill is known fiber and shell is used as fuel for boiler. Remaining fiber and shell is placed so did not result in pollution and potential fire. Besides that the EFB that produced is placed in mill area before it sent to estate to use as mulch.

During the field visit in estate, didn't found fertilizer bag and used tires is left and dumped at several places. The used tires is placed near the workshop and fertilizer bag is reused to place the loose fruit after the bag is washed.

Interview with management shows that domestic waste was disposed outside the plantation. CH cooperates with AM D H Jaya Enterprise as a transporter to collect the rubbish at housing and building. After that the rubbish is sent to Terang Bersih Sdn Bhd as a final disposal site. The domestic waste is collected twice a week / 8 times in a month.

5.3.2

All chemical containers from mill and estate activities have been disposed to schedule waste store. After that chemical containers are collected by licensed contractor which are Kualiti Alam Sdn Bhd and Rengkas Maju Sdn Bhd. The storage of chemical container has been recorded in inventory of schedule wastes – fifth schedule of Environmental Quality Regulation 2005 and the delivery is recorded in consignment note for schedule waste – sixth schedule of Environmental Quality Regulation 2005.

Field visit in estate and mill is known that the chemical containers have been stored in Schedule Waste Store and after that is collected by the licensed contractor (Rengkas Maju Sdn Bhd and Kualiti Alam Sdn Bhd).

Status: Comply

5.4

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

5.4.1

Mill has used renewable energy sources to reduce the use of fossil fuel, which uses boilers with fuel from shells and fiber. The use of shells and fibers for boiler fuel has been routinely monitored, such as on March 2017 is used 2198.68 MT fiber and 363.18 MT shell. In addition, CH also monitors the use of fossil fuel regularly, for example the fossil fuel used in

mill on March 2017 as much as 3450 liters or 0.63 liter / MT FFB and in the estate as much as 10239 liters or 4.19 liter / MT FFB.

Status: Comply

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.

5.5.1 & 5.5.2

Sime Darby Berhad is committed towards zero burning during replanting and land clearing and this was stated in their company website at www.simedarbyplantation.com/sustainability/practices-key-initiatives/zero-burning-replanting-technique. There are also signages around Jabor estate stating that open burning is not allowed. Field visit in estate show there is no evidence of open burning being conducted in Jabor estate for land clearing or other purposes.

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1

CH has list of activities that produce pollution consists of activities in workshop, linesite/housing, chemical store, genset/diesel store and effluent pond. CH has assessed emission quality every six month. Based on the last assessment is known that emission quality is meet with the standard. The mill also monitor the smoke density is daily basis by using Ringleman Smoke Observation Chart and send the result to DOE every month.

5.6.2

CH has had plans to reduce or minimise the identified pollutants and GHG emissions such as:

- Pollutant from workshop activities, chemical store and genset: containment via bunds and proper flooring, spillage kits, oil trap and disposal as schedule waste.
- Pollutant from effluent: anaerobic pond for effluent treatment before discharge to waterways.

5.6.3

Calculation of GHG emission and its monitoring has conducted by HQ. GHG emission has calculated through the RSPO PalmGHG Calculator Version 3.0.1, which informed summary of net GHG emission, summary of field emission and sinks, summary of mill emission and credits, POME treatment and POME diverted to anaerobic digestion

Summary of Net GHG Emissions

Emissions per product	tCO ₂ e/tProduct	Extraction	%	Production	ton/year
CPO	1.3	OER	21.33	FFB Processed	49,117.91
PK	1.3	KER	5.04	CPO Produced	10,477.41

Land Use	ha
OP planted area	2,122.4
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0

Summary of Field Emissions and Sinks

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha
Emissions								
Land conversion	20962.16	9.88	-	-	-	-		
CO ₂ emissions from fertilizer	2210.31	1.04	-	-	-	-		
N ₂ O emissions	1395.71	0.66	-	-	-	-		

Fuel consumption	325.1	0.15	-	-	-	-		
Peat Oxidation	0	0	-	-	-	-		
Sinks								
Crop sequestration	-19869.34	-9.36	-	-	-	-		
Conservation Sequestration	0	0	-	-	-	-		
Total	5023.94	2.37	-	-	1416.42	-		

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/tFFB
Emissions		
POME	9627.94	0.2
Fuel consumption	145.7	0
Grid Electricity Utilisation	583.59	0.01
Credits		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	10357.23	0.21

Palm oil Mill Effluent (POME) Treatment

Divert to compost	0.00 %
Divert to anaerobic digestion	100.00 %

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	100.00 %
Divert to methane capture (flaring)	0.00 %
Divert to methane capture (electricity generation)	0.00 %

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

Aspects of plantation and mill management, including replanting, that have social impacts 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 the continuous improvement.

6.1.1; 6.1.2; 6.1.3; 6.1.4 & 6.1.5

As part of its operations impact towards its internal and external stakeholders, a Social Impact Assessment [SIA] was done integrally of estate and mill from 14-15/09/2015 by the Social & environment Projects Units of PSQM department that based on Impact Assessment Manual by federal Department of town and Country Planning Peninsular Malaysia and Malaysian Society of Impact Assessment. Seen the content of the report also focus on livelihoods and social wellbeing of wider community.

The initial SIA was done through interviews with workers based on task, union representative, gender committee, contractor & supplier, representatives from workers housing, consultation and interview process with government agencies and head of local communities. There are no affected parties due to the development of this estate operation. The existing plans for avoidance or mitigation of negative impacts and promotion of the positive ones that resulted from SIA in 2015 are almost reached 90% completion. The estate and mill management staff responsible for the development of action plan and to communicate with PSQM.

Status: Comply

<p>6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>	
<p>6.2.1 There is a documented communications procedure sighted at Jabor Estate which emphasises on the CH commitment to open and transparent methods for communication and consultation between SOU 12 and its internal as well as external stakeholders.</p> <p>6.2.2 & 6.2.3 CH maintains and documented a list of stakeholders in "List of Stakeholders". There are 7 contractors, 12 suppliers/vendors, 3 government agencies and 9 local community head participated. All the SOPs related to sustainability are written in plain English and interpreted to their mother tongue. The appointment letter of the responsible for communication and consultation with the local communities and other interested parties also clearly indicates the roles and responsibility of the person. The appointment has been communicated internally by memo and externally through stakeholder consultation. The latest stakeholder meeting was on 27/02/2017, sighted the attendance record attached with the minutes of meeting. There were few issues communicated, such clean water supply to school, facility of smart board to school, intrusion of cows into estate, EFB management, sports day, and canvas usage by FFB transporters.</p>	
<p>Status: Comply</p>	
<p>6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>	
<p>6.3.1 There is a flow chart titled dated 01/11/2008 "Sustainable Plantation Management System" - for internal [Appendix 5.5.3.1] and external [Appendix 5.5.3.2] established for communicating and reporting of EMS, OHS and social issues with relevant stakeholders. There is also a "Whistleblowing Policy" (GPA No. B5) dated 27/02/14 are made available for handling stakeholder's social issues. There is no grievance or dispute exist in the estate management which either resulted from internal nor external stakeholders.</p> <p>6.3.2 The audit team has checked the complaints book and confirms that the system resolves disputes in an effective, timely and appropriate manner.</p>	
<p>Status: Comply</p>	
<p>6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	
<p>6.4.1; 6.4.2 & 6.4.3 There is a flow chart and procedure on handling land disputes [appendix 3, issue 01 dated in 2008], however there is no evidence of loss of legal, customary or user rights within this operating unit. Compensation for loss of legal, customary or user rights is not applicable as the land been long developed by Guthrie Group of companies before their merger with Sime Darby. This estate is surrounded by independent smallholders, villages, and government reserve land.</p>	
<p>Status: Comply</p>	
<p>6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>	
<p>6.5.1 & 6.5.2 There is no contract worker employed. Sighted the contract agreement of foreign and local workers. The Contract Agreement stressing on pay, fringe benefits, salary slips, medical surveillance etc. As per check roll workers, the contract workers are also given monthly pay slip by mill and estate administrative. Pay slips [Jan – Mar'17] were verified confirming mill and estate workers receives monthly salary more than RM 1000.00 unless otherwise on unpaid leave,</p>	

poor attendance and switching workers from daily rate to piece rate or vice versa. Sighted the pay slip for random sampled workers and those interviewed with no pay discrimination (see picture). During site visit to mill and estate, interview with both local and foreign workers revealed no discrimination on overtime hours as well on wages received for overtime work done. This was also cross checked in their respective payslips and no discrepancies found.



A tele-conference call done by the audit team with WMU [Workers Management Unit]. The person in-charge and interviewed was Mr. Azam who briefed on entire process of employing foreign workers. In Jabor complex, there is no workers term under “Process Pemutihan” – process of legalizing foreign workers as well no contract substitution. As part of continuous improvement, the WMU has initiated the foreign worker’s contract to be written/ translated to their national language. Sighted the contract agreement for Indian nationalities that written both in English and translated in Hindi.

The worker’s contract valid on 2+1 years’ basis, where either party can terminate the service. The WMU can terminate a service under 2 conditions, firstly if they fail the medical test and secondly any criminal misconduct during the employment period. The cost involved for their return bare by the company unless if the break by the employee then it should be agent’s responsibility.

Interviewed the check-roll clerks of mill and estate, the data entry of newly recruited local workers into SAP system will automatically omits those below 18 years old at the time of applying for job either in estate or mill. As for the foreign workers, their data base keyed in by WMU that able to share by the operating units. Based on the sampled pay slips of mill and estate workers, there is no trace of breach of payment as stipulated in their contract.

Interview with workers shows no serious issue on wages received but sometimes there do happens typo error or miscalculation on working hours / days which corrected or reimbursed timely by the respective management. During site visit to line-site of mill and estate, interview both local and foreign workers whom claimed the management provides decent living quarters with proper drainage system, weekly domestic waste collection, attend to household repairs and free water supply for domestic consumption. The audit team witnessed the tap water condition in foreign worker’s quarter [Lot 3B] that has no sign of pollution.

6.5.3 & 6.5.4

Generally, the workers boiled the water before consuming and some are purchasing bottled water for daily usage. The nearest township is Kuantan and workers are allowed to purchase their needs during weekend rest. However, the sundry shop within the compound do provides the daily needs (see picture). Visit to the worker’ quarters, evidenced the Jabor management provided basic cooking utilities such as cooking gas, stove and a kitchen. Interview with workers resulted with satisfactory feedback and the housekeeping of worker’s quarters well maintained.



Status: Comply

6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.6.1 & 6.6.2	
<p>There is a Group Policy in English and Malay titled as “Social Policy” dated on Jan 2015 and due for review in 2018. The content of policy includes of their principle of the company does not restrict personnel to form and join trade union of their choice. Interview with workers, found they are aware of their rights to join the union and confirmed there wasn’t any restriction imposed by the management from joining the association. Interviewed the head of union for estate, who mentioned the monitoring activities of issues discussed during meeting going well and there is no issue involve with the management. The contract agreement of foreign workers that referencing to joining trade has been revised and will be on floor by end of May 2017.</p>	
	Status: Comply
6.7	
Children are not employed or exploited.	
6.7.1	
<p>There is a Group Policy on Child Protection dated on Jan 2015 and due for review in 2018. During field visit to mill and estate, there was no evidence found of workers below 18 years old. During the external stakeholder meeting, it was asked to the participants on the CH standing on minimum age policy. All equally agreed that no children employed for estate and mill operations. While on site visit to mill and estate, the interviewed workers aware the Minimum Age Policy is being strictly enforced by the management at which the age limit is above 18 years old. Below is the manpower tabulation for mill and estate and based on the manpower status, no workers fall below 18 years old. The SAP system also been designed such, it will omit any worker registration if the age calculation is below than 18 years old.</p>	
	Status: Comply
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	
<p>The “Social Policy” seen consist of information on non-discrimination and equal opportunities. Seen the policy displayed in the mill’s office entrance and regularly communicated to all levels of the workforce through training programs. Interviewed with mill workers [female local staff, male foreign workers], resulted with no form discrimination based on race, caste, national origin, religion, disability, gender, etc.</p>	
6.8.2	
<p>The interviewed workers are aware on the term of discrimination and how they to respond if such incidents happen to them. The estate workers both local and foreigners seen comfortable with the way of the estate operates the business. No female workers in the estate operation other than employed as gardeners, interview a gardener whom working in this estate for the 40 years has given good compliments about the estate management. She has not heard not experienced any sort of discrimination throughout her employment.</p>	
6.8.3	
<p>Interviewed with mill and estate workers, contractors and village heads found there isn’t any discrimination of workers as they claimed the workers working in this Jabor estate and mill relatively more than 5 years and they do continue their service agreement upon expiries term. This is partly due to the pleasant and fair deal working and living environment.</p> <p>Based on CH practice, there will be no clerical promotion for the foreign workers as their term and condition of employment does not allow on this, however there are mill maintenance general workers been promoted to operator status with higher incentives. As for the estate operation, foreign workers are given opportunities to be leader of specific team of the country workers as part of mediator on work related communication between Mandore or the manager.</p>	
	Status: Comply
6.9	
There is no harassment or abuse in the work place, and reproductive rights are protected.	

<p>6.9.1; 6.9.2 & 6.9.3</p> <p>The “Social Policy” has incorporated the company’s standing on policy to prohibit any form of sexual and all other forms of harassment and violence. Seen the policy displayed in the mill’s and estate’s office entrance and regularly communicated to all levels of the workforce through training programs. Sighted a training record dated on 08/09/2016 for mill. CH has manual titled “Manual on Implementation of the Gender Policy” and flow chart available at page 22 that describes the flow of complaint and how CH will respond to the complaint. The is no changes in the existing policy [as stipulated in Social Policy] and interview with female mill and estate workers as well the gender committee chairman of both facilities revealed, the female workers understood their reproductive rights. CH has a manual on implementation of the gender policy that provides guidelines to the specific components which includes understanding and recognition of rights and background of an issue, details and specific complaints and grievance procedure to address issues within gender and guidelines on the roles and responsibilities of management in supporting the initiatives and activities of the gender committee. The detail mechanism of the grievance procedure seen in the page 20 of the manual, this has been communicated within the gender committee members whom assigned to deliver the content to fellow workers.</p>	<p>Status: Comply</p>	
<p>6.10</p>		
<p>Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1; 6.10.2; 6.10.3 & 6.10.4</p> <p>The FFB from outside supplies will be graded in the mill and as per MPOB requirement, the unripen and empty bunches will not be accepted for processing. At end of every month the OER will be calculated and penalties from FFB supplies will be deducted by the HQ. The FFB price seen displayed at outside of weighbridge room and the price noted was RM 32.52/MT. Interviewed with contractors [FFB suppliers] Mega Oil Palm S/B and Tabir Arena mentioned there was no discrimination in the payment structure and they do understand the follow of lodging any complaints in regard to business nature. The Jabor management has no influence on the supplier’s FFB production neither render any services that might affect the FFB pricing. The supplier’s / contractor’s weighbridge is the sole document produced at weighbridge station. The mill management initiated a “WhatsApp” group among the mill and contractors to update on the pricing mechanism. The mill has no authority in the payment term as it fully managed by the HQ. Interviewed with contractors, resulted there is no issue in payment made by CH.</p>	<p>Status: Comply</p>	
<p>6.11</p>		
<p>Growers and millers contribute to local sustainable development wherever appropriate.</p>		
<p>6.11.1 & 6.11.2</p> <p>CH has initiated a few programs in 2016-17 and well responded by the stakeholders. Among the CSR programs were on the awareness on Malaria and Elimination by <i>Pejabat Kesihatan Daerah Kemaman</i> dated on 11/04/2017 at KK Cheneh community hall. This session was attended by various stakeholders and attended records well maintained. On 10/01/2017, a request was made by the Head of Principle of <i>Sekolah Kebangsaan Sungai Pergam</i> to use the field and service of management staff in conducting annual school marathon event. CH has approved the request and responded in written memo dated on 11/02/2017. Also, sighted, a Mentor-Mentee Programme by International Islamic University Malaysia and Sime Darby Plantation Jabor. The children below the age of 12 from the estate and mill were participate as part of awareness and challenging being in team building. As at audit period, there was no request reported by the surrounding stakeholders.</p>	<p>Status: Comply</p>	
<p>6.12</p>		
<p>No forms of forced or trafficked labour are used.</p>		
<p>6.12.1</p> <p>CH policy on forced or trafficked labor outlined in the “Social Policy” which mentioned in P 6.13.1. During field and mill visit, an interview with workers resulted the foreign workers were joined the company voluntarily and they are fully aware the context of forced or trafficked labour. The audit team has sampled 08 and 22 contracts for local and foreign workers of mill and estate respectively and no evidence of forced or trafficked labour found as the workers duly signed contractual agreements.</p>		

During filed visit, there was no evidences seen the presence of child labour nor the harvesters being assisted by female companion. Since all the harvesters and sprayers are foreigners whom legally restricted from having life partner or family, therefore there is no possibilities that they could be accompanied by his wife or children during filed work.

6.12.2

Interviewed Pay Roll officer who mentioned that, recruitment process for local staff based on walk-in for all general workers and recruitment through web advertising for staff and above. As for the process of recruiting foreign workers, it fully manages by Workers Management Unit at Sua Betong at where the new workers brief “Induction Training” by the respective translators. If either party wants to terminate the employment service before their contract expires, it follows to the clause 18 of employment contract.

The mill and estate management allows their workers from leaving the mill or estate or their housing facilities outside working hours with having valid reasons and a copy of passport and “*Surat Jalan*” will be provided. The mill and estate management maintaining the “Passport Save Keeping” acknowledgment letter that mutually agreed and signed by both parties.

6.12.3

Based on the interview session with estate and mill workers and managers, the contract substitution is not applicable. There is no specific policy available for temporary or foreign/migrant workers, however the “Social Policy” consisted the statement of the non-discriminatory practices. Recruiting foreign workers fully manages by Workers Management Unit at Sua Betong at where the new workers brief on “Induction Training” by the respective translators.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

There is a Group Policy in English and Malay titled as “Social Policy” dated on Jan 2015 and due for review in 2018. The content of policy includes of their principle of not condone forced labor or child labor, promotes the process of identifying and consulting potential social benefits to enhance mutual benefits of stakeholders, CH does not restrict personnel to form and join trade union of their choice, all employees be treated fairly regarding job employment, race, gender, caste, religion, etc. During annual training session on CH policies, the mill and estate manager with assistant from PSQM will brief the workers on the content, training records seen effectively maintained. Interview with field and mill workers has resulted with positive feedbacks that labor policies well understood by them.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

SOU 12 – Jabor does not make any expansion over its operation area after November 2005. Now, This plantation has entered the third cycle.

Document review and interview with management showed that the management unit is not performed land clearing after 1 November 2005. HCV identification in SOU 12 – Jabor was conducted on 2009. Sime Darby Plantation Sdn Bhd, as the parent of SOU 12 – Jabor has conducted disclouser of liability on 30 September 2014 to RSPO.

Status: Comply

PRINCIPLE #8 Commitment to continuous improvement in key areas of activity

8.1

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

8.1.1

CH has been monitoring the environmental management that has been done annually. Based on the monitoring shows

that the implementation of environmental management is effective to reduce negative impact so the management plan has not changed.

To reduce solid waste from mill such as shell and fiber, CH already maximizing the use of fiber and shell as boiler fuel.

To maintain compliance with P & C RSPO, the unit conducts internal audits once every 1 year. The last internal review was conducted on 13 Feb 2017 by 2 auditors. All identified of nonconformities have been closed.

Pesticide reduction plan

Pesticide reduction plans are listed in Agricultural Reference Manual Section 15 about plant protection which explains that pest control activities not only use chemicals but can apply biological control. CH has been implemented the procedure, for example based on field visits, CH has implemented pest control using biology for example planting the beneficial plant (*Turnera subulata*, *Casia sp* and *Antigonon leptosus*) on each edge of the block to prevent the attacks of leaf eating caterpillar and also installing Owl Barn with aim the owl can be control rat pest (example instalation is in block 16B). The management unit has a commitment to eliminate use of paraquat. Based on field visit and interview with management show that there is no paraquat use or stock in SOU 12 – Jabor.

	Status: Comply	
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3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements																					
E.1	Definition																					
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>Jabor Mill is used RSPO supply chain of Mass Balance module because mill still received FFB from the outgrowers which has not been certified with RSPO.</p>																						
	Status: Comply																					
E.2	Explanation																					
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimates of CPO and PK produced by Jabor Mill obtained from the data of 12 months before the audit activities and have been described in this ASA-1.1 report.</p>																						
	Status: Comply																					
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <ul style="list-style-type: none"> RSPO IT Platform member registration number: RSPO_PO1000000156 Certified CPO sold to each buyer period of 7 July 2016 to 14 April 2017 <table border="1"> <thead> <tr> <th>Date</th> <th>Buyer</th> <th>Volume</th> </tr> </thead> <tbody> <tr> <td>05/9/2016</td> <td>SDP</td> <td>500</td> </tr> <tr> <td>20/10/2016</td> <td>SDP</td> <td>400</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>900</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Certified Palm Kernel sold to each buyer period of 7 July 2016 to 14 April 2017 <table border="1"> <thead> <tr> <th>Date</th> <th>Buyer</th> <th>Volume</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>-</td> </tr> </tbody> </table>		Date	Buyer	Volume	05/9/2016	SDP	500	20/10/2016	SDP	400	Total		900	Date	Buyer	Volume	-	-	-	Total		-
Date	Buyer	Volume																				
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Total		900																				
Date	Buyer	Volume																				
-	-	-																				
Total		-																				
	Status: Comply																					
E.3	Documented procedures																					
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements in these requirements; The name of the person having overall responsibility for and authority over the implementation of these 																						

requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.

Jabor Mill has had procedure for the implementation of supply chain in the SOP for Sustainable Supply Chain and Traceability version 2 bulan March 2016. SOP describes the procedure to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources. The procedure also explains the related officers and the responsibility in the implementation of the requirements i.e. mill manager.

The results of interviews with the weighbridge operator showed that workers have already known the duties and responsibilities of each in the implementation of SCCS.

Status: Comply

E.3.2

The site shall have documented procedures for receiving and processing certified and non-certified FFBs.

Jabor Mill has had SOP for Sustainable Supply Chain and Traceability. SOP describes the procedure to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources. To find the source of FFB comes from the estate that has been certified with RSPO and then it's labeled on the FFB Consignment Note with No Certificate.

Status: Comply

E.4

Purchasing and goods in

E.4.1

The site shall verify and document the volumes of certified and non-certified FFBs received.

- Certified and non-certified FFB received period of July 2016 to March 2017

Month	FFB		Total
	RSPO Certified	Non Certified	
Juli 16	2,358.150	914.180	3,272.330
Agus 16	2,893.940	826.790	3,720.730
Sept 16	3,314.390	1410.450	4,724.840
Okt 16	4,299.530	1449.600	5,749.130
Nov 16	4,245.220	1685.190	5,930.410
Des 16	3,695.610	2509.080	6,204.690
Jan 17	3,826.410	2397.960	6,224.370
Feb 17	2,817.900	2992.200	5,810.100
Mar 17	2,445.900	3055.870	5,501.770
Total	29,897.050	17,241.320	47,138.370

Status: Comply

E.4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

Jabor Mill has had SOP for Sustainable Supply Chain and Traceability. This procedure states that in case the projection is exceeding the claim of certified product, then management unit should inform related RSPO certification body.

The results of interviews with representatives of the management unit indicates that the management unit has been understood about the procedures for providing information if there is excess production of RSPO-certified products. Document review showed that the production of RSPO certified products do not exceed the estimated production in the RSPO certificate attachment of Re-certification.

Status: Comply

E.5

Record keeping

E.5.1

- a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.
- b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.
- c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)

Jabor Mill has record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified product (CPO and PK) on a three-monthly basis as describe on table below

Periode	CPO Production			Despatch of CSPO
	Cert	Non	Total	
July 16	514.220	213.980	728.200	-
Augs 16	632.170	176.920	809.090	-
Sept 16	709.960	271.470	981.430	400
Total	1,856.350	662.370	2,518.720	400
Oct 16	928.180	320.940	1,249.120	500
Nov 16	905.150	362.610	1,267.760	-
Dec 16	772.410	511.500	1,283.910	-
Total	2,605.740	1,195.050	3,800.790	500
Jan 17	766.760	451.380	1,218.140	-
Feb 17	578.460	649.480	1,227.940	-
Mar 17	522.990	645.290	1,168.280	-
Total	1,868.210	1,746.150	3,614.360	-

Periode	PK Production			Despatch of CSPK
	Cert	Non	Total	
July 16	113.510	44.010	157.520	-
Augs 16	132.930	37.980	170.910	-
Sept 16	171.530	73.000	244.530	-
Total	417.970	154.990	572.960	-
Oct 16	217.440	73.310	290.750	-
Nov 16	213.370	84.710	298.080	-
Dec 16	184.240	125.090	309.330	-
Total	615.050	283.110	898.160	-
Jan 17	175.660	110.080	285.740	-
Feb 17	148.960	158.180	307.140	-
Mar 17	118.530	148.080	266.610	-
Total	443.150	416.340	859.490	-

Based on the data, the delivery of certified product (CPO and PK) only from positive stock.

Status: Comply

E.5.2

In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The

mill has to ensure that the crush is covered through a signed and enforceable agreement.

Jabor Mill does not perform activities of palm kernel crushing to the independent palm kernel crushers.

Status: Comply

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA-1.1	The management unit does not use RSPO logo.	√
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1.1	The management unit does not use RSPO logo.	√
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA-1.1	The management unit does not use RSPO logo.	√
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA-1.1	The management unit does not use RSPO logo.	√

3.4 Summary of RSPO Partial Certification

Partial certification for un-certified units:

Compliance of the uncertified management units of Sime Darby Plantation Sdn Bhd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Sime Darby Plantation Sdn Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Sdn Bhd has informed the Time Bound Plan progress through representative's office in Indonesia and Malaysia. MUTU has considered that Sime Darby Plantation Sdn Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Sdn Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Sdn Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estateon 10 February 2017.</p>
i.	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High 	<p>Company Group/Holding Statement: HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera(by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by</p>

	<p>Conservation Values (HCVs).</p> <ul style="list-style-type: none"> Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>RSPO approved assessors – Dr SK Yap in 2011).</p> <p>Auditor Verification: Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.</p>
i.	<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>Company Group/Holding Statement: A new mill will be set up in Liberia and planned for commissioning in February 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 progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/publicconsultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. RSPO NPP process has been completed in 2011 for a new mill in Liberia.
ii.	<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 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> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.

iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
iv.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for PT Budidaya Agro Lestari waiting for land title process.</p>

3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

3.5.1 Identification of Findings, Corrective Actions and Observations at RC Assessment

NCR No.	: RSPO00648	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 16 June 2016
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant legal requirements shall be available.		
Non-Conformance Description & Evidence observed:			
<ol style="list-style-type: none"> 1. The mill's permit for water treatment issued by the Labour Department has expired since 31 December 2012 with no evidence of new permit. This is a non-compliance to Clause 6(1)(a) of the Worker's Minimum Housing & Amenities Act 1990 above which requires written permit for potable water used other than public main. 2. Mill: No permission in writing from workers as required by the Employment Act 1955 (Section 60A (4a) cited for overtime (more than 104 hours) for workers. E.g. Abdul Hadi (passport no: A8368635) worked 106 hours in July 2015 but no consent form was cited. 3. Mill: There are mill workers, e.g. Mohd. Ariff (G32) on 11 July 2015 who did OT for 9 hours, i.e. total working hours is 17 hours, exceeding the maximum 12 hour shift requirement as stipulated in the Employment Act 1955 (Section 60C(2)). Note that palm oil mill and estate work are not considered as circumstances described in paragraph 60A (2) (a), (b), (c), (d) and (e) of the Employment Act. 			
Root Cause Analysis:			
Corrective Action:			
<ol style="list-style-type: none"> 1. To renew JTK permit. 2. Mill will issue consent letter regarding overtime 3. The supervisor is to closely monitor the working hours and replace any worker that may working more than 12 hours a day. 4. Establish list of permit and license to monitor expiry date and Chief Clerk to ensure for renewal. 5. Mill will issue consent letter regarding overtime and will be attached together with new employment contract. 6. Mill will monitored OT and train the supervisors on managing workers to ensure working hours per day does not exceed 12 hours. 			
Preventive Action:			
Assessor Evaluation and Conclusion:			
<p>16 June 2016</p> <p>The application for a new permit to treat and utilize the water from the catchment pond by the mill has been sent to JTK Terengganu on 16/5/2016 and it is pending approval by JTK. The mill has also established a permit and licence masterlist to keep track of the permits and licences (including the permit to use potable water from sources other than public main)</p>			

to be renewed and their renewal deadlines to prevent lapses in the validity of licences.

The mill has also begun to obtain consent from workers before allowing them to work more than 12 hours a day. A sample of the Overtime request Form for Subhash Barai and Balai Mondal had details of the task to be carried out which requires them to work extra hours and both these workers had signed the form to provide consent for the overtime work.

The Mill Daily Attendance Report for Mohd. Ariff, Mursopi and Mohd Izi Azwie was also sighted and A briefing was also carried out on 16/6/2016 on managing overtime for supervisors and chargehands, who are responsible to monitor the workers overtime and ensure that it does not exceed the limits as per the relevant legal requirements.

Verified by : TUV Rheinland

NCR No.	RSPO00649	Issued by	TUV Rheinland
Date Issued	-	Time Limit	ASA-1.1
NC Grade	minor	Date of Closing	20 April 2017
Standard Ref. & Requirement	2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.		

Non-Conformance Description & Evidence observed:

Documented system of LORR for Jabor Mill and the estate was found not properly updated as was not detailed enough to explained the actual legal requirements such as:

1. For OSHA 1994 as at page 1 of 5, only Part VI mentioned, whereas Sections 24-27 and the specific clauses under these sections was not listed. Clauses under General Duties of Employer and Self-Employed Persons under Section 15 was also not listed.
2. Factories and Machinery (Safety, Health and Welfare) Regulations 1983, only states to refer to the FMA regulations for specific details, instead of listing the details of the relevant regulations.
3. Environmental Quality Act 1974 was found not including Section 22 Restriction on pollution of atmosphere, Section 23, Restriction on noise pollution. While Section 29 was stated as Restriction of Open Burning, but it is actually pertaining to Prohibition of discharge of waste into Malaysian waters (not applicable). While Section 29A is actually regarding prohibition of open burning (numbering of the section is incorrect)
4. The amendment of Factories and Machinery (Person In-charge) (Amend) Regulations 2014 was not included in the LORR.
5. The legal requirement listed in the legal register is not relevant as the legal register only contains sub-headings of each legislation and not the actual legal requirement necessary for estate operations. Eg. Workers' Minimum Standards of Housing and Amenities Act 1990 (all sections). All the sub-topics of laws were listed, not the actual legal requirement. The same is repeated for other acts related to the labour, e.g. Employment Act 1955, Employees Provident Fund Act 1991, Employees Social Security Act 1969, Immigration Act 1959, Holiday Act 1971, Passport Act 1966.
6. The legal register has not adequately captured the relevant legislation as per the National Interpretation of RSPO P&C, especially pertaining to labour (please refer to Annex 3 of the MY-NI for list of legal requirements which should

be included in the LORR).

Root Cause Analysis:

Corrective Action:

PSQM to amend the specific section mentioned in the LORR based on the current update. The updated section will then be circulated to Mill and Estates.

PSQM will update the LORR based on Group Compliance Office’s latest legal list applicable to Estate and Mill and will also incorporate the relevant legislation in the MYNI. The changes of legal requirements will then be notified to OU and OU will review on yearly basis.

Preventive Action:

Assessor Evaluation and Conclusion:

Evidence of immediate action taken was accepted. Effectiveness of implementation to be verified at next audit.

20 April 2017

There is a “Legal & Requirements Register” reviewed and updated by the PSQM which was checked and approved for compliance on 01/01/2017 by the Mill and Estate Managers. The list effectively covers the requirements subscribed by both mill and estate. **Therefore, the NC found to be closed effectively.**

Verified by : **Mahaswaran Maliyapan**

NCR No.	RSPO00650	Issued by	TUV Rheinland
Date Issued	-	Time Limit	ASA-1.1
NC Grade	Minor	Date of Closing	20 April 2017
Standard Ref. & Requirement	2.1.3 A mechanism for ensuring compliance shall be implemented.		
Non-Conformance Description & Evidence observed:			
<p>Found mechanism to ensure compliance was not effectively applied at Jabor Mill and Jabor estate where the compliance score was stated 100% for year 2015/2016. In actual found inconsistency of compliance issues such as:</p> <ol style="list-style-type: none"> 1. Fire Services (Fire Certificate) Regulations 2001 mentioned not applicable and also compliances status but actually for Jabor Mill, it was yet to be obtained. 2. Evaluation of compliance done on Occupational Safety and health Act 1994 and Environmental Quality Act 1974 were not properly conducted due to missing sections in the LORR. 3. No evaluation of compliance was done on Factories and Machinery (Person In-Charge) Regulations 2014. 4. Factories and Machinery (Safety, Health and Welfare) Regulations 1983 under Regulation 24 Space for each person and height of the workroom was mentioned as not applicable but actually it is applicable. while Regulation 25 was mentioning about height of the room, but actually it was about ventilation. 5. Factories and Machinery (Noise Exposure) Regulations 1989 mentioned as not applicable at the Jabor Estate, but 			

there was a compressor that generating noise that need to be measured on the level of noise and at Jabor Mill, no proper signage of warning for high noise area as identified in the Noise Mapping.

6. No evaluation of compliance done for Pesticides (labelling) Regulations 1984 as it was not included in the LORR.
7. LORR for Jabor Mill states compliance for Clause 6 'Supply of water & electricity and maintenance of houses' under Worker's Minimum Standards of Housing & Amenities Act 1990. In actual, the mill's permit for water treatment issued by the Labour Department has expired since 31 December 2012 with no evidence of new permit. This is a non-compliance to Clause 6(1)(a) of the act

Root Cause Analysis:

Corrective Action:

Estate and Mill to amend the LORR as per current practise
To appoint dedicated person-in-charge at PSQM and OU level to review the LORR.

Preventive Action:

Assessor Evaluation and Conclusion:

Evidence of immediate action taken was accepted. Effectiveness of implementation to be verified at next audit.

20 April 2017

The mill still not obtained the Fire Certificate, however, there are positive movement from the mill management with corresponding evidence with Bomba. **Therefore, the audit team noted this finding as an observation till to next assessment.**Based on the evaluation compliance score card in the mill, the general requirements and environmental concern has scored 100% [satisfactory] and the OSH scored 98.75% due to finding on mill not obtained the Fire certificate. As for estate, it was 100% compliance.

Verified by : **Mahaswaran Maliyapan**

NCR No.	: RSPO00651	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 14 June 2016
Standard Ref. & Requirement	: 2.2.1 Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised Native Customary Right (NCR) land) and the actual legal use of the land shall be available.		
Non-Conformance Description & Evidence observed:			
Jabor estate has at least 6 land titles dated October 1998 no. 425, 426, 428, 429, 432 and 464 which has specific terms to plant with rubber with no evidence of action taken to apply to the government land department to convert the terms of these land titles to oil palm.			
Root Cause Analysis:			
Corrective Action:			

LMD provide plan to submit the conversion for 2 plots that excluded with Bauxite Projects.

The person incharge from LMD will follow up the status of change with LMD.

Preventive Action:

Assessor Evaluation and Conclusion:

14 June 2016

It was informed by the company that the Strategy & Business Development Department of Sime Darby Plantations have embarked on a bauxite project in Jabor estate, hence it is not necessary to request for conversion of the land titles to oil palm. There are 10 lots in Jabor Estate which is still stated as rubber in the land title's Express Condition. 8 of them have been confirmed and have been included in the Strategy & Business Development Department's list for bauxite project and this includes the following:

- Lot 33 = 425
- Lot 61 = 426
- Lot 243 = 428
- Lot 269 = 432
- Lot 278 = 429

Another two lots i.e Lot 515 = 464 and Lot 1327 also will also be included in the bauxite list in the near future. In the interim, LMD submit the change of Express Condition application for Lot 515 and Lot 1327 at Kemaman Land Office and PTG Terengganu respectively for FY16/17. The timeline for the other changes have also been given.

Verified by : TUV Rheinland

NCR No.	: RSPO00652	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 20 April 2017
Standard Ref. & Requirement	: 4.1.2 A mechanism to check consistent implementation of procedures shall be in place.		
Non-Conformance Description & Evidence observed: There were no trainings on Standard Operating Procedure (SOP) for mill operations in 2015 and 2016 in Jabor Palm Oil Mill although there were new workers that joined the mill workforce in these 2 years. Refresher trainings for existing workers was also not conducted.			
Root Cause Analysis:			
Corrective Action: To carry out training based on yearly schedule and to be documented. Assignment to executives/staff incharge of training for workers.			

Preventive Action:	
Assessor Evaluation and Conclusion: Evidence of immediate action taken was accepted. Effectiveness of implementation to be verified at next audit.	
20 April 2017 Based on interview with boiler operator, harvester and census officer explained that workers has been provided training to existing workers and new workers. This is also shown from the evidence of training in the form of attendance list and photo of training activities, for example:	
<ul style="list-style-type: none"> • IPM Training conducted on March 09, 2017 to 23 workers on the type of pest, pest control from Estate Manager • Schedule Waste Training on February 27, 2017 to 5 mill workers and 13 estate workers from Mill Manager and Asistant Mill • Training of harvest on April 10, 2017 to 65 workers from Field Assistant. 	
Therefore, the NC found to be closed effectively.	
Verified by	: M Rinaldi

NCR No.	: RSPO00653	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 6 July 2016
Standard Ref. & Requirement	: 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.		
Non-Conformance Description& Evidence observed: At Jabor Mill and Jabor Estate found OSH risks not properly reviewed (as required by Chapter 6 of OSH Manual released August 2008), assessed and controled as sampled from the Hirarc records which show inconsistency of the recomendation of risk control as found risks that scored as medium (4-11) and high (12-16) not considered with new recommendation of risk control measure and no clear planning of implementation as found no designated person responsible to monitor implementation and dateline proposed too. According to Annexure C from the Chapter 6 of OSH Manual, it is stated that: If the risk score is low (1-3) No additional risk control measure required. If the risk score is medium (4-11) Current risk control shall need to be improved. Action required to control hazards. If the risk score is high (12-16) Immediate action required to control the hazards.			
Root Cause Analysis:			
Corrective Action: To review all HIRARC and carry out corrective actions with the assistance of PSQM – ESH. Establish Hirarc review team as a responsible team to review and discus during Safety Committee Meeting.			
Preventive Action:			
Assessor Evaluation and Conclusion: 6 July 2016			

The HIRARC has been redone for all major operations, both in the mill and estate, and identified hazards that were scored medium (4-11) and high (12-16) now includes new recommendation of risk control measure, for example at Jabor estate:

- Hazard identified included putting a plug into a socket and photocopying where the risk was electrical hazards and identified risk control in addition to existing control was to display safety signages and to not touch the area with wet hands.

The identification of hazards are also more specific now compared to previously where hazards of a chemical and electrical nature were simply stated as “Electrical hazard” and “Chemical hazard”.

However the recommended risk control in the mill’s HIRARC is a generic statement applied for all identified hazards, which is stated as ‘Strictly enforce to follow PSS guidelines and refresher training every year’. The same statement of risk control was applied for all identified risks at the mill, even those ranked below medium or high risk. As it was noted that the company is in progress to revise the HIRARC procedure to make it more understandable, this noted as an observation.

Verified by : TUV Rheinland

NCR No.	: RSPO00654	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 14 June 2016
Standard Ref. & Requirement	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.		
Non-Conformance Description & Evidence observed: Personel protective equipment found not properly defined and use as evidence: 1. Found security personnel not wearing safety harness at overhead platform while checking a tanker at Jabor Mill. 2. 2 workers not wearing hearing protection at area above 85 dBA in Jabor Mill as identified in the Noise Mapping. Result for Investigation for Standard Threshold Shift and hearing Impairment 2015 shows 3 workers have serious hearing impairment and noise induced hearing lost, while 10 workers required to reset their baseline for audometric test.			
Root Cause Analysis:			
Corrective Action: PPE Enforcement to be carried out by Safety Committee members by using SIME (Safety card) To conduct training on PPE and SOP.			
Preventive Action:			
Assessor Evaluation and Conclusion: A sample of the safety card (SIME) as part of the positive intervention culture was sighted. The safety card is issued in			

the event that there is a violation of safety regulations in the mill in the form of unsafe act or unsafe condition. The PPE issuance list for all workers detailing the type of PPE issued was also sighted including harness for overhead platform and for hearing protection for high noise areas.

Verified by : TUV Rheinland

NCR No.	: RSPO00655	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 7 July 2016
Standard Ref. & Requirement	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.		
Non-Conformance Description & Evidence observed: Contracts for local and foreign workers were sighted at the Jabor mill and estate. The following are some gaps in the contractual agreements:			
1. Availability of Employment Contracts/Extensions			
a. Jabor Estate: There is no evidence of extension of employment contracts for foreign workers who have worked for more than 3 years.			
b. Jabor Estate: There is no evidence of employment contracts for several foreign workers at least 21 foreign workers.			
2. Contradiction between contract and practice:			
a. Clause 12: Transportation allowance of the employment contract for foreign workers states that air-fare from the country of origin will be fully borne by the company. However, interviews with foreign workers from Indonesia and India at the Jabor Mill and Jabor Estate reveal that the workers paid their agents for their airfare.			
b. Clause 23.4 of the foreign workers' contracts sighted at the mill states that workers will be given a copy of their working contract in their own language for reference only. However, there is no evidence that the Indian workers were given access to view a contract in their respective language(s).			
3. Third Party Contract Workers			
a. There is no mechanism on the part of the estate management to monitor compliance of contractors pertaining to the Labour Laws and other relevant legislation related to labour.			
4. Passport Consent Forms:			
a. Jabor Mill: There is no passport consent form for Indian worker Vellaichamy Sangu (Passport No: G5012254) and several other Indian and Indonesian workers:			
5. Deductions:			

- a. Jabor Estate and mill: No evidence of signed consent forms from workers pertaining to 'voluntary donation' deduction.
 - b. abor estate and mill: No evidence of permission from Labour Department to deduct 'voluntary donation' deduction (RM30), ex-gratia/arrears, normal advances, store deductions (mill only).
6. Validity of the contracts/ consent letters/other documents):
- a. Jabor estate: All the Pasport Handover Forms are not signed by the estate manager.
 - b. Jabor Estate: There is a passport consent form for Nepalese worker Kishun Dev Yadav (Passport No: 08050981) dated 20 May 2015. But the photocopy of his passport states a different passport No: 07050981. The name stated in the passport is Kisun and not Kishun.
 - c. Jabor Estate: The signature on Nepalese worker Hom Bahadur Bhandari's (Passport No: 06294225) and Borang Penyerahan Passport dated 9 October 2015 do not match.
 - d. Jabor Estate: Attendance Certification for Foreign Workers Induction Program for Nepalese worker Kishun Dev Yadav (Passport No: 08050981) has stated a wrong passport number and the worker's name is also misspelt. The same was observed for Tulasi Prasad Dungal (Passport No: 07968925).

Root Cause Analysis:

Corrective Action:

- 1. 1a) & 1b) Estate to appoint a person-in-charge to handle the documentation of workers as well as established checklist of documentation required prior to the work commencement.
- 2. a) HR to improve SOP on appointing recruitment agents which includes possible penalties/actions on agents who do not comply SDPs policy/requirements as well as improvement to the contract briefing to workers at the initial induction in Sua Betong where newly-arrived workers will specifically be asked regarding payment to agents.

2b) Once finalize HR will distribute to all estates and mills.
- 3. Estate to do regular checking, on the availability of the documents related to labour laws. PSQM will include the monitoring of contract workers documents into the internal assessment checklist.
- 4. Estate to ensure all consent form were provided by Workers Management Unit and conduct briefing to new recruit foreign workers and ensure they are understand the purpose of passport consent prior to signed.
- 5. To apply JTK for any deduction.
- 6. All documents received from the Workers Management Unit will be verified by the Chief Clerk or Assistant Manager prior to filing.

Preventive Action:

Assessor Evaluation and Conclusion:

7 July 2016

- 1. Availability of Employment Contracts/Extensions
 - a. Extension of contracts for all workers that have worked more than three years have been prepared. For example, some contract extensions sighted were for the following workers: Awal – 5 contract extension since

2011 and Muluan Hapzi – 1 contract extension for the period of 23/11/2015 to 23/11/2016

- b. Evidence of employment contracts for foreign workers was sighted

2. Contradiction between contract and practice

- a. A meeting was held between the estate management and some of the affected workers on 15/6/2015 during the muster to investigate if they paid the agents for their airfares. Most of them have indicated that they have forked out their own money for the airfare from their country of origin to Malaysia. It is very difficult to determine to whom it is exactly that they paid because there is no documented evidence kept by the workers of their payment and many of them have forgotten the person whom they paid. Sime Darby Plantations have also paid an 'air fare subsidy' for these workers and this can be proven from their G/L accounting records. Samples of airfare payment for workers were sighted:
- b. Sighted versions of the employment translated to Tamil were made available and prepared for Indian workers with a copy provided to the workers

3. Third Party Contract Workers

Jabor estate conducted their own RSPO Contractor Briefing on Workers Contract, Monthly Pay Slip and Documentation on at the estate meeting room on 16/6/2016. The contractors that attended the briefing were: Mohd. Fairulnizam bin Zakaria, D.H Jaya Enterprise, Pelangi Enterprise, Mahu Berjaya Enterprise, Sri Chakra Enterprise. These contractors have carried out the assessment of compliance to labour requirements and completed an assessment of compliance checklist as per "Contractor's Document Compliance Checklist Related to Labour Law". This is a self-declaration by the contractors themselves based on their own judgement of their level of compliance. The actual level of compliance will be verified during the internal audit done by PSQM for the operating unit. The effectiveness of this process and the level of compliance of the contractors to the labour requirements in the law needs to be verified during the next surveillance audit.

4. Passport Consent Forms:

Passport consent forms had been made available for all Indonesian and Indian workers, including Vellaichamy Sangu. Sample passport consent forms were sighted for 15 other Indian and Indonesian workers.

5. Deductions:

- a. 121 workers have also signed and consented for deductions for voluntary donation to PPN Foundation under the MAPA/NUPW Agreement. All signatures were sighted.
- b. Jabor estate has submitted an application to JTK Terengganu in a letter dated 16 June 2016 requesting for permission to deduct workers salary for Great Eastern Insurance, motorcycle loans and for lighting components. This application is pending approval from JTK Terengganu. In the meantime, all these deductions have been stopped since June 2016 and it is reflected in the workers payslip. Samples of payslip for the following workers were sighted: Muhammad Nur Fazlie bin Maslan, Mohammad Izwanuddin bin Mohd Nasir, Zainun bte Muda, Ahmad Fitri bin Hasim, Lalitha A/P Ramanathan

6. Validity of the contracts/ consent letters/other documents):

- a. All passport consent forms have been signed by the estate manager. The samples of passport consent forms for 16 workers were sighted
- b. The name and passport number of worker named Kisun Dev Yadav has been corrected on his passport consent form

- c. The Passport Consent form dated 9 October 2015 for Nepalese worker Hom Bahadur Bhandari's (Passport No: 06294225) has been re-signed and now matches the worker's passport
- d. The name and passport number of Kisun Dev Yadav on the Sijil Kehadiran for Kursus Induksi Pekerja Asing (Certificate of attendance for Induction Course for Foreign Workers) and passport consent form has been amended to match the name on the passport. The name and passport number for Tulasi Prasad Dangal in the Sijil Kehadiran for Kursus Induksi Pekerja Asing has been amended to match the number stated in his passport. The signature on the passport and borang penyerahan pasport for Hom Bahadur Bhandari is a match now and this was sighted in the borang penyerahan pasport that has been re-signed by him.

Verified by : TUV Rheinland

NCR No.	: RSPO00656	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: 60 days
NC Grade	: Major	Date of Closing	: 22 June 2016
Standard Ref. & Requirement	: 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.		
Non-Conformance Description & Evidence observed: The company has yet to establish a detailed policy on reproductive rights and hence there is no evidence of dissemination of knowledge regarding reproductive rights to all levels of the workforce. In addition, there is no documented evidence of communication of the policy to all levels of the workforce. E.g. interviews with workers and staff at the mill and Jabor estate reveal that the workers do not understand what reproductive rights constitute.			
Root Cause Analysis:			
Corrective Action: PSQM to establish a training plan to train the gender committee as well as the workers on the Reproductive Rights Policy as stated in the Social and Humanity Policy. PSQM to conduct refresher training on regular basis.			
Preventive Action:			
Assessor Evaluation and Conclusion: It was confirmed that the company's Social and Humanities Policy dated January 2015 includes a statement of protection of reproductive rights of women and the company has no plan to develop a separate policy for protection of reproductive rights although it is noted that the policy does not specify any commitment to ongoing activities such as education and awareness programmes for the purpose of implementation of this policy. This is noted as an opportunity for improvement. The company has developed training materials entitled 'Introduction to Reproductive Rights' Policy in our Plantation'. The training material includes discussion on issues pertaining to gender discrimination, sexual health, and family planning, and includes the definition of reproductive rights, global statistics on reproductive issues, SDP's policy on protection of reproductive rights, as well as the efforts taken by SDP to protect the reproductive rights of their workforce and a reminder to go through the Gender			

Committee to report any issue pertaining to this. The material ends with a quiz to check the understanding of training participants.

A gender committee meeting cum training was held on 15/6/2016 at the Jabor Mill meeting room. This meeting was attended by 15 members of the gender committee. During this meeting they were also trained regarding the basics and importance of reproductive rights of all employees especially women in the estate.

Verified by : TUV Rheinland

NCR No.	: RSPO00657	Issued by	: TUV Rheinland
Date Issued	: -	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 20 April 2017
Standard Ref. & Requirement	: 6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.		
Non-Conformance Description & Evidence observed:			
<p>Jabor Estate: There is no evidence of a demonstrable contributions to local development based on the principles of transparency, openness and participation.</p> <p>There is a request from the SJKC Jabor Kemaman Terengganu seeking contribution for a camping activity for the schoolchildren. There is no evidence of a reasonable explanation given to the school for the rejection. The reason given to the auditor is that the school is not a direct stakeholder as there are no children of employees attending the school. However, children of another direct stakeholder, Kg. Jabor Cina Kemaman attend the school. Hence, there is no clear and transparent criteria for local community contribution.</p>			
Root Cause Analysis:			
Corrective Action:			
<ol style="list-style-type: none"> 1. PIC to request training from SEPU-PSQM regarding effective community engagement as well as identification and monitoring of social issues. 2. To update stakeholder list to include SJKC Jabor. <p>To establish a logbook for stakeholder request for effective monitoring and response. All request/complaints that are not included in the stakeholder meeting minutes will be included here.</p>			
Preventive Action:			
Assessor Evaluation and Conclusion:			
Evidence of immediate action taken was accepted. Effectiveness of implementation to be verified at next audit.			
20 April 2017			
The external stakeholder list updated accordingly. There was no request from any stakeholder sighted in the logbook, however there were 2 formal requests from local school through their letter head to the mill management which the management responded effectively. This finding is satisfactorily closed.			

Verified by :	Mahaswaran Maliyapan
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NCR No. :	RSPO00658	Issued by :	TUV Rheinland
Date Issued :	-	Time Limit :	60 days
NC Grade :	Major	Date of Closing :	3 June 2016
Standard Ref. & Requirement :	E.3 Documented Procedures		
Non-Conformance Description & Evidence observed:			
<p>Sampled FFB consignment notes as well as FFB tickets issued from the mill to Jabor estate and crop received from other RSPO certified estates as diverted crop does not state the RSPO certificate number e.g</p> <ul style="list-style-type: none"> • Consignment note dated 10/5/2016 with C/N no. 61932 from Sg. Pergam division with FFB ticket no. 61686 • Consignment note dated 9/5/2016 with C/N no. 61673 from Main division with FFB ticket no. 61673 This is not in accordance with Clause 6.3 of the mill's SCCS SOP which specifies that the RSPO certificate number must be stated on delivery notes of all FFB received. 			
Root Cause Analysis:			
Corrective Action:			
<p>To manually stamp for home estates that have no weighbridge</p> <p>PSQM to update the SCCS SOP to include disclaimer for the estate or division which does not have weighbridge.</p>			
Preventive Action:			
Assessor Evaluation and Conclusion:			
3 June 2016			
<p>The mill provided samples of FFB consignment notes as well as FFB tickets received from certified estates which now are being manually stamped with the RSPO certificate number.</p>			
Verified by :	TUV Rheinland		

NCR No. :	RSPO00659	Issued by :	TUV Rheinland
Date Issued :	-	Time Limit :	60 days
NC Grade :	Major	Date of Closing :	3 June 2016
Standard Ref. & Requirement :	E.5 Record Keeping		
Non-Conformance Description & Evidence observed:			
<p>1. There was evidence that the mill had failed to deliver Mass Balance sales from a positive stock. It was found that certified CPO despatched each month from July 2015 to April 2016 has exceeded the certified CPO production, e.g. for August 2015, total certified CPO despatched was 1703.64 tonnes, while total produced was 1342.12 tonnes, for September 2015, total certified CPO despatched was 1994.27 tonnes, while total produced was 1818.65 tonnes and</p>			

in every subsequent month same issue was observed. The total certified CPO despatched between July 2015 to April 2016 was found to exceed the total certified CPO produced by 1936.63 tonnes.

2. The calculation of CPO balance showed an extremely high difference between RSPO certified CPO delivered and certified CPO produced, i.e. -50,831.76 tonnes, which is inconsistent with the calculated difference. It unclear why how the CPO balance figures are calculated and why is shows such a unreaslistically big difference which is not consistent with the actual calculated difference.

Root Cause Analysis:

Corrective Action:

1. All CPO despatch based on contract received from GTM and will advice the positive stock remain quantity. This will be monitored by weighbridge operator and recorded to the logsheet and verified during internal audit.. The mass balance sheet will be updated at every transaction. Mill will notify the manager once the positive stock are not available for the coming contract and will advice GTM accordingly
2. Mass Balance template will be recorded in monthly basis and verified by manager.

Preventive Action:

Assessor Evaluation and Conclusion:

3 June 2016

1. The Mass balance sheet was redone and showed that efforts had been taken to ensure the total despatched CSPO did not exceed the total CSPO produced every 3 months, i.e. for period of April to June 2016, the amount of CSPO despatched (531.99 tonnes) was less than total CSPO produced (1405.60 tonnes). This was cross checked against CPO delivery records.
2. The CPO balance calculation between RSPO certified CPO delivered and certified CPO produced has been corrected in the revised Mass Balance sheet and now the figures were confirmed to be correctly revised.

Verified by : **TUV Rheinland**

3.5.2 Identification of Findings, Corrective Actions and Observations at [ASA-1.1](#) Assessment

NCR No.	: 2017.01	Issued by	: M Rinaldi
Date Issued	: 20 April 2017	Time Limit	: ASA-1.2
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 4.7.6 All workers shall be provided with medical care, and covered by accident insurance.		
Non-Conformance Description & Evidence observed: Based on verification of Foreign Worker Compensation Scheme Certificate Insurance, there are three foreign workers in Jabor Mill has been expired the cover period of accident insurance. 2 workers has expired on 07 April 2017 and 1 worker has expired on 28 March 2017. The Operation Unit can not shows the evidance that not all employees have been covered by work accident insurance.			
Root Cause Analysis:			
Corrective Action:			
Preventive Action:			
Assessor Evaluation and Conclusion:			
Verified by	:		

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	2.1.1	<p>1. The mill has not obtained the Fire Certificate as required by Fire Services [Fire Certificate] Regulation 2001 – 28(1). However, this is considering to an observation as there are positive movement from the mill management with corresponding evidence with Bomba.</p> <p>2. The clause 6(1)(a) of the Worker’s Minimum Housing & Amenities Act 1990 requires a written permit for potable water used other than public main. During this assessment, the audit team found the mill is absences of this permit since 2012. However, seen there are evidences of communication between the POM and Jabatan Bekalan Air Negeri Terengganu. According to the Mill Asst. Manager, since the process of negotiate involves the cost calculation for backdated period, therefore it may take longer period to obtain the permit.</p> <p>3. Permit to store diesel [ref. 01/2008 – T008404] for 9,100 Litter expired on Dec 2016. The mill management has referred to the Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan but it was rejected as the agency requires the mill to apply thru online application which was done 21/12/2016. The mill expected to receive the permit by 3rd week of April 2017.</p>
2	E.5.1	Consider the synchronization between mass balance record and actual claim of RSPO product.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	Good cooperation and participation of staff of Jabor Mill and Estate throughout the auditing process, documents requested easily retrieved and presentable.
2	-	Has had MSOSH OSH award

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Date of Stakeholders Consultation: 17 April 2017 and 19 April 2017		
	Issue from Public	Auditor Response
1.	Departement of Safety and Health – Terengganu	
	<ol style="list-style-type: none"> 1. There was no major occupational hazards nor incident reported since 2016 for mill and estate. 2. The recent documentation audit in mill for OHS and FMM on 17/04/16 was also with no findings. 3. Commitment from the Jabor management always good. 4. The Jabor management well taking care of the worker’s social and welfare. 5. Foe distributing OHS related information, the Jabor management always ensure there is a translator available for foreign workers. 6. DOSH regularly interview workers and found they have good OHS knowledge. 7. The Jabor management ensure the CHRA, annual medical surveillance and audiometric test done as planned. 	Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 2.1; 4.6; 4.7 and 6.5.
2.	Sek. Keb. Lembah Jabor	
	<ol style="list-style-type: none"> 1. The workers of the mill and estate are also in the school's Parent & Teacher Association. 2. Currently the school has enough resources [12 teaches and basic facilities]. 3. There is no effect of pollution from the estate and mill operation. 4. The Jabor management always very supportive in responding to any enquiries or assistants needed for the school. 	Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 5.1 and 6.5.
3.	Mega oil Palm [FFB Trader/Supplier]	
	<ol style="list-style-type: none"> 1. The Jabor mill has created a “WhatsApp” Group for all FFB suppliers that effectively communicate the current FFB pricing. 2. RSG [Responsible Sourcing Guidelines] well communicated and suppliers were invited to attend the briefing. 3. No foreign workers employed. 	Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 4.1 and 6.10
4.	Tabir Arena / Jabor Plantation [FFB Trader/Supplier]	
	<ol style="list-style-type: none"> 1. There is no payment discrimination by the mill’s administration. 2. OHS practices and awareness to suppliers well 	Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 4.1; 4.7 and 6.10

	<p>managed by mill.</p> <p>3. RSG [Responsible Sourcing Guidelines] well communicated and suppliers were invited to attend the briefing.</p> <p>4. The estate allows the FFB trucks movement and patrolling by security.</p> <p>5. FFB transporters are local, however the estate workers are foreigners and their social and welfare taken care.</p>	
5.	JKKK Jabor Cina	
	<p>1. CSR program sometimes takes little longer period for approval.</p> <p>2. Open burning is restricted within estate boundaries. However, there are smallholders do use fire for their agriculture purpose.</p> <p>3. The estate management has plan to mine bauxite in their selected field. The estate management please inform the stakeholders what are the contingency plans on pollution control, communicate in the stakeholder meeting, what are the health concern may arise, how about the road maintains and how the stakeholders will be affected.</p>	<p>Positive comments and satisfactory outcome of the stakeholder interview. All the stakeholders attended / consulted agrees the process of approval for any CSR delay due to Sime Darby's protocol of authorizing fund is a long process.</p> <p>For the open burning, Jabor management to always ensure the surrounding communities are well informed of the company's policy on open burning.</p> <p>As for potential bauxite mining, the management to have a management plan to respond to stakeholders.</p>
6.	JKKK Kg. Perasing Jaya	
	<p>1. Excess road to and from villages are well communicated and no restriction applied by the estate.</p> <p>2. There are no social issues with the presence of foreign workers in the estate and mill.</p> <p>3. There is no child or forced labour witnessed.</p>	<p>Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 6.1; 6.7; 6.8; 6.9; 6.11; 6.12 and 6.13</p>
7.	Worker Union	
	<p>1. There is no issues related child or forced labour witnessed.</p> <p>2. Regular meeting with management representative conducted minimum every 6 month</p> <p>3. Workers are free to form organizations and there is no prohibition.</p> <p>4. The wage of worker is meet with regulation of minimum wage.</p> <p>5. The worker quarters is in good condition.</p> <p>6. There is no compulsion to become a union member.</p>	<p>Positive comments and satisfactory outcome of the stakeholder interview. CH has demonstrated compliance with the RSPO criteria 6.5; 6.6; 6.7 and 6.8</p>
8.	Gender Committee	
	<p>1. There are no issues related to sexual</p>	<p>Positive comments and satisfactory outcome of the</p>

	<p>harassment or reproductive rights.</p> <ol style="list-style-type: none">2. There is no child or forced labour witnessed.3. There are no issues related discrimination based on race, caste, national origin, religion, disability, gender.4. Regular meeting conducted every 3 month	<p>stakeholder interview. CH has demonstrated compliance with the RSPO criteria 6.7; 6.8 and 6.9.</p>
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4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Sign-off of Assessment Findings

Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.

Signed on behalf of:

Sime Darby Plantation Sdn Bhd
Management Representative

Mutuagung Lestari
Lead Auditor



Ardiansyah
28 April 2017

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28 April 2017

APPENDICES

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Departement of Safety and Health	Kemaman, Terengganu, Malaysia	-	Interview	17 April 2017	√	
2	Sekolah Kebangsaan Lembah Jabor	Terengganu, Malaysia	-	Interview	17 April 2017	√	
3	Mega Oil Palm (FFB Supplier)	Terengganu, Malaysia	-	Interview	19 April 2017	√	
4	Tabir Arena / Jabor Plantation (FFB Supplier)	Terengganu, Malaysia	-	Interview	19 April 2017	√	
5	JKKK Jabor Cina	Terengganu, Malaysia	-	Interview	19 April 2017	√	
6	JKKK Perasing Jaya	Terengganu, Malaysia	-	Interview	19 April 2017	√	
7	Worker Union	Terengganu, Malaysia	-	Interview	19 April 2017	√	
8	Gender Committee	Terengganu, Malaysia	-	Interview	19 April 2017	√	
9	Sustainable Development Network Malaysia (SUSDEN)	Malaysia	bisans@pc.jaring.my	Email	19 April 2017		√
10	Malaysian Environmental NGOs – MENGO	Malaysia	admin@mengo.org	Email	19 April 2017		√
11	United Nations Development Programme - UNDP Malaysia	Malaysia	registry.my@undp.org	Email	19 April 2017		√
12	Malaysian National Animal Welfare Foundation – MNAWF	Malaysia	secretary@mnawf.org.my	Email	19 April 2017		√

Appendix 2. Assessment Program

DATE	16 – 20 April 2017	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 16 April 2017		
08.35 – 11.50	Jakarta → Kuala Lumpur International Airport (KLIA)	ARD / MRD
12.00 – 16.00	Kuala Lumpur International Airport → SOU 12 Jabor (Pahang)	Auditor Team
Monday, 17 April 2017		
08.00 – 08.30	Opening Meeting Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification)	SOU 12 Jabor ARD / MRD / MMN
08.30 – 12.00	Stakeholder Consultation	ARD / MMN
08.30 – 12.00	Document Review of: <ul style="list-style-type: none"> • Sime Darby Time Bound Plan & Partial Certification • Basic Information • Review of Previous Visit Non-conformance 	MRD
12.00 – 14.00	BREAK	ARD / MRD / MMN
14.00 – 17.00	Field observation to Jabor POM WWTP, Mill Operational, Safety and Health, Hazardous Waste Management and SCCS	ARD / MRD / MMN
Tuesday, 18 April 2017		
08.00 – 12.00	Field Observation to Jabor Estate <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manure, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Social Aspect, Implementation of Occupational Health & Safety Aspect and replanting/new area (if any). • Implementation of Legal Aspect (Land Ownership, Legal Boundaries), Conservation/HCV Area, • Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc), Implementation of Environmental, Implementation of Social Aspect and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities). 	ARD / MRD / MMN MRD / MMN MRD / MMN ARD
12.00 – 14.00	BREAK.	ARD / MRD / MMN
14.00 – 17.00	Clarification of field visit.	ARD / MRD / MMN
Wednesday, 19 April 2017		
08.00 – 12.00	Completing of Check List clarification of Time Bound Plan & Partial certification SCCS	ARD / MRD / MMN ARD / MRD / MMN ARD / MRD / MMN
12.00 – 14.00	BREAK	ARD / MRD / MMN
15.00 – 17.00	Team Auditor Meeting (Preparation for Audit Conclusion)	ARD / MRD / MMN
Thursday, 20 April 2017		

DATE	16 – 20 April 2017	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 – 10.00	Closing Meeting	ARD / MRD / MMN
10.30 – 14.30	Traveling from SOU 12 Jabor to Kualalumpur	ARD / MRD / MMN
19.05 – 20.10	Kuala Lumpur International Airport (KLIA) → Jakarta	ARD / MRD

*The audit is based upon a representative sampling method therefore there may be non-conformances within the system that have not been identified during this audit.
Please inform Mutu Certification if you object to the appointment of the auditor or team members stated in this audit plan prior to the audit date*