

**RSPO PRINCIPLE AND CRITERIA****1<sup>st</sup> Annual Surveillance Assessment  
Public Summary Report**

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

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Date</b>	Member since: 6 September 2004
<b>Company Name</b>	Sime Darby Plantation Berhad		
<b>Address</b>	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia Certification Unit: Strategic Operating Unit (SOU 4) – Flemington Palm Oil Mill, Sungai Sumun 36369 Teluk Intan, Perak, Malaysia		
<b>Subsidiary of (if applicable)</b>	N/A		
<b>Contact Name</b>	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Mr. Mohd Yusri Muhammad (Mill Manager)		
<b>Website</b>	<a href="http://www.simedarby.com">www.simedarby.com</a>	<b>E-mail</b>	<a href="mailto:Shylaja.vasudevan@simedarby.com">Shylaja.vasudevan@simedarby.com</a> <a href="mailto:kks.flemington@simedarby.com">kks.flemington@simedarby.com</a>
<b>Telephone</b>	+603-78484379 (Head Office) +605-648 9153 (Mill)	<b>Facsimile</b>	+603-78484356 (Head Office) +605-648 9153 (Mill)

2. Certification Information			
<b>Certificate Number</b>	RSPO 590802	<b>Original Certificate Issued Date</b>	05/10/2011
		<b>Expiry Date</b>	04/10/2021
<b>Scope of Certification</b>	Palm Oil and Palm Kernel Production from Flemington Palm Oil Mill and Supply Base (Flemington, Bagan Datoh, Sungai Samak & Sabak Bernam Estate)		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
NIL			

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Flemington Palm Oil Mill (60 mt/hr)	36369 Sungai Sumun, Teluk Itan, Perak, Malaysia	100° 51' 26"	3° 55' 41"
Flemington Estate	36369 Sungai Sumun, Teluk Itan, Perak, Malaysia	100° 52' 84"	3° 53' 46"

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Bagan Datoh Estate	Bagan Datoh 36100 Perak, Malaysia	100° 47' 24"	3° 59' 33"
Sungai Samak Estate	Ulu Bernam 36500 Perak, Malaysia	101° 08' 87"	3° 44' 49"
Sabak Bernam Estate	Sabak Bernam	101° 00' 24"	3° 45' 33"

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infras & Other (ha)	Total Hectarage	% of Planted
Flemington Estate	1,109.27	790.23	1,899.5	7.38	228.63	2,135.51	89%
Bagan Datoh Estate	2,694.79	1,021.93	3,716.72	2.00	202.16	3,920.88	95%
Sungai Samak Estate	2,155.78	568.30	2,724.08	17.92	275.93	3,017.93	90%
Sabak Bernam Estate	1,332.90	983.46	2,316.36	1.24	185.38	2,502.98	93%
Total	7,292.74	3,363.92	10,656.66	28.54	892.1	11,577.3	92%

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (July 2016 – June 2017)	Actual (July 2016 – June 2017)	Forecast (July 2017 – June 2018)
Flemington Estate	790.23	271.42	314.46	523.39	0	29,500	26,721.75	27,897.00
Bagan Datoh Estate	1,021.93	925.32	332.7	1,368.59	68.18	49,455	50,835.07	56,755.46
Sungai Samak Estate	568.30	581.59	1574.19	0	0	48,771	57,836.73	55,378.00
Sabak Bernam Estate	983.46	192.15	270.19	870.56	0	27,400	27,101.310	27,100
Total	3,363.92	1,970.48	2,491.54	2,762.54	68.18	155,126	162,494.86	167,130.46

6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (ASA1_1) (July 2016 – June 2017)	Actual (ASA1_1) (July 2016 – June 2017)	Forecast (ASA2_1) (July 2017 – June 2018)
Flemington Estate	29,500	26,721.75	27,897.00
Bagan Datoh Estate	49,455	50,835.07	56,755.46
Sungai Samak Estate	48,771	57,836.73	55,378.00

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Sabak Bernam Estate	27,400	27,101.310	27,100
Total	155,126	162,494.86	167,130.46

<b>7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated (ASA1_1) (July 2016 – June 2017)	Actual (ASA1_1) (July 2016 – June 2017)	Forecast (ASA2_1) (July 2017 – June 2018)
Not applicable.			

<b>8. Certified Tonnage (Own Certified Scope)</b>									
Mill	Estimated (ASA1_1) (July 2016 – June 2017)			Actual (ASA1_1) (July 2016 – June 2017)			Forecast (ASA2_1) (July 2017 – June 2018)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Flemington Palm Oil Mill	155,126.0 0	33,662.00	8,532.00	162,494. 86	43,303.44	11,034.60	168,810.6 8	36,463.11	9,284.59
*FFB from Adjacent Certified Estate	-	-	-	44,806.26			-	-	-
Total	155,126.0 0	33,662.00	8,532.00	207,301.1 2	43,303.44	11,034.60	168,810.6 8	36,463.11	9,284.59

\*Diversion from other certified management units; SOU 5 (Selaba – RSPO 0016 valid until 2/3/21) and (Sri Intan – RSPO 0015 valid until 2/3/21)

\*Volume extension requested and approved by RSPO on 4/7/17 with additional of 84,000 mt of FFB, CPO:17,500 mt and PK: 4,500 mt

\*Forecast OER: 21.60%, KER: 5.5%

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

### Assessment Methodology, Programme, Site Visits

This 1<sup>st</sup> Annual Surveillance Assessment was conducted from 25-27 July 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Sungai Samak Estate & Sabak Bernam Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The estates sample were determined based on formula  $N = 0.8\sqrt{y}$  where  $y$  is the number of estates while when applicable.

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

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

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All the previous nonconformities are remains closed. The assessment findings for the 1<sup>st</sup> Annual Surveillance Assessment are detailed in Section 3.3.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was internally reviewed by approved Certification Reviewer prior to certification decision by BSI

**The following table would be used to identify the locations to be audited each year in the 5 year cycle**

1. Assessment Program					
Name (Mill / Supply Base)	Re-certification (2016)	ASA1 (2017)	ASA2 (2018)	ASA3 (2019)	ASA4 (2020)
Flemington Palm Oil Mill	√	√	√	√	√
Flemington Estate	√		√		√
Bagan Datoh Estate	√		√		√
Sungai Samak Estate		√		√	
Sabak Bernam Estate		√		√	

[Click here to enter a date.](#)

**Tentative Date of Next Visit:** July 17, 2018 – July 19, 2018

**Total No. of Mandays:** 9 mandays

**BSI Assessment Team:**

**Mohamed Hidhir Zainal Abidin – Lead Auditor**

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

**Hoo Boon Han – Team Member**

He holds Master of Technology (Environmental Management) from the University Malaya and Bachelor of Science Forestry (Hons) Majored in International Tropical Forestry from University Malaysia Sabah. He has more than 3 years working experience in in environmental monitoring & audit, carbon accounting & reduction, wastewater treatment, waste management and sustainable development. He has successfully completed the RSPO Lead

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Auditor and RSPO Supply Chain Training in April 2012. He has been involved in RSPO P&C audit in Indonesia and Malaysia as well as RSPO SC audit across different region including Asia, Europe and North America for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, social and community engagements, stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English and Mandarin.

**Hu Ning Shing - Team Member**

She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in his previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.

**Accompanying Persons: -**



## Section 3: Assessment Findings

### 3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- Sime Darby Plantation Sdn Bhd Time Bound Plan
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO Supply Chain Certification Checklist November 2014

### 3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units. As for the Plantation in Liberia, Sime Darby has completed the NPP in 2011. However, the plantation sites will be included in TBP upon completion of the mill which is delayed due to Ebola and long drought season.

There was a change of the Time Bound Plan (TBP) under Sime Darby Indonesia Operation due to the on-going mediation and DSF facilitation Process by RSPO DSF at PT Mitra Austral Sejahtera (PT MAS). This was the result from the mediation meeting held on 22 July 2014. PT MAS was audited as per the original TBP by RSPO accredited Certification Body in 2011. Due to the on-going mediation process, the CB that assessed PT MAS is yet to issue the certificate. BSI has accepted the revision as justified revision due to the commitment shown by all parties involves resolving the community issue. This is also accepted by the CB that assessed PT MAS. Discussion was held with the CB that assessed the PT MAS and Sime Darby.

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2016 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process.

The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

- a) There is no any other isolated lapse in Time Bound Plan.
- b) No systematic failures to proceed with implementation of the Time Bound Pan since first certified.
- c) The changes in the Time bound Plan for PT Mitra Austral Sejahtera was justified and appropriate.

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period and beginning 2015. BSI is also communicating with other Certification Bodies that auditing Sime Darby's other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and

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claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

- a. Any unresolved significant land disputes;
- b. Any replacement of primary forest or loss of HCVs;
- c. Any labour disputes that are not being resolved through an agreed process;
- d. Any evidence of noncompliance with any law at any of the landholdings.

<b>Time Bound Plan</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.	Yes
Have there been any changes since the last audit? Are they justified?	97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.	Yes

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<p>If there have been changes, what circumstances have occurred?</p>	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30<sup>th</sup> June 2016.</p> <p>Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019.</p> <p>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.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	<p>Yes</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	<p>Yes</p>
<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No lapses.</p>	<p>Yes</p>
<p><b>Un-Certified Units or Holdings</b></p>		

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<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Indonesia - PT Mitra Austral Sejahtera has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30<sup>th</sup> June 2016.</p> <p>Further details please refer to the RSPO Complaints Website: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a></p> <p>Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&amp;C is in progress.</p>	<p>Yes</p>
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Yes</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>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.</p> <p>*Note: RSPO NPP Announcements for SDP can be <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?">http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</a></p>	<p>Yes</p>
<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>Sime Darby (Liberia) Plantation Inc. Status: Box H - Close for Monitoring Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/46">http://www.rspo.org/members/complaints/status-of-complaints/view/46</a></p> <p>PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a></p>	<p>Yes</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	

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Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	None noted. No stakeholder comments or complaints received.	Complied.
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**3.3 Details of findings**

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

During the 1<sup>st</sup> Annual Surveillance Assessment there were 1 (one) major and 2 (two) minor nonconformities raised. The Flemington Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

The implementation of the Corrective Actions for the Major Nonconformity has been verified for it effectiveness and closed accordingly.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1503700-201707-M1	<b>Requirements</b> <b>Indicator 6.5.1</b> Documentation of pay and conditions shall be available.	Major
	<b>Evidence of Nonconformity</b> In Sabak Bernam Estate, three workers' March 2017 payslips sampled below were found below Minimum Wage Order 2016 of RM 1000/month for piece-rated workers even though they have worked more than 26 days in the month: Employee No.: 80521 (RM 913.60) Employee No.: 116615 (RM 955.17) Employee No.: 117215 (RM 932.50)	
	<b>Statement of Nonconformity</b> Pay and conditions for the sampled workers were not achieved Minimum Wage Order 2016.	
	<b>Corrections</b> HR Region will brief and socialise the components in the payslip in accordance to the Minimum Wage Order 2016, relevant Collective Agreements and circulars to the estate management and workers	
	<b>Corrective Actions</b> Moving forward, Sime Darby Plantation IT team will generate a list of employee not eligible for the monthly top-up to facilitate the estate management to provide explanation and visibility to the details/reason for workers not achieving the minimum wage.	
	<b>Assessment Conclusion</b> Major NC close out verification was done off-site with implemented documented	

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	<p>evidence as per the following:</p> <p>i) Check roll distribution/ work allocation and payslip for August 2017</p> <p>ii) IT computation/breakdown of wages payment for August 2017</p> <p>Sample checked for 12 (harvester @ piece rated) workers ID (126516, 128518, 107935, 121315, 107931, 107927, 132451, 82026, 20143, 20140, 80521 and 116615)</p> <p>All payslip checked were above minimum wages of RM 1000 in the month of August 2017. The corrective action was found to be effective. Thus, the major NC was close on 26/9/17. Continuous implementation will be further verified in the next audit.</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1503700-201707-N1	<p><b>Requirements</b> <b>Indicator 5.3.3</b> A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>	Minor
	<p><b>Evidence of Nonconformity</b> In Flemington POM, observed that both oil trap- one channel from the perimeter drain and one channel from the storage tank are clogged and silted. Contaminated water and soil with oil trace detected at the outlet of the oil trap. Besides, part of the clay bath pit's structure collapsed and wastewater overflow into the perimeter drain. In Sg Samak estate, lubricant and petrol drums store at the motorcycle repair shop without proper storage. It post a high risk for spillage or leakage as no mitigation plan in place. Oil stain observed on the ground and drain as no oil trap available onsite.</p>	
	<p><b>Statement of Nonconformity</b> The waste and pollution management plan was not implemented effectively.</p>	
	<p><b>Corrections</b> To make periodically inspection by management and SQM for ensure all in place.</p>	
	<p><b>Corrective Actions</b> Will make environmental campaign programme and training for give more awareness.</p>	
	<p><b>Assessment Conclusion</b> The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)

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1503700-201707-N2	<p><b>Requirements</b> <b>Indicator 4.7.3</b> All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning</p>	Minor
	<p><b>Evidence of Nonconformity</b> Flemington POM Incomplete PPE worn by workshop operator while doing oxy cutting job. Sungai Samak Estate Observed at block 16A, sprayer gang was not provided with eye protection @ goggles and suitable respirator as per Sime Darby's Pictorial Safety Standard and CHRA recommendation Sabak Bernam Estate Unsuitable respirator used by spraying gang at P02B and not per Sime Darby's Pictorial Safety Standard and CHRA recommendation</p>	
	<p><b>Statement of Nonconformity</b> Adequate and appropriate protective equipment was not made available to all workers at the place of work.</p>	
	<p><b>Corrections</b> To give awareness training to the worker and give worker the PPE as per CHRA recommendation</p>	
	<p><b>Corrective Actions</b> To monitor the awareness level periodically by monitor competency of worker regarding safety during work</p>	
	<p><b>Assessment Conclusion</b> The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit</p>	

Observation	
OBS #	Description
1	Nil

Positive Findings	
PF #	Description
1.	External stakeholders for the mill and estates shown positive feedbacks towards the company.

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

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

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

IS #	Description
1	<p><b>Issues:</b> Workshop worker- The used oil and lubricant always transfer to the bigger tank at schedule waste store at least once a month. Oil tray will be used to prevent any spillage.</p> <p><b>Management Responses:</b> Management will continue to enhance the monitoring and pollution control at the workshop.</p> <p><b>Audit Team Findings:</b> No further comment.</p>
2	<p><b>Issues:</b> Water treatment plant operator - The main task is to do the chemical mixing and pump maintenance at the station. PPE such as mask, apron and gloves were used during working. No other social issue.</p> <p><b>Management Responses:</b> Other than water treatment, the estate also use the government supply water.</p> <p><b>Audit Team Findings:</b> No further comment.</p>
3	<p><b>Issues:</b> Store Helper- Spill kit and first aid kit always available at the store area. At fertilizer store, we also practice first in first out for the fertilizer storage management.</p> <p><b>Management Responses:</b> Management will continue to ensure the proper management for the respective station in the estate.</p> <p><b>Audit Team Findings:</b> No further comment.</p>
4	<p><b>Issues:</b> NUPW Representatives – They have good relationship and satisfied with the management. They were treated equally and fairly by the management. The NUPW member fees of RM 8 was deducted from their salary and subsidized RM 3 by the management.</p> <p><b>Management Responses:</b> The management will continue to maintain the good relationship with the workers.</p> <p><b>Audit Team Findings:</b> Document reviewed on the payslips confirmed that the management has subsidized the fees according to MAPA Circular.</p>
5	<p><b>Issues:</b> Worker’s Representatives – The management treated them equally without any discrimination. They were provided with free housing, water and electricity.</p> <p><b>Management Responses:</b> The management will treat all the workers fairly.</p> <p><b>Audit Team Findings:</b> No further issue.</p>



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6	<b>Issues:</b> Gender Committee Member: She informed that there was no case of sexual harassment or violence reported so far. She also has good understanding on how to lodge complaint if there is any case.
	<b>Management Responses:</b> The management will continue to monitor and ensure that no cases of sexual harassment happened.
	<b>Audit Team Findings:</b> Document reviewed on the meeting minutes and interviewed with the female workers concluded that no issue on sexual harassment happened.
7	<b>Issues:</b> Contractors – They informed that the payment was made promptly and they signed contract agreement with the management.
	<b>Management Responses:</b> The management has made payment promptly according to the agreement signed.
	<b>Audit Team Findings:</b> Document review on the payment records and contract agreements found that no issue sighted.
8	<b>Issues:</b> School representative – Good relationship with the management. The management has given contribution and support whenever they requested.
	<b>Management Responses:</b> The management will continue will assist whenever possible.
	<b>Audit Team Findings:</b> Through document reviewed found that the management has made contribution and assistance to school whenever they requested.
9	<b>Issues:</b> Village Heads (Kg. Tanah Lalang and Kg. Baru Sg. Manila) - Management always assist whenever requested for assistance. For eg: constructed trenches to avoid flooding.
	<b>Management Responses:</b> Management will assist whenever needed.
	<b>Audit Team Findings:</b> No further issue.
10	<b>Issues:</b> Crèche Attendant: She was satisfied with the management on the pay and condition as well as the welfare that provided by the management.
	<b>Management Responses:</b> The management will continue to take care of their welfare and pay and conditions.
	<b>Audit Team Findings:</b> Document reviewed confirmed that the pay was achieved minimum wage. No other issues need to verify.

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

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1365885M1	<b>Requirements</b> <b>RSPO SCCS Nov 2014,Module D 4.2</b> The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	Major

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	<p><b>Evidence of Nonconformity</b> Overproduction of certified tonnage noted for the period of June 15 - July 16 was 194,851.23 mt which exceeded the projected certified tonnage of 169,585 mt.</p>
	<p><b>Statement of Nonconformity</b> CB has not been informed for the projected overproduction of certified tonnage</p>
	<p><b>Corrections</b> Immediate action is to conduct assessment on the volume extension. Verified at site.</p>
	<p><b>Corrective Actions</b> Mill will monitor production activity and start inform to PSQM if the production already at limit as per RSPO certificate production limit.  Volume extension verification audit was carried out on 13/9/16 to verify source of FFB and confirm volume extension from July – October 2016.  Monitoring spreadsheet has been introduced to monitor overproduction of FFB. Mock figure was shown to demonstrate how the spreadsheet work. Thus, the Major NC was close out on 16/9/16.</p>
	<p><b>Assessment Conclusion</b> Monitoring spreadsheet used has triggered 92.67% of certificate volume by end of May 2017. Extension of volume requested on June 2017 and volume has extended until September 2017. Thus, the major NC is remained closed.</p>

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1365885M2	<p><b>Requirements Indicator 7.3.2</b> A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>	Major
	<p><b>Evidence of Nonconformity</b> No evidence to show that the new planting/conversion plot 2014D incorporated in the new HCV assessment.</p>	
	<p><b>Statement of Nonconformity</b> HCV assessment was not comprehensively conducted.</p>	
	<p><b>Corrections</b> Flemington Estate will liaise with PSQM person in charge for the new HCV report status.</p>	
	<p><b>Corrective Actions</b> Estate will communicate with PSQM if estate want to convert from non OP area to new OP area. Verified finalized HCV assessment dated September 2016 which has included the new planting area at Flemington Estate. Thus, the major Nc was close out on 12/10/16</p>	
	<p><b>Assessment Conclusion</b> No increase of planted area noted at all visited estates based on the latest</p>	

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	statement and onsite verification. Thus, the major NC is remained closed.	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1365885M3	<b>Requirements Indicator 2.1.1</b> Evidence of compliance with relevant legal requirements shall be available.	Major
	<b>Evidence of Nonconformity</b> Bagan Datoh Estate: Diesel storage permit (ref. # TI/SK/015(02) serial # A021518) has been expired since 9/7/2016. Flemington Palm Oil Mill: No evidence of submission of monthly (power) generation report to EC as required under the license conditions.	
	<b>Statement of Nonconformity</b> Evidence of compliance with legal requirements was not effectively implemented	
	<b>Corrections</b> Estate will communicate with KPDN if facing any difficulties to obtain the permit. Mill will update on monthly reporting to EC as required under the license conditions.	
	<b>Corrective Actions</b> Mill will ensure to send monthly report to EC as required under the license conditions.  Verified new diesel permit serial#A022348 valid until 22/9/17. Thus, Major NC was closed out on 12/10/16.	
	<b>Assessment Conclusion</b> SOU4 had obtained and renewed license and permits as required by the law. It was verified and confirmed during surveillance ASA1_1 at the mill and also estates.  Specifically for the previous NC- latest electricity generation from boiler using palm oil waste submitted to EC on 4 July 2017. Total 414500 kWj generated in June 2017. Similar report consistently submitted to EC for the last few months. The company continue compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team.  Verified all submitted evidences and found to be sufficient. Thus, the major NC was remain close out on 27 July 2017.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1365885M4	<b>Requirements Indicator 6.5.2</b>	Major

	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p><b>Evidence of Nonconformity</b></p> <p>Flemington Palm Oil Mill: Extension contract for the workers who worked more than 2 years were sighted. The terms in the contract were contradicted with the actual practice where water and electricity usage were fully paid by the company. However, the workers had to pay the full amount of electricity usage and amount where water usage exceeded the subsidized amount of 35 gallons. Sampled extension contracts as below:</p> <ul style="list-style-type: none"> <li>a) Employee No.: 107411</li> <li>b) Employee No.: 96139</li> <li>c) Employee No.: 82042</li> </ul> <p>Besides, the contracts signed by the workers were in old version (version July 2012) where the public holiday entitlement was 12 days instead of 13 days. The contracts sampled as below:</p> <ul style="list-style-type: none"> <li>a) Passport No.: AT 450946</li> <li>b) Passport No.: AT 448167</li> </ul> <p>In addition, according to MAPA/NUPW Circular No. 22/2015 dated 4/8/2015, the employer required to fully subsidize RM 3.00 per month for each of the members of NUPW as premium towards NUPW/AIA Personal Accident Group Scheme. However, the management has yet to subsidize and deducted RM 11.00 from sampled workers below:</p> <ul style="list-style-type: none"> <li>a) Employee No.: 96139</li> <li>b) Employee No.: 96137</li> <li>c) Employee No.: 96140</li> <li>d) Employee No.: 24864</li> </ul> <p>Bagan Datoh Estate: Worker's contracts of employment sampled found that the employment contract for those worked more than 3 years were expired.</p> <ul style="list-style-type: none"> <li>a) Employee No.: 76543 - Employment contract expired on 22/12/2014</li> <li>b) Employee No.: 76168 - Employment contract expired on 8/12/2014</li> <li>c) Employee No.: 65737 - Employment contract expired on 6/5/2014</li> </ul> <p>There are no records or document to confirm that the workers were given the extended contract of employment and acknowledged signed the extension of employment.</p> <p>Flemington Estate: Sampled workers below noted that they signed on an old version contract (April 2013) instead of version May 2014:</p> <ul style="list-style-type: none"> <li>a) Passport No.: AA 5409134 joined on 17/9/2015</li> <li>b) Passport No.: AT 452498 joined on 2/5/2016</li> <li>c) Passport No.: 06197230 joined on 5/8/2016</li> <li>d) Passport No.: 09071944 joined on 5/8/2016</li> </ul> <p>There were terms that are contradicted with the actual practices. For example:</p> <ul style="list-style-type: none"> <li>a) Term 15: Work departure cash gift</li> <li>b) Term 21.5: FW security deposit home leave</li> </ul>	
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	<p><b>Statement of Nonconformity</b>  Flemington Palm Oil Mill: Worker's contracts and extension 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.) were not implemented effectively. The management did not comply with the MAPA/NUPW Circular No. 22/2015.  Bagan Datoh Estate: Extended contracts of employment for workers extended 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.) was not available.</p> <p>Flemington Estate: Worker's 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.) were not signed on latest version.</p> <p><b>Corrections</b>  Mill and Estate management will liaise with Human Resource Department to streamline the Workers Contract Agreement.</p> <p><b>Corrective Actions</b>  Sime Darby Plantation (Human Resource Department) will streamline the contract terms and condition accordingly throughout operation unit.</p> <p>Verified evidence as follows:  i)New version of employment contract and extension contract, EMP01/2016/01 &amp; EMP02/2016/01 with new updated terms and conditions with sample of contracts complete with workers acknowledgement and acceptance.  ii)Reimbursement of NUPW/MAPA fees was verified.  Verified all submitted evidences and found to be sufficient. Thus, the major NC was close out on 12/10/16</p> <p><b>Assessment Conclusion</b>  During ASA11, latest version of employment contract (EMP01/INDO/2017/01, EMP05/INDI/2017/01, EMP13/NPL/2017/02 and etc) and extension of employment contract (EMP14/NPL/2017/03, EMP06/INDI/2017/01, EMP02/INDO/2017/01 and etc) was implemented effectively. Besides, the deduction of NUPW was RM8 and RM3 been subsidized by the company as per the MAPA Circular. Document reviewed on the payslip and employment contracts found that the implementation of corrective action was found effective. <i>Details refer to criteria 6.5.2.</i></p>	
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<b>Non-Conformity</b>		
<b>NCR #</b>	<b>Description</b>	<b>Category (Major / Minor)</b>
1365885N1	<p><b>Requirements</b>  <b>Indicator 4.7.6</b>  All workers shall be provided with medical care, and covered by accident insurance.</p> <p><b>Evidence of Nonconformity</b>  Bagan Datoh Estate:  No evidence to show that worker AC 4308878 was covered by insurance.</p>	Minor

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	<b>Statement of Nonconformity</b> Accident insurance was not comprehensively covered to all workers.	
	<b>Corrections</b> Estate will liaise Human Resource pertaining on the renewal of insurance policy.	
	<b>Corrective Actions</b> Estate will monitor closely on the renewal of insurance for foreign workers and liaise with Human Resource if facing difficulties.	
	<b>Assessment Conclusion</b> Verified Insurance policies at visited operating units. No recurrence of issues noted. Thus, the minor NC is effectively closed on 27/7/17.	

Observation	
OBS #	Description
	Nil

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
05/2009 5.6.2	Minor	15/09/2011	Closed 5/10/2012
06/2009 6.3.2	Minor	15/09/2011	Closed 5/10/2012
A790500/1: 2.1.1	Major	5/10/2012	Closed 3/12/2012
A790500/2: 4.7.1	Major	5/10/2012	Closed 3/12/2012
A790500/3: 4.7.3	Major	5/10/2012	Closed 3/12/2012
A790500/4: 5.1.2	Minor	5/10/2012	Closed on 5/7/2013
A790500/5: 5.3.2	Minor	5/10/2012	Closed on 2/7/2013
A790500/6: 5.5.3	Minor	5/10/2012	Closed on 2/7/2013
6.5.3	Minor	5/10/2012	Closed on 2/7/2013
944268N0: 2.1.3	Minor	5/07/2013	Closed on 19/8/2014
1091069M1:2.1.1	Major	22/8/2014	Closed on 22/9/2014
1091069N1:5.3.2	Minor	22/8/2014	Closed on 28/7/2015
1213779N1: 6.6.2	Minor	30/07/2015	Closed out on 15/8/16
1365885M1 – SCCS D4.2	Major	18/8/16	Closed out on 16/9/16
1365885M2 - 7.3.2	Major	18/8/16	Closed out on 12/10/16
1365885M3 – 2.1.1	Major	18/8/16	Closed out on 12/10/16
1365885M4 – 6.5.2	Major	18/8/16	Closed out on 12/10/16
1365885N1 – 4.7.6	Minor	18/8/16	"open"
1503700-201707-M1	Major	21/07/2017	Closed out on 26/9/17
1503700-201707-N1	Minor	21/07/2017	"open"
1503700-201707-N2	Minor	21/07/2017	"open"

**Assessment Conclusion and Recommendation:**

Based on the findings during the assessment Flemington Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013 (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Flemington Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
<b>Name:</b>  MOHD YUSRI BIN MUHAMMAD	<b>Name:</b>  Mr Mohamed Hidhir Zainal Abidin
<b>Company name:</b> Sime Darby Plantation Sdn Bhd Flemington Palm Oil Mill (SOU 4)	<b>Company name:</b> BSI Services Malaysia Sdn Bhd
<b>Title:</b> Mill Manager	<b>Title:</b> Lead Auditor
<b>Signature:</b>   <b>Date:</b> 28/12/2017	<b>Signature:</b>   <b>Date:</b> 28 <sup>th</sup> December 2017

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Commitment to Transparency</b>			
<b>Criterion 1.1:</b>			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOSH, MPOB, DOE visiting log book were attended accordingly.</p> <p>Mill and estate assistant at each operating unit responsible on providing &amp; updating the information to relevant stakeholder.</p>	Complied
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p>	<p>The mill management has implemented Records of Internal Complaints to record if there is any request of information from the stakeholders. There was no any request of information from the stakeholders up-to-date.</p> <p>DOSH visit – annual mill inspection dated 29/5/17 for general installation. Notice issued by DOSH (JKJ26, Serial# 000101 and JKPP3, serial# 103520). Both notice were closed and accepted by DOSH officer on 2/6/17.</p> <p>DOE visit (11/4/17) – Responded on 29/4/17 Performance monitoring, biogas plant layout, CEMS, EPMC and ERCMC, record keeping.</p> <p>In the Sungai Samak Estate, the stakeholders had written letter to the management whenever they required assistance from the management. Seen the request letters such as the stakeholder requested the management to provide water tank during festival season and etc.</p> <p>Request and response between the stakeholders and management was sighted in Sabak Bernam Estate. For eg: Local authority requested to organized anti-drug program in the estate and the management has replied to approve the event.</p>	Complied
<b>Criterion 1.2:</b>			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			



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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website and <a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a></p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> <li>• Good Agricultural Practices</li> <li>• Social Enhancement</li> <li>• Sustainability Management Programmes</li> <li>• Complaint and Grievances procedure.</li> <li>• Environmental Conservation</li> </ul> <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> <li>1) Social</li> <li>2) Quality</li> <li>3) Food Safety</li> <li>4) Occupational Safety &amp; Health</li> <li>5) Environment &amp; Biodiversity</li> <li>6) Slope Protection and Buffer Zone</li> <li>7) Lean Six Sigma</li> <li>8) Gender</li> </ol> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p><b>Criteria 1.3:</b> Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>SDPSB has implemented policy on code of ethical conduct and integrity (Code of Business Conduct- COBC) which covered all operations in the plantation operation. Briefing session was given to all workers at visited operating units. For example, briefing of policies were given to the mill workers on 29/7/2015 and during induction training prior to work for the new workers. Seen the new workers who acknowledged on the 'Compliance of COBC' letter after the training been conducted during induction training as below:</p> <ol style="list-style-type: none"> <li>a. Employee No.: 133868 dated 1/6/2017</li> <li>b. Employee No.: 132283 dated 1/4/2017</li> </ol>	<p>Complied</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>		
<p><b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU4 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU4 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p><u>Flemington POM</u></p> <ul style="list-style-type: none"> <li>a. Environmental license no: 004234 valid till 30 June 2018</li> <li>b. MPOB License; no: 529874004000 valid till 31 Mar 2018</li> <li>c. Authorized Entrant and Standby Person for Confined Space; No: NW-HQ-AGT-0871-P valid till 14 Feb 2019</li> <li>d. Sterilizer; PMT 147318 valid till 06 May 2018</li> <li>e. Steam Separator; PMT147315 valid till 06 May 2018</li> <li>f. Water softener certificate; PK PMT 7048 valid till 6 May 2018</li> <li>g. License for generating electricity using biogas; no: 18348 valid till 29 Oct 2017</li> <li>h. Weighbridge calibration certificate; no:1.9k-031471 and 031465 valid from 17 July 2017</li> </ul> <p><u>Sg Samak Estate:</u></p> <ul style="list-style-type: none"> <li>a. Weighbridge calibration certificate; no:1.3k-018005 and 031466 valid from 19 July 2017</li> <li>b. MPOB License; no: 526340002000 valid till 31 Jan 2018</li> <li>c. Air receiver; PK PMT 3426; valid till 12 Dec 2017</li> <li>d. Permit for salary deduction of NUPW dated 1 December 2011</li> <li>e. Diesel Permit; no: A 037005 valid 17 Jan 2018</li> </ul> <p><u>Sabak Bernam Estate:</u></p> <ul style="list-style-type: none"> <li>a. MPOB License; no: 545859002000 valid till 31 Jan 2018</li> <li>b. Diesel Permit; no: B024106 valid 31 Jan 2018</li> </ul>	<p>Complied</p>
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	<p>SOU 4 had documented the Legal &amp; Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>In Flemington POM, the LORR has been prepared, checked, and approved for compliance as dated. The latest review done on 19 April 2017. Similar document sighted in Sg Samak (review on 15 Sep 2016) and Sabak Bernam estate (review on 2 Feb 2017).</p>	<p>Complied</p>

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2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units through the internal audit by the internal PSQM team. Through the internal audit, the team will audit against the legal and RSPO requirements. Correction action taken after the internal audit findings available.</p> <p>Following the internal date: Flemington POM- 22 May 2017 Sg Sabak estate- 11 May 2017 Sabak Bernam estate- 5 May 2017</p>	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	<p>Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.</p>	Complied
<p><b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use (agriculture) of the land were made available at all visited sites. Sample of land title based on the latest quit rent for 2017 are:</p> <p><u>Sungai Samak Estate</u> i) Grant#47177, Lot #4189, area: 1137.1067 ha, District: Mukim Hutan Melintang, legal ownership: freehold ii) Grant#57689, Lot #5161, area: 712.2456 ha, District: Mukim Hutan Melintang, legal ownership: freehold</p> <p><u>Sabak Bernam Estate</u> i) Grant#29597, Lot #1, area:2023.425 ha, District: Mukim Sabak, legal ownership: freehold ii) Grant#55208, Lot #2095, area:504.0364 ha, District: Mukim Sungai Panjang</p>	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	<p>During the field visit it was noted that legal boundaries are clearly demarcated and visibly maintained at Sungai Samak Estate. Field P15A is adjacent to smallholder farm and boundary marker is visibly maintained and separated with physical boundary (trenches).</p> <p><u>Sabak Bernam Estate</u> Boundary marker is clearly demarcated and visibility maintained near to the boundary along P02B which adjacent to village separated with physical boundary (trenches).</p>	Complied

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2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. The surrounding neighbours mostly are plantation company. Interviewed with the neighbouring villager confirmed that no encroachment of land by the company.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. The surrounding neighbours mostly are plantation company. Interviewed with the neighbouring villager confirmed that no encroachment of land by the company.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. The surrounding neighbours mostly are plantation company. Interviewed with the neighbouring villager confirmed that no encroachment of land by the company.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. The surrounding neighbours mostly are plantation company. Interviewed with the neighbouring villager confirmed that no encroachment of land by the company.	Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied

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2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities’ decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company’s title, concession or lease on the land. - Minor compliance -	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the SOU 4 Flemington at the time of audit. The land belongs to Sime Darby Plantation Sdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
<b>Principle 3: Commitment to long-term economic and financial viability</b>		
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.		

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3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, OPEX, CAPEX etc. Flemington Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. CAPEX allocation for mill and estate was made available for review for FY 17/18: Mill: Turbine retrofitting (steam chest, turbine wheel and reversing segment) – process improvement, sterilizer bottom liner replacement (safety)  Estates: new tractor and mechanical buffalo, workers and executive housing and workshop garage	Complied
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	SOU4 estates have long range replanting program until 36/37. Replanting is planned for tall palm and older than 25 years old as well as Ganoderma infected palms. Replanting programme for the next financial year as follow:  <u>Sungai Samak Estate</u> FY 16/17 : 159.91 ha (completed for field 1993D and 1993D1) FY 17/18 : 119.97 ha (field 1995M, 1996M and 1998M)  <u>Sabak Bernam Estate</u> FY17/18 : 300.52 ha (field 1994C, 1994D, 1994E, 1995F, 1996J, 1996K)	Complied
<b>Principle 4: Use of appropriate best practices by growers and millers</b>		
<b>Criterion 4.1:</b> Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1 Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure:  i)SPMS, Appendix 7: SOP for water quality monitoring, issue:2 dated 1/6/16.  SOP for sampling guideline  ii)Water and Wastewater Sampling Guideline, issue:1 dated 1/6/16.  iii) RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated October 2016	Complied

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4.1.2 A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements	Complied
4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<p>Mill Advisor's latest visit was on 6-8/2/17. Report includes monitoring of all activities in the mill covering the OER &amp; KER performance, process losses, mill throughput (maintenance, downtime), product quality and compliance monitoring. No major issue recorded from the visit. For the estate. For the estates, annual visit by Agronomist and Plantation Advisory (PA) reports were made available. Sample of reports checked at Sungai Samak Estate:</p> <p>Agronomist report, FY2017/2018 was carried out on 15<sup>th</sup> December 2016. Refer to report dated 28/2/17. Monitoring of (rainfall, yield [performing and under-performing], palm nutrition status, fertilizer recommendation has been included in the report. Other matters such as field observation and agronomic matters was also incorporated in the report i.e bagworm infestation etc.</p> <p>The last PA visit report dated 21-24/6/16 was made available. Refer to report ref# SOU4/Sg SMK/2/15_16. PQR score recorded for mature OP(66.59%), immature OP (90.12%), manuring 82.81 and crop recovery rating at 4/5</p>	Complied
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	No 3rd party crop received at Flemington POM. Occasionally there are certified FFB received by the mill from Sime Darby Group estates. This is verified through RSPO certificate validity by the management through the weighbridge receiving system.	Complied
<b>Criterion 4.2:</b> <u>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</u>		
4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield	Complied

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<p>4.2.2</p> <p>Records of fertiliser inputs shall be maintained. - Minor compliance -</p>	<p><u>Sungai Samak Estate</u></p> <p>Fertilizer application programme is based on the recommendation by agronomist under 2017 Agronomist and Fertilizer Recommendations Report. Date of visit: 15 December 2016. Programme for mature and immature fields available for review. Sample of programme for AC (25% N) at 2014A (70.22 ha) [July-Aug 2017]</p> <p>Application date: 25 July 2017, recommendation rate: 2.0 kg/palm for total of 8 mt @ 160 bag x 50 kg (22.8ha to date)</p> <p><u>SabaK Bernam Estate</u></p> <p>Fertilizer application follows the Agronomist recommendation from the R&amp;D department. Recommendation for FY2017/2018. Refer to FY2017/2018 fertilizer recommendation report. Sample (field 1995A) Mature: AC 2.10kg /palm</p>	<p>Complied</p>
<p>4.2.3</p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p>	<p>Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. At Sungai Samak Estate, leaf sampling was last carried out in July 2016. Foliar nutrient status reported under the latest agronomist report for FY2017/2018 dated 28/2/17. Soil analysis carried out at 5 years interval. The last soil analysis was carried out on 26/8/14, Report# S85/2014 dated 26/8/14.</p> <p><u>Sabak Bernam Estate</u></p> <p>The latest leaf sampling analysis was carried out in September 2016. Leaf foliar analysis report incorporated under agronomist report for Sabak Bernam Estate 2017/2018 Agronomic &amp; Fertilizer Recommendation Report dated 20 March 2017. Soil sampling is valid for 5 years refer to analysis report dated 24/4/15, report ref#S37/2015</p>	<p>Complied</p>
<p>4.2.4</p> <p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. EFB applied at selected fields at the estates. Recommended rate is 40mt/ha for mature and immature at 30 mt/ha. Verified EFB application programme as both visited estates. Sample of application record checked:</p> <p><u>Sungai Samak Estate</u></p> <p>EFB is applied at only selected mature field 07MA and 06M. Total hectare covered is 164.99 Ha for FY16/17.</p>	<p>Complied</p>
<p><b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.</p>		
<p>4.3.1</p> <p>Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Soil series map available for both estates visited. There were 828ha of peat soils at Sungai Samak estate. No other soil categorised as problematic or fragile soil. Mostly are BriaH and Bernam series.</p>	<p>Complied</p>



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4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	<p><u>Sungai Samak Estate</u></p> <p>Terrain classification: Flat (0-2°) – 91.31%, undulating (2-6°) – 8.69 %</p> <p><u>Sabak Bernam Estate</u></p> <p>Terrain classification: Flat (0-2°) – 99.82%, undulating (2-6°) – 0.18%</p> <p>Planting terraces had been constructed where slope &gt;10°. Fields are established with cover crops such as muccuna and soft grasses and ferns.</p>	Complied
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	<p>Estates visited have implemented annual Road Maintenance Programme FY2016/2017. Plan for the next financial year (FY 2017/2018) available for grading and compacting, resurfacing and road side pruning at Sabak Bernam Estate.</p> <p><u>Sungai Samak Estate</u></p> <p>Observed at field P16A, road maintenance is still in progress for grading, resurfacing and patholes patching.</p>	Complied
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	<p>Based on established ARM, section 10: Water Management In Coastal and Peat Plantings, Water management on peat area is based on the established SOP, level 3, section B15 entitled water management. Water level marker is located at 800 -1000m interval (close to sluice gate/drain block). Visited water level marker at P01B found at green level which recorded at desired level. Water level indicator as per below reading:</p> <p>Green – 45- 60 cm from soil surface (optimal level for acid sulphate/peat)</p> <p>Yellow – 60 – 90 cm from soil surface (optimal level for non-acid sulphate soil)</p> <p>Red – above 90 cm from soil surface</p> <p>Water level monitoring recorded on weekly basis. Refer to the latest report for July 2017 for Yew Lian Division (ruler#1) and recorded at 45-60 cm (green indicator)</p>	Complied
4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	<p>No replanting programme for the next five 5 years in Sungai Samak Estate. Thus, drainability assessment was not required.</p>	Complied
4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	<p>Management strategy for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils) is based on the established ARM, section 10: Water Management In Coastal and Peat Plantings. 2 management strategies; optimal water level monitoring and flushing of acid rain water. Verified management plan for FY2017/2018 at Sungai Samak Estate.</p>	Complied

**Criterion 4.4:**

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

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<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>In POM, the document: Identification and Management of Wastewaters Financial Year 17/18 updated in 15 July 2017. The plan has identified the various location, types of wastewater produced, treatment/containment method and reuse/recycle and disposal method. Besides, the POM also develop action plan to reduce fresh water usage such as sterilizer condensate water as dilution as press station or to recycle water from turbine cooling water as hot water.</p> <p><u>Sg Samak Estate</u> In estate, the water source from the government supply's – Lembaga Air Perak and also own water treatment plant.</p> <p>The management plan 2017/2018 focusing in water reduction plan and rainwater harvesting. Besides, the analysis for the treated water (E.coli) and the river water (pesticides) conducted on quarterly basics by Sime Darby Research Sdn Bhd. Following the sampled report:</p> <ul style="list-style-type: none"> <li>a. Oct 2016               <ul style="list-style-type: none"> <li>i. Report no: ML314/2016 (Microbiology Analysis Test Report); Non-detected.</li> <li>ii. Report no: PL608/2016 (Pesticides Analysis Test Report); Non-detected.</li> </ul> </li> <li>b. April 2017               <ul style="list-style-type: none"> <li>i. Report no: ML166/2017 (Microbiology Analysis Test Report); Non-detected.</li> <li>ii. Report no: PL300/2017 (Pesticides Analysis Test Report); Non-detected.</li> </ul> </li> </ul> <p><u>Sabak Bernam Estate</u> Water management Plan: Contingency Plan Year 2017/2018 focusing in action steps during water shortage/dry spell. The plan has been prepared on 1 Jul 2017.</p>	<p>Complied</p>												
<p>4.4.2</p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="660 1487 1299 1671"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>&lt; 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>A well maintained vegetative beffer zone observed when visited to the river in Sg Samak estate (River Dua) and Sabak Bernam estate (block 13A).</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													

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<p>4.4.3</p> <p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>In POM, effluent Analysis conducted by Sime Darby Research and submitted to DOE every 3 months through OER (Online Environmental Report). Following report sighted:</p> <ul style="list-style-type: none"> <li>a. Report no: EP307/2017 dated 2017-06-09 (BOD: 46mg/L)</li> <li>b. Report no: EP372/2017 dated 2017-07-19 (BOD: 84mg/L)</li> </ul> <p>All the parameters have conform to parameters limit for watercourse discharge in exception with the parameter-Suspended Solid which continuously more than 400 mg/l from May to June. During audit, the discussion is ongoing between the management and Department of Environment for the next course of action such as desludging and installation of filter. Documentation of the communication and action plan dated 25 Jul 2017.</p>	<p>Complied</p>
<p>4.4.4</p> <p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>The mill water source from the supply of government-Lembaga Air Perak (LAP). In POM, the water usage monitoring for FFB/tonne:</p> <ul style="list-style-type: none"> <li>a. April 2017- 0.72 m<sup>3</sup>/ FFB (mt)</li> <li>b. May 2017- 0.31 m<sup>3</sup>/ FFB (mt)</li> <li>c. Jun 2017- 0.16 m<sup>3</sup>/ FFB (mt)</li> </ul>	<p>Complied</p>
<p><b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		
<p>4.5.1</p> <p>Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -</p>	<p>IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates are continue to plant beneficial plants such as Turnera subulata. Latest updates of Sungai Samak Estate's IPM as per below:</p> <p>Beneficial plant: 6:2:2 (target for minimum 1 dm/ha)</p> <p>Rat baiting: calendar baiting (9 rounds below 20% - completed for field 2009A), warfarin (1<sup>st</sup> generation) dated 24/4/17. [Mar-May 2017: 1<sup>st</sup> campaign]</p> <p>Barn owl box: Occupancy rate average at 49.5% (2<sup>nd</sup> round in December 2016) together with BOB maintenance and replacement/new box. Number of boxes to be increase up to 90 boxes.</p>	<p>Complied</p>

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4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. Centralized training for SOU4 named "Hoot Hoot The Rats Programme" was carried out on 6/4/17. This training focus mainly on IPM (BOB implementation) and rat baiting programme for the estates</p>	Complied
<p><b>Criterion 4.6:</b> Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample)</p> <ul style="list-style-type: none"> <li>- General weeds : Glyphosate</li> <li>- Legume &amp; broad leave : Metsulfuron Methyl</li> <li>- Stenochlaena palustris : Sodium chlorate</li> </ul> <p>Mature planting</p> <ul style="list-style-type: none"> <li>- VOPs : glyphosate &amp; sodium chlorate</li> </ul> <p>The selection is also evaluated by the agronomist during his visit to the estate</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance																												
<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate. For FY2016/2017, total 0.148 Ai/Ha recorded for Sungai Samak Estate. (Metsulfuron methyl, cypermethrin, acephate, warfarin, glufosinate ammonium, thiram, triclopyr butoxy – ethyl ester). Summary of Ai/Ha from July 2016 – June 17 as per below:</p> <table border="1" data-bbox="660 651 1299 1294"> <thead> <tr> <th>Month</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr><td>July 2016</td><td>0.125</td></tr> <tr><td>August 2016</td><td>0.127</td></tr> <tr><td>September 2016</td><td>0.157</td></tr> <tr><td>October 2016</td><td>0.096</td></tr> <tr><td>November 2016</td><td>0.124</td></tr> <tr><td>December 2016</td><td>0.156</td></tr> <tr><td>January 2017</td><td>0.454</td></tr> <tr><td>February 2017</td><td>0.825</td></tr> <tr><td>March 2017</td><td>0.426</td></tr> <tr><td>April 2017</td><td>0.549</td></tr> <tr><td>May 2017</td><td>0.391</td></tr> <tr><td>June 2017</td><td>0.350</td></tr> <tr><td><b>Average</b></td><td><b>0.315</b></td></tr> </tbody> </table>	Month	Ai/Ha	July 2016	0.125	August 2016	0.127	September 2016	0.157	October 2016	0.096	November 2016	0.124	December 2016	0.156	January 2017	0.454	February 2017	0.825	March 2017	0.426	April 2017	0.549	May 2017	0.391	June 2017	0.350	<b>Average</b>	<b>0.315</b>	<p>Complied</p>
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<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.</p>	<p>Complied</p>																												
<p>4.6.4</p> <p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class II, III &amp; IV chemical used at visited estates. Alternative for class IA chemical, Methamidophos was used named Acephate under class III for bagworm infestation.</p> <p><u>Sungai Samak Estate</u></p> <p>Permit to buy Acephate available. Refer to permit, PK/ACEP(GL)/17/003 dated 26/1/17 for total 400kg.</p>	<p>Complied</p>																												

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4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipments and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5. For weeding activities, knapsack spray pump and low volume CDA spray are used for selective and circle spraying.	Complied
4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at SOU4	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU4. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates.  Interviewed the workers in workshop, line site and store and they aware of the proper waste handling method.	Complied

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<p>4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -</p>	<p><u>Sungai Samak Estate</u></p> <p>Medical surveillance was carried out by OHD, HQ/08/DOC/00/660 under on 8/12/17 for total of 73 workers from different work units based on CHRA recommendation. Group of sprayers, trunk injector, sprayer, store keeper and foreman was sent for medical surveillance. Results found that there were no detrimental of health and fit to work.</p> <p><u>Sabak Bernam Estate</u></p> <p>Medical surveillance for 2016 was carried out on 20/3/17 for total of 37 workers for different type of work units (workshop, spraying, trunk injector and chemical mixer). Verified the medical report by registered OHS, HQ/08/DOC/00/131 under Sabak Dispensary and found all workers are fit to work without any occupational related disease.</p>	<p>Complied</p>
<p>4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -</p>	<p>Noted there were a few women working as chemical mixers and sprayers. Verified that the worker were over the reproductive age.</p>	<p>Complied</p>
<p><b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU4 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Sample of Flemington Palm Oil Mill ESH programme for FY2016/2017:</p> <p>i) Medical surveillance – Carried out at Sabak Dispensary on 29/8/16 by OHD, HQ/08/DOC/00/131 for total of 25 workers from kernel plant, workshop and laboratory. All workers are found fit to work with no detrimental of occupational related disease. Verified Operational Control Procedure, SD/SDP/PSQM(ESH)202-OH8, rev:0 dated 26/2/15 for the medical surveillance and related medical removal protection procedure.</p> <p>ii) Audiometric testing – For 2017, annual audiometric was conducted on 4/1/17 by Procoma Environmental (M) Sdn Bhd. Total of 86 workers send for audiometric testing. 4 workers were suspected with STS based on retest on 25/5/17. Next follow up to be referred to ENT clinic in August 2017 and will be further check in the next assessment.</p> <p>iii) LEV testing and inspection – the last inspection was carried out on 9/9/16 by Procoma Environmental (M) Sdn Bhd. DOSH registered IHT II, JKPP HIE 127/171-3/2(23). Face velocity (hood) and travel velocity (ducting) below recommended value of ACGIH. Monthly inspection done by internal technician. Refer to inspection checklist for the month of June 2017.</p> <p>iv) Personal chemical exposure monitoring (PCEM)- Last carried out on 6/4/17 by registered IHT 1 (JKPP HIE 127/171-3/1(20) for N-hexane and Manganese. Result of exposure as follow:</p> <table border="1" data-bbox="660 1435 1294 1603"> <thead> <tr> <th>Chemical</th> <th>PEL8 hours TWA (mg/m3)</th> <th>PEL8 hours TWA (mg/m3)</th> </tr> </thead> <tbody> <tr> <td>Manganese</td> <td>0.2</td> <td>&lt;0.001</td> </tr> <tr> <td>N-hexane</td> <td>176</td> <td>&lt;0.001</td> </tr> </tbody> </table> <p>The next PCEM will be carried out in August 2017. Refer to by Procoma Environmental (M) Sdn Bhd, PO# 4300381187 dated 11/7/17.</p>	Chemical	PEL8 hours TWA (mg/m3)	PEL8 hours TWA (mg/m3)	Manganese	0.2	<0.001	N-hexane	176	<0.001	<p>Complied</p>
Chemical	PEL8 hours TWA (mg/m3)	PEL8 hours TWA (mg/m3)									
Manganese	0.2	<0.001									
N-hexane	176	<0.001									



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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU4 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to revisited CHRA report for Flemington POM, (JKKP HIE 127/171-2(124) dated 26/5 and 2/7/15.</p> <p>For Sungai Samak Estate, addendum CHRA report dated 25 April 2017 by JKKP KIM 127/453/6(8) has include the new chemical used for trunk injection, namely Acephate under class III category.</p> <p><u>Sabak Bernam Estate</u></p> <p>Revisited CHRA was doe I 14-20/7/15 by registered DOSH assessor, JKKP HIE 127/171-2(124).</p> <p>Revised HIRARC for class 3 and 4 accident checked at the visited operating units as per the following:</p> <ul style="list-style-type: none"> <li>i)Harvesting of FFB – revised date 17/4/17</li> <li>ii)Pruning/frond cutting – revised date 6/2/17</li> <li>iii)Sharpening sickle – revised 21/1/17</li> </ul> <p><u>Sungai Samak Estate</u></p> <p>Revised after accident occurrence, road accident (slippery road [in field road] 20/1/16). Date of revision 18/10/16.</p> <p><u>Flemington POM</u></p> <p>Revised HIRARC after accident on 4/7/17 at oil recovery pit checked. Date of revision 18/7/17. Rating and current control measure has been updated in the register</p> <p>JV project for power generation of 2 x 2MW gas engine has been incorporated in HIRARC. Draft document dated 1/3/17 covering cooling tower, ADT, flare, PTU/scrubber, MUW, Gas Zone and Gas Engine was identified. Final endorsed document will be further verified in the next assessment.</p>	<p>Complied</p>

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<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <p>No proper PPE worn by workshop operator while doing welding works. (welding shield, leather glove and respirator) as per CHRA recommendation.</p> <p><u>Sg Samak Estate</u></p> <p>No safety glass/goggle worn by sprayer. Only N95 respirator used by sprayers.</p> <p><u>Sabak Bernam Estate</u></p> <p>N95 (dust respirator) used by sprayer gang but not the cartridge type respirator as per CHRA and SDPSB PSS 2008</p> <p>Thus, a minor NC was issued.</p>	<p>Minor nonconformance</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager and QA at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken form workplace inspection report etc. The latest meeting was conducted on the 21/6/17 at Flemington Palm Oil Mill. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><u>Flemington POM</u></p> <p>Record of meeting 21/6/17, 19/12/16, 29/9/16, 29/6/16. Verified appointment letter as SHC Chairman dated 18/7/17 signed by CEO Northern Region.</p> <p><u>Sungai Samak Estate</u></p> <p>SHC meeting – 28/4/17, 26/1/17, 28/10/16 and 18/7/16</p> <p>Verified appointment letter as SHC secretary dated 1/1/16 signed by SHC Chairman (Estate Manager)</p> <p><u>Sabak Bernam Estate</u></p> <p>SHC meeting – 6/7/17, 27/3/17, 16/1/17, 28/9/16</p> <p>Verified appointment letter as SHC secretary dated 1/7/16 signed by SHC Chairman (Estate Manager).</p>	<p>Complied</p>

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<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 16/17. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation and chemical drill was done on 19/4/17.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits were available at worksites. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 &amp; 8 forms. The previous nonconformity remains closed and the action plans implemented</p>	<p>Complied</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme. Sample of insurance policies and social security (SOCSO) checked:</p> <p><u>Flemington POM</u></p> <p>Foreign workers policy covered for 23 workers. Sample of policies checked:</p> <p>i)FW189275 – period cover (1/7/17 – 30/6/18) ii)FW1907644 – period cover (1/7/17 – 30/6/18) iii)FW1907693– period cover (1/7/17 – 30/6/18)</p> <p>Checked social security payment, “Jadual Caruman” @ 8A form for June 2017 involving 87 workers under employer code D4405664V.</p> <p><u>Sungai Samak Estate</u></p> <p>Total 110 foreign workers. Sample of workers checked</p> <p>i)FW195348 valid until 16/10/17 ii)FW193258 valid until 28/8/17 iii)FW194504 valid until 27/9/17 iv)FW201887 valid until 9/2/18 v)FW201886 valid until 9/2/18 vi)FW201152 valid until 24/1/18</p> <p>Checked social security payment, “Jadual Caruman” @ 8A form for June 2017 involving 95 workers under employer code D4400436A</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance												
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below:</p> <table border="1" data-bbox="660 551 1297 848"> <thead> <tr> <th>Year</th> <th>Flemington POM</th> <th>Sungai Samak Estate</th> <th>Sabak Bernam Estate</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>0 case</td> <td>3 cases ( 99 LTA)</td> <td>10 cases (57 LTA)</td> </tr> <tr> <td>2017 to date</td> <td>3 case (11 LTA)</td> <td>13 cases, (3 LTA )</td> <td>8 cases 51 LTA</td> </tr> </tbody> </table> <p>*Summary of LTA is based on GSQM ESH Portal as at June 2017</p> <p>99 days LTA – SOCSO claim</p> <p>Record of payment latest ( MC :22/6-4/7/17). Refer to payment voucher# D44013320/2017. Payment voucher kept from January 2016 until July 2017.</p>	Year	Flemington POM	Sungai Samak Estate	Sabak Bernam Estate	2016	0 case	3 cases ( 99 LTA)	10 cases (57 LTA)	2017 to date	3 case (11 LTA)	13 cases, (3 LTA )	8 cases 51 LTA	<p>Complied</p>
Year	Flemington POM	Sungai Samak Estate	Sabak Bernam Estate											
2016	0 case	3 cases ( 99 LTA)	10 cases (57 LTA)											
2017 to date	3 case (11 LTA)	13 cases, (3 LTA )	8 cases 51 LTA											
<p><b>Criterion 4.8:</b> All staff, workers, smallholders and contract workers are appropriately trained.</p>														
<p>4.8.1</p>	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -</p> <p>A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Refer to training programme FY 17/18 of SOU 4 POM and respective estate.</p> <p>Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be in compliance.</p>	<p>Complied</p>												

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Criterion / Indicator	Assessment Findings	Compliance
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&amp;C. Training need and plan for FY2017/2018 was verified as per Form RM-01/TNP – Estate/Mill Quality Management System Subsection 6.1 Appendix 6.2.2 Version 1, Year 2008 Issue 1 (2008).</p> <p>Training records checked:</p> <p><u>Flemington POM</u></p> <ol style="list-style-type: none"> <li>Oil room SOP Refreshment Training dated 12 June 2017</li> <li>Tippler SOP Refreshment Training dated 12 June 2017</li> <li>Press Station Refreshment training dated 20 April 2017</li> </ol> <p><u>Sg Samak Estate:</u></p> <ol style="list-style-type: none"> <li>Chemical mixing and safety data sheet training dated 25 July 2017</li> <li>Bagworm census training dated 11 July 2017</li> <li>Harvest Competency Training Program dated 16 June 2017</li> </ol> <p><u>Sabak Bernam Estate:</u></p> <ol style="list-style-type: none"> <li>First aid training dated 22 July 2017</li> <li>Safety Briefing at replanting field 18A dated 8 July 2017</li> <li>Fire emergency training by Bomba dated 2 May 2017</li> <li>Circle spray training dated 29 Mar 2017</li> </ol>	Complied

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

**Criterion 5.1:**

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

5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p> <p>The last review was conducted in 18 June 2017 at POM which incorporating all the activities:</p> <ol style="list-style-type: none"> <li>Reception Area</li> <li>Sterilizer Bay</li> <li>EFB Ramp</li> <li>Workshop</li> <li>Press station and etc.</li> </ol> <p>The identification aspect and impacts also incorporating the composting plant and also the biogas plant.</p> <p>In Sg Samak estate, the environmental aspect and impact identification review on 1<sup>st</sup> July 2017. All the activities have been incorporated such as nursery, replanting, workshop and etc. Similar document sighted in Sabak Bernam Estate which updated on 24 Dec 2016.</p>	Complied
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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>In POM, Environment Management Programme for Financial Year 2017/2018 which updated in 1 July 2017:</p> <ul style="list-style-type: none"> <li>a. Monitoring of overflow of POME</li> <li>b. Oil spillage at workshop</li> <li>c. Leakage of oil at piping during process time</li> <li>d. Chemical spillage at boiler areas and etc.</li> </ul> <p>Besides, the boiler man has been appointed as the members of Environmental Performance Monitoring Committee (EPMC) effective from 19 Apr 2017. The responsible person in charge of monitor operation, maintenance and performance of pollution control system.</p> <p>In Sg Samak estate, the management plan updated on 05 Jul 2017 which various environmental issue and mitigating measures. Issue such as leakages of pesticide, open burning, chemical container and etc. Similar management plan FY2017/2018 sighted in Sabak Bernam estate.</p>	<p>Complied</p>

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5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Complied</p>
<p><b>Criterion 5.2:</b> The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>HCV Re-Assessment for Strategic Operating Unit (SOU) 4 Flemington has been conducted on September 2016 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd; Final Report (Version II).</p> <p>Total HCV area identified for SOU 4 falls under HCV category 4: Pond/River Reserve/ Water Catchment area.</p> <p>Sg Samak Estate:</p> <p>a. River Reserve (Sg Erong &amp; Sg Chawang)- 17.43 ha b. Pond- 0.49 ha</p> <p>Sabak Bernam Estate:</p> <p>a. River reserve (Bernam River)- 1.24 ha</p> <p>Complied</p>
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>In SOU4, identified HCVs- river/pond/water catchment only. Their management plan such as:</p> <ul style="list-style-type: none"> <li>Awareness training to not carry out chemical activity at the area.</li> <li>Maintaining the area surround pond without spraying</li> </ul> <p>Similar HCV management plan FY2016/2017 at Sg Samak Estate and Sabak Bernam estate, the management plan reviewed on 15<sup>th</sup> July 2016.</p> <p>Complied</p>
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Staff and workers were given briefing on company policies that prohibit disturbance of designated protected areas. Signages were maintained at the entrance to the estates prohibiting illegal hunting, fishing and the use of fire. Posters are displayed on the notice boards at muster areas. In Sg Samak and Sabak Bernam estate, HCV Training conducted on 21 July 2017 and 4 July 2017 respectively.</p> <p>Complied</p>

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5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul> - Minor compliance -	Monitoring of HCV & Conservation Areas checklist were use during patrolling to the HCV area to check on the status.  In Sg Samak, the latest monitoring record dated 20 July 2017 sighted during onsite visit.  In Sabak Bernam estate, the HCV management plan focusing in ensuring the signage is maintain at site and maintain buffer zone marker with white paint.	Complied
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.  In POM, 3 types of waste were identified – a. Scheduled waste, b. Domestic waste and c. Industrial waste. These categories include: effluent, fibre/shell, EFB, decanter solid, boiler ash and etc  In estate, similar waste identification were sighted. Waste identification cover all types of waste generated from the different station from the estate.	Complied



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<p>5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>The disposal of used chemicals and containers were done in accordance with their schedule on waste management as planned. Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>In POM, schedule waste dispose through licensed contractor: Kualiti Alam Sdn Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> <li>a. 27 Feb 2017 for SW 110; no: 20170225101JX8CN</li> <li>b. 27 Feb 2017 for SW 409; no: 20170225101UA6IPM</li> <li>c. 27 Feb 2017 for SW 410; no: 2017022511IAGPXR</li> </ul> <p>Inventory of scheduled wastes (no: A31/152/000/048) of June 2017 submitted through online reporting system.</p> <p>In Sg Samak estate, schedule waste such as empty containers and used lubricants were sold to licensed contractor. For example, the sales of tripled rinsed empty containers to SS Setia Teknologi Enterprise (authorized under JPK No. 3.45/06). Disposal record documented in tax invoice (no: 0422) dated 23 March 2017; 346 kg of empty container.</p> <p>For schedule waste, the latest disposal recorded under consignment note R16-08274-SW409 dated 12 July 2016.</p> <p>In Sabak Bernam estate, record of schedule waste inventory and disposal record made available during onsite visit. Disposal record example:</p> <ul style="list-style-type: none"> <li>a. Consignment note no: 124283 dated 23 May 2017; SW 409 and SW410</li> <li>b. Consignment note no: 124198 dated 14 June 2017; SW305</li> </ul>	<p>Complied</p>

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<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>Scheduled waste is managed well with designated storage area at the mill and each of the estates in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector. The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>For domestic waste, estate will send to their dumpsite establish within their estate which at least 3km away from water course and residential area.</p> <p>Waste Management Action Plan FY 2017/2018 Flemington Mill dated has identified different action to be taken for scheduled waste, domestic waste and industrial waste.</p> <p>In Sg Samak estate, the company has engaged the contractor to collect the domestic waste and send to the municipal designated landfill. For clinical waste, the estate has engaged contractor for disposal. Latest record dated 29 May 2017 and the consignment note no: 61570 sighted during onsite. Same contractor using for manage the domestic and schedule waste in Sabak Bernam estate.</p>	<p>Minor nonconformance</p>
<p><b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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<p>5.4.1</p> <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively.</p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric ton of palm product at the Mill were available. For example:</p> <ul style="list-style-type: none"> <li>a. Apr 17- 0.47 liter/ CPO(mt)</li> <li>b. May 17- 0.49 liter/ CPO(mt)</li> <li>c. Jun 17- 0.59 liter/ CPO(mt)</li> </ul> <p>For fibre/shell usage:</p> <ul style="list-style-type: none"> <li>d. Apr 17- 0.82 mt/ CPO(mt)</li> <li>e. May 17- 0.82 mt/ CPO(mt)</li> <li>f. Jun 17- 0.82 mt/ CPO(mt)</li> </ul> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends.</p> <p>In Sg Samak Estate:</p> <ul style="list-style-type: none"> <li>g. Apr 17- 1.76 liter/FFB MT</li> <li>h. May 17- 2.14 liter/FFB MT</li> <li>i. Jun 17- 2.40 liter/FFB MT</li> </ul> <p>In Sabak Bernam Estate:</p> <ul style="list-style-type: none"> <li>a. Apr 17- 2.21 liter/FFB MT</li> <li>b. May 17- 5.26 liter/FFB MT</li> <li>c. Jun 17- 5.36 liter/FFB MT</li> </ul>	<p>Complied</p>
<p><b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>5.5.1</p> <p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -</p>	<p>Zero open burning policy as per SOP Section B2 - Felling/Land Clearing &amp; Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as (felling &amp; chipping, cambering/land forming and path construction).</p>	<p>Complied</p>

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5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting  Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Various monitoring has been conducted including the effluent analysis, stack monitoring and river water monitoring. Effluent Analysis conducted by Sime Darby Research and submitted to DOE every 3 months through OER (Online Environmental Report). Following report sighted: a. Report no: EP307/2017 dated 2017-06-09 (BOD: 46mg/L) b. Report no: EP372/2017 dated 2017-07-19 (BOD: 84mg/L)  For continuous emission reporting system, it always online and send to HQ of Department of Environment in Putrajaya. Measurement of dust particulate concentration of Stack 1- Boiler (PMD 8703) by Environmental Science (M) Sdn Bhd. Following is the monitoring report sighted: a. Ref no: L-PG-AQ1608CSD- 0252 dated 16 Aug 2016; b. Ref no: L-PG-AQ1705CSD-0457 dated 9 <sup>th</sup> June 2017  The monitoring result indicated lower than the permissible limit of 0.4 gm/Nm <sup>3</sup> stipulated under the Environmental Quality (Clean Air) Regulations, 1978. In Sg Samak, water analysis test report for river across the estate as below: a. Ref no: IE444/2017 dated 3 May 2017 b. Ref no: IE210/2017 dated 20 Feb 2017  In Sabak Bernam, pesticides analysis report sighted: a. Ref no: PL560/2016 dated 24 Oct 2016 b. Ref no: PL316/2017 dated 5 May 2017  The analysis result indicate no detection of any pesticide in the samples.
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	For the estate, GHG emissions identified including CO <sub>x</sub> , SO <sub>x</sub> and NO <sub>x</sub> from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area.  For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization. 5 years plan for GHG reduction (phase I, 20 mills (Malaysia) was sighted. Programme such as feed in tariff (FIT), flaring, CNG, CaP, Co-gen was included in the plan.

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<p>5.6.3</p> <p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&amp;D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied.</p> <p>These GHG calculations were done as per certification unit basics including 5 estate and mill. Summary emissions:</p> <ul style="list-style-type: none"> <li>a. Emission/ mt CPO= 1.75 tCO<sub>2</sub> e/mt CPO</li> <li>b. Emission/ mt PK= 1.75 tCO<sub>2</sub> e/mt PK</li> </ul> <p>Details of GHG calculation can be found under Appendix K: GHG Reporting Executive Summary.</p>	<p>Complied</p>
<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b></p>		
<p><b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>6.1.1</p> <p>A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -</p>	<p>Sustainability Strategy Unit, PSQM Department has conducted Social Impact Assessment (SIA) for the whole SOU 4 – Flemington which consisted of Flemington POM, Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam Estate on 27/6-1/7/2016. The assessment was carried out through interviewed with stakeholders, document reviewed and site visit. The assessment was involved the participation of internal and external stakeholders such as local authorities, local communities, contractors and workers. Seen the attendance list of the stakeholders that involved in the assessment.</p>	<p>Complied</p>
<p>6.1.2</p> <p>There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -</p>	<p>The assessment was conducted with the participation of affected stakeholders such as local communities, local authorities, contractors and etc. Attendance list of the stakeholders interviewed was sighted.</p>	<p>Complied</p>

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6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The mill has developed action plan for Social Assessment where the issues raised during the assessment was recorded in the plan with the specific time frame and person in charge. For eg: the workers requested for the mill management to discuss with estate management to control the movement of visitor in the housing complex where the AP post is not 24/7. The management has discussed with estate management and carried out patrolling during midnight.  Social Plan for SIA in Sungai Samak Estate was developed to monitor and rectify the issues raised during SIA. Time frame with person in charge was clearly stated in the plan.  Sabak Bernam Estate has developed management plan on SIA for the issues raised in report. The plan has incorporated with the action taken and person in charge with time frame.	Complied
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The plan was reviewed on yearly basis where the last reviewed was done on July 2017 for mill, 20/7/2017 for Sungai Samak Estate and 2/7/2017 for Sabak Bernam Estate. The review was carried out with the participation of affected stakeholders.	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	Not applicable as there is no smallholder scheme involved	Not applicable
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
6.2.1 Consultation and communication procedures shall be documented. - Major compliance -	SDPSB has developed Procedure for External Communication (Sime Darby Plantation Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 2, issue date 25/5/2015). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with.	Complied
6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	Assistant Manager has been appointed as officer responsible for social related issues by the manager and the appointed letter dated 15/7/2017 for mill, 1/7/2017 for Sungai Samak Estate and 3/7/2017 for Sabak Bernam Estate was sighted.	Complied

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6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p> <p>The mill and estates have generated a Stakeholder list where they have included local communities, government authorities, contractors and suppliers and etc into the list. They have been selected randomly to attend the stakeholder meeting and the social impact assessment.</p> <p>The last stakeholder meeting was conducted on 16/6/2017 for mill and Flemington Estate, 25/7/2017 for Sungai Samak Estate with the local communities and 28/2/2017 with villagers and local authorities and 25/5/2017 with the cattle's' owners for Sabak Bernam Estate. Seen the meeting minutes and attendance list. Issues raised during the stakeholder meeting was incorporated into the action plan and rectify accordingly.</p>	Complied
<p><b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
6.3.1	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p> <p>SDPSB has established Flowchart and Procedure on Handling Social Issues, Issue No. 1 dated 1/11/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p>	Complied
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p> <p>The mill and estates have implemented Housing Damage Report where the workers will fill in the form whenever there is a complaint related to housing. For eg: water pipe leakage, blockage of toilet and etc. The complainants have acknowledged after the repair works were completed. Interviewed with the workers' representative confirmed that the management has taken action to rectify the complaints lodged by them.</p>	Complied
<p><b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p> <p>SDPSB has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied

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6.4.2	SOP is as per in 6.4.1 above.	Complied
6.4.3	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land between the neighboring plantations.	Complied
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		



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<p>6.5.1 Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment. The payslip has included basic pay, allowances, working days, medical leave, holiday pay, deduction of salary such as NUPW, electricity, EPF and etc. Payslip for July 2016, March 2017 and June 2017 based on the crop summary was sampled as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 82002(FPOM)</li> <li>b. Employee No.: 61578 (FPOM)</li> <li>c. Employee No.: 123503 (FPOM)</li> <li>d. Employee No.: 84369 (FPOM)</li> <li>e. Employee No.: 22244 (SSE)</li> <li>f. Employee No.: 23480 (SSE)</li> <li>g. Employee No.: 119893 (SSE)</li> <li>h. Employee No.: 22214 (SSE)</li> <li>i. Employee No.: 23472 (SSE)</li> <li>j. Employee No.: 94084 (SSE)</li> <li>k. Employee No.: 20036 (SBE)</li> <li>l. Employee No.: 20118 (SBE)</li> <li>m. Employee No.: 82034 (SBE)</li> <li>n. Employee No.: 112141 (SBE)</li> <li>o. Employee No.: 109005 (SBE)</li> </ul> <p>All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/ month or RM 38.46/day.</p> <p>However in Sabak Bernam Estate, three workers' March 2017 payslips sampled below were found below Minimum Wage Order 2016 of RM 1000/ month for piece-rated workers even though they have worked more than 26 days in the month:</p> <ul style="list-style-type: none"> <li>a. Employee No.:80521 (RM 913.60)</li> <li>b. Employee No.: 116615 (RM 955.17)</li> <li>c. Employee No.: 117215 (RM 932.50)</li> </ul> <p>Interviewed with the Assistant but no documented evidence to show the unachievable task target was due to workers' laziness.</p> <p>Thus, a major non-conformance was raised.</p>	<p>Major nonconformance</p>

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<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>The mill and estates have employed local and foreign workers under direct employment. Employment contract and offer letters are available in language that understood by workers. The contract has detailing the payments and employment conditions such as period of working, working hour, medical assistance, holiday and annual leave, period of notice and etc. All the terms and conditions stated in the contract were standardized among local and foreign workers. The contract version EMP01/INDO/2017/01, EMP05/INDI/2017/2017 and etc was signed by the workers and sampled contracts as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 133868 (FPOM)</li> <li>b. Employee No.: 132283 (FPOM)</li> <li>c. Employee No.: 123503 (FPOM)</li> <li>d. Employee No.: 106527 (SSE)</li> <li>e. Employee No.: 132681 (SSE)</li> <li>f. Employee No.: 133826 (SBE)</li> <li>g. Employee No.: 133817 (SBE)</li> <li>h. Employee No.: 134059 (SBE)</li> <li>i. Employee No.: 133815 (SBE)</li> </ul> <p>Extension contract version EMP02/INDO/2017/01, EMP14/NPL/2017/03 and etc for the workers who have worked more than 2 years were available and sampled as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 82002 (FPOM)</li> <li>b. Employee No.: 96137 (FPOM)</li> <li>c. Employee No.: 84369 (FPOM)</li> <li>d. Employee No.: 117509 (FPOM)</li> <li>e. Employee No.: 22244 (SSE)</li> <li>f. Employee No.: 23480 (SSE)</li> <li>g. Employee No.: 90461 (SSE)</li> <li>h. Employee No.: 94084 (SSE)</li> <li>i. Employee No.: 113619 (SBE)</li> <li>j. Employee No.: 80521 (SBE)</li> <li>k. Employee No.: 89368 (SBE)</li> </ul> <p>Besides, the NUPW deduction was RM 11.00 from the workers and reimbursed RM 3.00 to their salary under category A145 Insurance Reimbursement. Sampled of NUPW members' payslips were sighted as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 96137 (FPOM)</li> <li>b. Employee No.: 61578 (FPOM)</li> <li>c. Employee No.: 22214 (SSE)</li> <li>d. Employee No.: 22277 (SSE)</li> <li>e. Employee No.: 107855 (SSE)</li> <li>f. Employee No.: 117215 (SBE)</li> </ul>	<p>Complied</p>

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6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	The mill and estates have provided the free housing facilities to all the workers. Water and electricity was supplied to them with charges according to the bill. Linesite inspection was carried out on weekly basis by Hospital Assistant/ Medical Assistant. Housing Complex/ Nest/ Community Hall Inspections checklist was utilized during the inspection and acknowledged by the Manager. The last inspection was carried out on 3/7/2017, 10/7/2017 and 17/7/2017 (Flemington POM), 4/7/2017, 10/7/2017 and 17/7/2017 (Sungai Samak Estate) and 6/7/2017, 10/7/2017, 17/7/2017 and 24/7/2017 (Sabak Bernam Estate).	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	Site visit to the sundry shop inside the compound and verified that all the price for foods and goods were displayed on the item itself. Interviewed with the workers found that they have no issue on the pricing of goods. Besides, the mill and estates were located near to town where the workers can easily access to the town to purchase sundry goods.	Complied
<b>Criterion 6.6:</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	SDPSB has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.  Besides, the Mill Manager has issued a memo to the employees where the management will not restrict the employees to join or form any association.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	The meeting between NUPW representatives and management was conducted on yearly basis and the last meeting was conducted on 8/8/2016 in the mill, 24/7/2017 in Sungai Samak Estate and 21/4/2017 in Sabak Bernam Estate. The issues raised during the meeting was incorporated into the action plan. Interviewed with the NUPW representative confirmed that they have no any issues related to social and work conditions. They were treated fairly without any discrimination based on nationality and gender.	Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The company has developed Child Protection Policy and Social Policy dated January 2015 where they are committed to comply with the minimum age of employees. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office. Through document review on the Employee Master List confirmed that all the workers are above 18 years old.	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			

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6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPSB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Through document reviewed on the list of employees found that the workers consisted of local and foreign workers, male and female workers. The management treated all the workers fairly and equally without any discrimination. No discrimination was sighted based on interview with the workers. Through interviewed with the head of local village confirmed that the management has recruited local workers as employees.
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	There is no any discrimination based on religion, gender, nationality and etc during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and etc.
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPSB has implemented Social Policy, Gender Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPSB has implemented Social Policy, Gender Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy was displayed on the notice board which was accessible by the workers. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.

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6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	SDPSB has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability & Quality Management (PSQM) Department. It explained the types of gender-based violence & grievance procedures. Meeting was conducted quarterly according to the handbook. A Gender Committee was established by the mill and estates' management. The last meeting was conducted on 20/6/2017, 28/4/2017, 21/12/2016 and 16/7/2016 in mill, 21/7/2017, 9/5/2017 and 11/3/2017 in Sungai Samak Estate and 14/3/2017 and 23/6/2017 in Sabak Bernam Estate. No sexual harassment case been report and confirmed through interviewed with the chairman and female workers. The committee has organized activities such as baking cake, gotong-royong at office and weighbridge area, medical check-up and etc. Evident of photos were sighted.	Complied
<b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Flemington Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Flemington Palm Oil Mill processes FFB from own company estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contract agreement/ Letter of Award (LOA) for the contractors were verified during the audit and sampled contracts were as below: a. Contractor: Ramunaidu – Grass Cutting works at Flemington POM dated 29/1/2015 which valid until June 2016. Extension form for the service was issued and the service was extended until 30/9/2017 due to pending tender process at regional office. b. Contractor: Lotus Two Enterprise provides labour dated 15/6/2017 which commenced on 1/7/2017 and valid for one year. c. Tenancy agreement of rental of land with Country Title No. GT19561 Lot 4597 for Motorcycle repair shop which valid until 31/12/2017. d. Contractor: Tiong Weei Enterprise for transporting rubbish which valid until 31/12/2017. The terms and conditions were stated in the agreement.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	According to the agreement made, the payment to contractors shall be made 30 days after the invoice date that submitted to the company by 1 <sup>st</sup> week of the month. Interview with the contractors confirmed that the payment was made promptly according to the agreement.	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			

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Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	The mill and estates management have made contribution to the local communities and stakeholders such as donation to school for Sport Day, gotong- royong at office and weighbridge area, donation to Hindu temple, equipped the first aid kits in the school, assistance to upgrade the field in the school, provide transport to send students to school for free, fogging activities at linesite, health talk and etc.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholders involved in the operating unit.	Not applicable
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.12.1</p> <p>There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers. Contract of employment was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> <li>a. Permit No.: PD 8114845 valid until 12/7/2018 (FPOM)</li> <li>b. Permit No.: PD 6087944 valid until 7/10/2017 (FPOM)</li> <li>c. Permit No.: PD 6456330 valid until 18/10/2017 (FPOM)</li> <li>d. Permit No.: PD 6737814 valid until 8/11/2017 (FPOM)</li> <li>e. Permit No.: PD 6087928 valid until 18/9/2017 (FPOM)</li> <li>f. Permit No.: PD 6986703 valid until 12/1/2018 (SSE)</li> <li>g. Permit No.: PD 7571075 valid until 24/4/2018 (SSE)</li> <li>h. Permit No.: PD 7770811 valid until 4/4/2018 (SSE)</li> <li>i. Permit No.: PD 8267079 valid until 13/8/2018 (SSE)</li> <li>j. Permit No.: PD 7926976 valid until 15/2/2018 (SSE)</li> <li>k. Permit No.: PD 6576064 valid until 1/9/2017 (SBE)</li> <li>l. Permit No.: PD 7519176 valid until 21/4/2018 (SBE)</li> <li>m. Permit No.: PD 8100373 valid until 13/7/2018 (SBE)</li> <li>n. Permit No.: PD 7127458 valid until 19/3/2018 (SBE)</li> <li>o. Permit No.: PD 6556861 valid until 1/12/2017 (SBE)</li> </ul> <p>Besides, all the foreign workers have signed on the passport retention letter and interviewed with the workers confirmed that they voluntarily surrendered the passport to the employers. Sampled of retention letter as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 107417 signed on 12/11/2014 (FPOM)</li> <li>b. Employee No.: 96137 signed on 14/10/2013 (FPOM)</li> <li>c. Employee No.: 123503 signed on 19/7/2016 (FPOM)</li> <li>d. Employee No.: 119893 signed on 18/2/2016 (SSE)</li> <li>e. Employee No.: 133131 signed on 28/4/2016 (SSE)</li> <li>f. Employee No.: 132681 signed on 7/4/2017 (SSE)</li> <li>g. Employee No.: 124293 signed on 17/8/2016 (SSE)</li> <li>h. Employee No.: 120782 signed on 27/4/2016 (SBE)</li> </ul>	<p>Complied</p>
<p>6.12.2</p> <p>Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Interviewed with the foreign workers confirmed that no contract substitution has occurred.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	<p>SDPSB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below:</p> <ul style="list-style-type: none"> <li>a. Providing equal opportunity</li> <li>b. Respecting freedom of association</li> <li>c. Eradicating any form of exploitation</li> <li>d. Ensuring favourable working conditions</li> <li>e. Enhancing Safety and Health</li> <li>f. And etc.</li> </ul> <p>They also provided awareness and training to all the foreign workers in order for them to understand their responsibility in respect of human rights. For eg: All the workers have provided with induction training in Sua Betong Estate during their arrival to Malaysia. Seen the training certificates for the workers who has attended the induction training as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 82002 on 20/7/2012 (FPOM)</li> <li>b. Employee No.: 96137 on 12/10/2013 (FPOM)</li> <li>c. Employee No.: 123503 on 15/7/2016 (FPOM)</li> <li>d. Employee No.: 117509 on 22/9/2015 (FPOM)</li> <li>e. Employee No.: 107417 on 10/11/2014 (FPOM)</li> <li>f. Employee No.: 22244 on 15/1/2008 (SSE)</li> <li>g. Employee No.: 133131 on 27/4/2017 (SSE)</li> <li>h. Employee No.: 132681 on 6/4/2017 (SSE)</li> <li>i. Employee No.: 94084 on 1/8/2013 (SSE)</li> <li>j. Employee No.: 124293 on 15/8/2016 (SSE)</li> <li>k. Employee No.: 116615 on 3/9/2015 (SBE)</li> <li>l. Employee No.: 117215 on 21/9/2015 (SBE)</li> <li>m. Employee No.: 120782 on 25/4/2016 (SBE)</li> <li>n. Employee No.: 113619 on 28/4/2015 (SBE)</li> <li>o. Employee No.: 109005 on 4/12/2014 (SBE)</li> </ul>	Complied
<p><b>Criterion 6.13:</b> Growers and millers respect human rights.</p>		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	<p>SDPSB has established Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.</p>	Complied
6.13.2 As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for Peninsular Malaysia.	Not applicable
<p><b>Principle 7: Responsible development of new plantings</b> Flemington Palm Oil Mill and supply base did not carry out any new plantings after November 2005. Therefore, the requirement of Principle 7 is not applicable during the annual surveillance. It was verified through the land statement, land title and planting history.</p>		
<p><b>Principle 8: Commitment to continual improvement in key areas of activity</b></p>		



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Criterion / Indicator	Assessment Findings	Compliance
<p><b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
<p>8.1.1</p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);               <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> <p>- Major compliance -</p>	<p>Action plan for continual improvement has been implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill. Sighted some continual improvement project at SOU4</p> <ul style="list-style-type: none"> <li>i) Process improvement – Turbine retrofitting (steam chest, turbine wheel and reversing segment) – process improvement, sterilizer bottom liner replacement (safety)</li> <li>ii)Estate/operation – : new tractor and mechanical buffalo</li> <li>iii) Recycling of empty chemical container – based on National Recycling Programme</li> <li>iv)Continuous repair/upgrading of workers housing</li> </ul>

**Appendix B: Approved Time Bound Plan**

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

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	N.A
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543543	N.A
9	West	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543594	N.A

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9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	N.A
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020	N.A
11	Kerdu	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-16	CU-RSPO-819163, SGS-RSPO/PM/MY13/01284, 824 502 16039	Recertification of Labu POM is in progress. PalmTrace License is valid till end of March 2017 in the PalmTrace system.
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	N.A
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A

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23	Ulu Remis	Layang-layang, Johor	11 Apr '16	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	N.A
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	N.A
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	N.A
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	N.A
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	N.A

Legends

Certification Withdrawal

NA - NOT APPLICABLE

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

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

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	MUTU-RSPO/011, SGS-RSPO/PC17-00005, SGS-RSPO/PC17-00005	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	

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5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	16-Mar-17	MUTU-RSPO/014	Recertification of Bebunga POM is in progress.
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	
7	PT BAHARI GEMBIRARIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	9-Jul-17	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/016	Recertification of Pondok Labu POM is in progress.

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10	PT BERSAMA SEJAHTERASAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/017	Recertification of Rantau Panjang POM is in progress.
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	05-Feb-22	MUTU-RSPO/009	
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	Recertification of Selabak POM is in progress.

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16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	11-Sep-17	MUTU-RSPO/020	
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUKBAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	10-Jul-17	MUTU-RSPO/018	



22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	

Legends

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

**Appendix C: Certification Unit RSPO Certificate Details**

Sime Darby Plantation Sdn Bhd  
Strategic Operating Unit (SOU 4)  
Flemington Palm Oil Mill  
Sungai Sumun 36369 Teluk Intan  
Perak, Malaysia  
RSPO membership number: 1-0008-04-000-00

BSI RSPO Certificate No. : RSPO 590802  
Date of Initial Certificate Issued: 05/10/2011  
Date of Expiry: 04/10/2021  
Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D – CPO Mills: Identity Preserved)

<b>Flemington Palm Oil Mill and Supply Base</b>					
Location Address	Strategic Operating Unit (SOU 4) – Flemington Palm Oil Mill, Sungai Sumun 36369 Teluk Intan, Perak, Malaysia				
GPS Location	100° 51' 26" E ; 3° 55' 41" N				
CPO Tonnage Total	36,463.11				
PK Tonnage Total	9,284.59				
CPO Claimed for Certification*	36,463.11				
PK Claimed for Certification *	9,284.59				
Own estates FFB Tonnage	167,130.46				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Flemington Estate	1,109.27	790.23	236.01	2,135.51	27,897.00
Bagan Datoh Estate	2,694.79	1,021.93	204.16	3,920.88	56,755.46
Sungai Samak Estate	2,155.78	568.30	293.85	3,017.93	55,378.00
Sabak Bernam Estate	1,332.90	983.46	186.62	2,502.98	27,100
<b>TOTAL</b>	<b>7,292.74</b>	<b>3,363.92</b>	<b>920.64</b>	<b>11,577.3</b>	<b>167,130.46</b>

**Appendix D: Assessment Plan**

Date	Time	Subjects	Mohd Hidhir	Boon Han	Ning Shing
Monday 24/7/2017	PM	Audit team traveling to Teluk Intan, Perak	√	√	√
Tuesday 25/7/2017  <b>Flemington Palm Oil Mill</b>	0830-0900	<b>Opening Meeting:</b> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). • Verification on previous audit findings	√	√	√
	0900-1200	<b>Flemington Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc	√	√	√
	1200-1300	<b>Lunch</b>	√	√	√
	1300-1630	<b>Flemington Palm Oil Mill</b> Visit to laboratory, weighbridge and palm products storage area. Document review P1-P8: SOPs, Supply chain for CPO mill, review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformitirs.	√	√	√
	1630-1700	Interim Closing briefing	√	√	√
	Wednesday 26/7/2017  <b>Sungai Samak Estate</b>	0830-1200	<b>Sungai Samak Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, ,etc.	√	√
0900-1200		<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
1200-1300		<b>Lunch</b>	√	√	√
1300-1630		<b>Sungai Samak Estate</b> Document review P1-P8: (General documentation e.g Legal, Manual and Procudre, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
1630-1700		Interim Closing briefing	√	√	√

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Date	Time	Subjects	Mohd Hidhir	Boon Han	Ning Shing
Thursday 27/7/2017  <b>Sabak Bernam Estate</b>	0830-1200	<b>Sabak Bernam Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, schedule waste management, worker housing, clinic, landfill, etc	√	√	√
	1200-1230	<b>Lunch</b>	√	√	√
	1230-1630	<b>Sabak Bernam Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, TBP, CIP and implementation etc).	√	√	√
	1600-1630	Preparation for closing meeting	√	√	√
	1630-1730	Closing meeting	√	√	√
Friday 28/7/2017	AM	Audit team traveling back to KL	√	√	√

**Appendix E: Stakeholders Contacted**

<p><b>Internal Stakeholders</b></p> <p>Managers and Assistants Mill &amp; Estate  Male Mill Staff/Workers  Female Mill Staff/Workers  Foreign Worker  Male and Female Estate workers  Joint Consultative Committee  Gender Committee representatives  Workers Union Representatives  Onsite NUPW representative  AMESU Representative  Hospital Assistant  Creche Attendant  Store Clerk</p>	<p><b>Local Communities</b></p> <p>Head of Village, Kg. Tanah Lalang  Head of Village, Kg. Baru Sg. Manila</p>
<p><b>Government Departments</b></p>	<p><b>Contractors and Suppliers</b></p> <p>General Supplier  FFB Transport contractor  Engineering &amp; Civil work contractor</p>

**Appendix F: CPO Mill Supply Chain Assessment Report (Module D: Identity Preserved)**

Requirements	Compliance
<b>D.1. Definition</b>	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>Flemington Palm Oil Mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>
<b>D.2 Explanation</b>	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&amp;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 shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill 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>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
<b>D.3 Documented procedures</b>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Latest written documented procedures for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated October 2016. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Flemington Palm Oil Mill.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Flemington Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
<b>D.4 Purchasing and goods in</b>	

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<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Flemington mill have system to verify at the weighbridge.  Sample of weighbridge ticket :</p> <p><b>SOU 5 (Sogomana Estate)</b>  Code : E-146, date:28/6/17, WB ticket# 187227, Field 98A (Cashwood Div) weight:10.35 mt</p> <p><b>SOU 5 (Sabrang Estate)</b>  Code : E-009, date:29/6/17, WB ticket# 187327, Field 96A, 96B, 96C, 2002A and 200A1, weight:8.38 mt</p>
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<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The facilities aware of this procedure and stated in the procedure. Site has requested for volume extension in July 2017.</p>
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**D.5 Record keeping**

<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>All the inventory records are maintained and updated on daily basis and monthly and reported on monthly and 3 monthly inventory. Computerized system in place. No PKO and PK Expeller produced at Flemington Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant and also other 3<sup>rd</sup> party KCP. CPO sold to Sime Darby's owned refineries (SDP Nuri, SDP Joma) and the other 3<sup>rd</sup> party buyer. Daily records are prepared at the entry point at the weighbridge.</p> <p>Sample of CPO/PK contract and WB ticket:  CPO  Delivery period: August 2016  August 2016 – P/C-PNR/1608/CPO0378 (SDP Joma)  Date: 2/8/16, Lorry: BJR6327, WB ticket# 012196, weight; 35.02mt.</p> <p>PK  January 2017 – P/C - PNK//1612/PK0323 (SDP Nuri)  Delivery period: December 2016 – January 2017  Date: 4/1/17, Lorry: BLL8803, WB ticket# 012775, weight: 24.40mt.</p> <p>Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.</p>
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**D.6 Processing**

<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.</p>	<p>During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate which was certified under SOU 5 SOU 5 (Selaba – RSPO 0016 valid until 2/3/21) and (Sri Intan – RSPO 0015 valid until 2/3/21. This will be further verified during next surveillance assessment if such cases occurred and observed. No non-certified FFB received.</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.</p>

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**Actual Tonnage Certified Palm Production 01 July 2016 – 30 June 2017 (ASA1 1)**

Mill	Capacity & Supply Chain Model	CPO	PK
Flemington Palm Oil Mill	60 mt/hr Identity Preserved (IP)	43,303.44	11,034.60

**Actual Sales of Certified Palm Products – 01 July 2016 – 30 June 2017 (ASA1 1)**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Flemington Palm Oil Mill	33,545.78 mt (Physical sales)	8,527.13 mt (Physical sales)	Confirmed sales through PalmTrace

**Actual Tonnes Sales of Certified Palm Products (Under Other Schemes) - 01 July 2016 – 30 June 2017 (ASA1 1)**

Mill	Certified CPO Sales	Certified PK Sales	Other Scheme(s)
Flemington Palm Oil Mill	Nil	Nil	n/a

**Actual Tonnes Sales of Conventional Palm Products - 01 July 2016 – 30 June 2017 (ASA1 1)**

Mill	Conventional CPO Sales	Conventional PK Sales	Remarks
Flemington Palm Oil Mill	9,757.66	2,507.47	n/a

*\*Diversion from other certified management units; SOU 5 (Selaba – RSPO 0016 valid until 2/3/21) and (Sri Intan – RSPO 0015 valid until 2/3/21)*

*\*Volume extension requested and approved by RSPO on 4/7/17 with additional of 84,000 mt of FFB, CPO:17,500 mt and PK: 4,500 mt*



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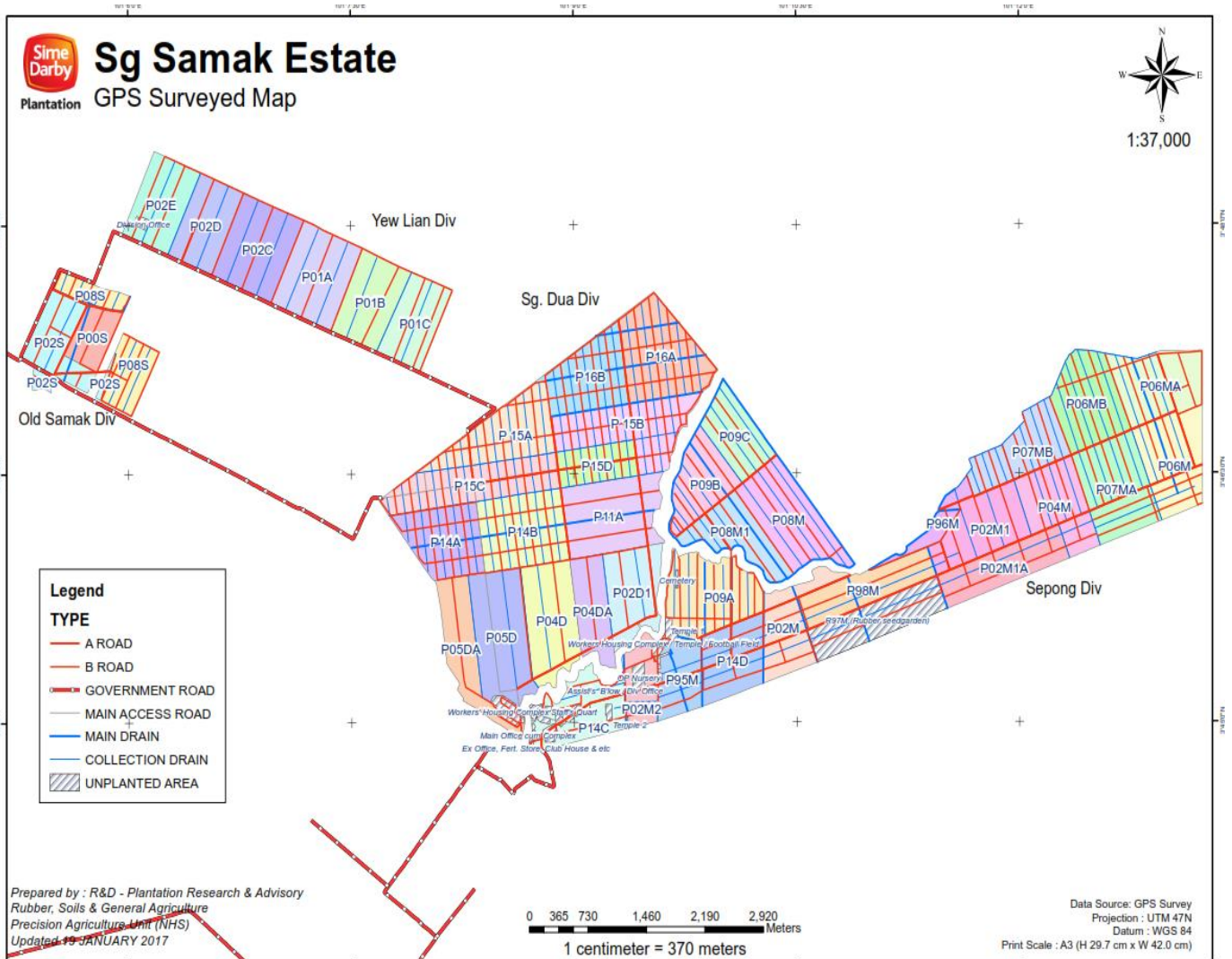
Month	Certified Supply Base (from own certificate scope) (mt)										Total FFB/Month (mt)
	SOU 4 - KKS FLEMINGTON				SOU 5 - KKS SERI INTAN				SOU 5 - KKS SELABA		
	Flemington Estate	Bagan Datoh Estate	Sg Samak Estate	Sabak Bernam Estate	Sabrang Estate	Seri Intan Estate	Sg Wangi Estate	Sogomana Estate	Bikam Estate	Cluny Estate	
Jul-16	2,133.83	2,986.78	4,083.94	1,754.34	1,613.09	0	79.43	0	0	0	12,651.41
Aug-16	2,030.73	3,313.91	4,819.40	1,842.85	674.21	0	0	0	0	0	12,681.10
Sep-16	2,433.67	2,981.95	4,853.77	1,891.51	4,147.53	0	0	0	0	0	16,308.43
Oct-16	2,017.84	2,900.54	4,527.16	1,631.39	3,009.69	0	149.28	0	280.17	0	14,516.07
Nov-16	2,249.46	3,429.59	4,631.86	1,780.36	4,289.20	0	237.09	178.38	0	0	16,795.94
Dec-16	2,123.68	3,675.67	4,684.74	1,898.46	2,127.94	0	0	0	0	0	14,510.49
Jan-17	2,004.58	3,761.31	4,721.15	1,927.22	2,963.75	1,991.65	1,226.35	1,054.95	96.88	117.18	19,865.02
Feb-17	2,176.01	4,966.79	4,426.75	2,473.78	641.62	21.61	111.02	0	0	0	14,817.58
Mar-17	2,400.15	5,941.29	5,503.91	3,153.59	2,261.43	0	113.80	120.47	66.95	0	19,561.59
Apr-17	2,289.76	5,569.18	5,111.21	3,037.28	3,637.07	954.37	122.85	71.54	0	0	20,793.26
May-17	2,379.70	5,802.99	5,138.41	2,889.28	4,806.15	1,527.42	149.60	202.62	0	0	22,896.17
Jun-17	2,482.34	5,505.07	5,334.43	2,821.25	5,342.49	219.61	59.66	139.21	0	0	21,904.06
<b>Total</b>	<b>26,721.75</b>	<b>50,835.07</b>	<b>57,836.73</b>	<b>27,101.31</b>	<b>35,514.17</b>	<b>4,714.66</b>	<b>2,249.08</b>	<b>1,767.17</b>	<b>444</b>	<b>117.18</b>	<b>207,301.12</b>

\* Diversion from other certified management units; SOU 5 (Selaba – RSPO 0016 valid until 2/3/21) and (Sri Intan – RSPO 0015 valid until 2/3/21)

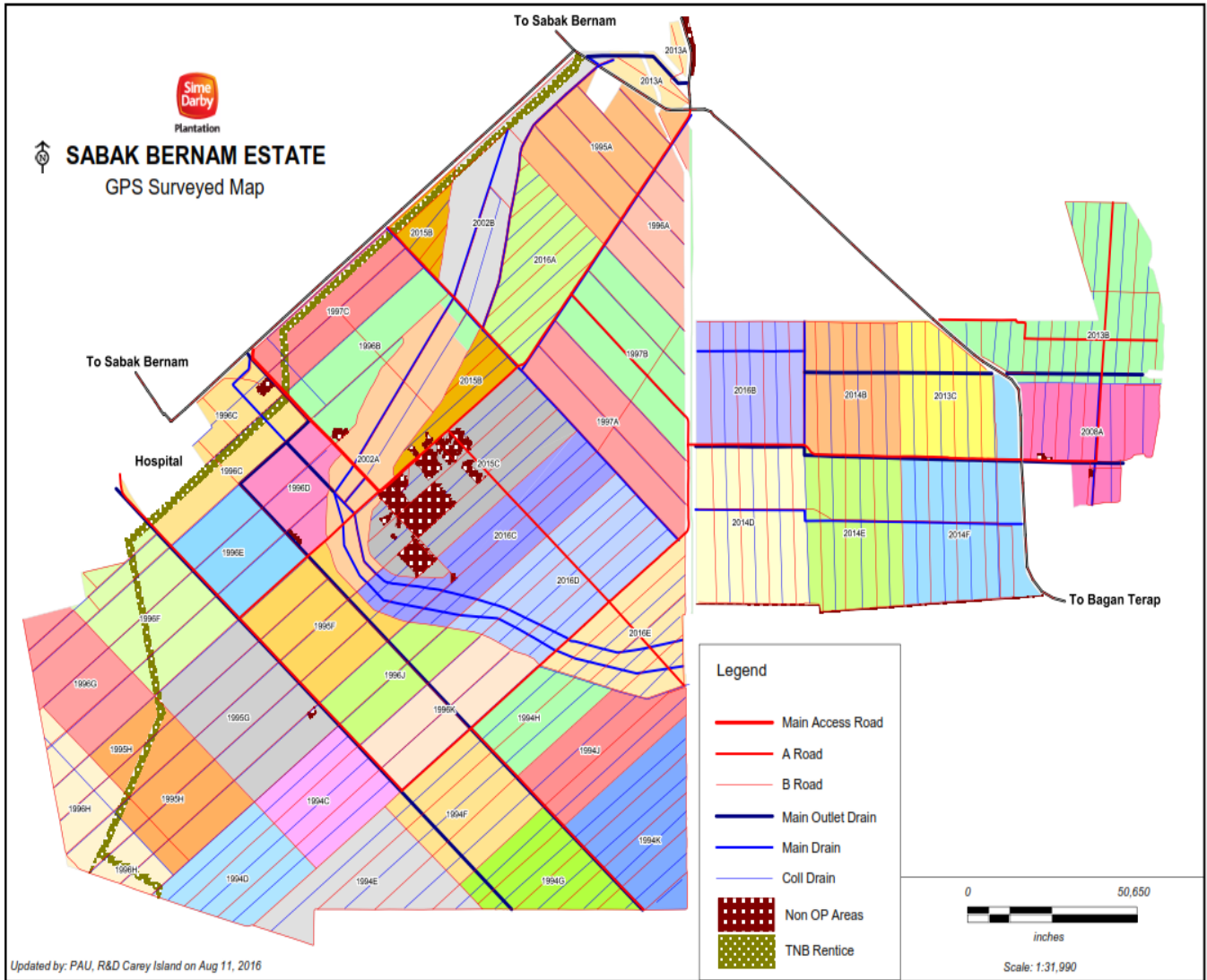
**Appendix G : Location Map of Flemington POM and Supply Bases**



**Appendix H: Sungai Samak Estate Field Map**



**Appendix I: Sabak Bernam Estate Field Map**



**Appendix J: GHG Reporting Executive Summary**

The GHG emissions that were produced in 2016 for Flemington Palm Oil Mill and supply base was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data input in the GHGpalm Calculator against operations records. Palm GHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in 2016 for Flemington Palm Oil Mill and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct	Extraction	%
CPO	1.75	OER	21.16
PKO	1.75	KER	5.33

Production	t/yr	Land Use	Ha
FFB Process	189424.27	OP Planted Area	20359.46
CPO Produced	40087.03	OP Planted on peat	277.45
PKO Produced	10093.32	Conservation (forested)	0
		Conservation (non-forested)	0
		<b>Total</b>	<b>20636.91</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	105,276.59	0.73	27,521.63	0.58	0	0	132,798.22	1.31
CO <sub>2</sub> Emission from fertilizer	11,878.83	0.08	2,235.4	0.06	0	0	14,114.23	0.14
NO <sub>2</sub> Emmission	11,107.9	0.08	1,790.52	0.04	0	0	12,898.42	0.12
Fuel Consumption	1,215.42	0.01	467.18	0.01	0	0	1,682.60	0.02
Peat Oxidation	14,916.68	0.1	0	0	0	0	14,916.68	0.1
<b>Sink</b>								
Crop Sequestration	-99,725.43	-0.69	-26,279.97	-0.57	0	0	-126,005.40	-1.26
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>44,669.99</b>	<b>0.31</b>	<b>5,734.76</b>	<b>0.12</b>	<b>0.00</b>	<b>0</b>	<b>50,404.75</b>	<b>0.43</b>

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*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	36,387.76	0.19
Fuel Consumption	72.23	0
Grid Electricity Utilisation	1093.76	0.01
<b>Credit</b>		
0		0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>37,553.75</b>	<b>0.2</b>

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

<b>Emissions</b>	<b>tCO<sub>2</sub>e</b>
PK from own mill	17,692.05
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>0</b>

<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	2
Divert to anaerobic diversion (%)	98

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

**Appendix K: List of Abbreviations Used**

AMESU	All Malaysia Estate Staff Union
AN	Ammoniacal Nitrogen
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
DJPOM	Diamond Jubilee Palm Oil Mill
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
NUPW	National Union of Plantation Workers
OSH	Occupational Safety & Health
O&G	Oil and Grease
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SDPSB	Sime Darby Plantation Sdn Bhd
SE	Serkam Estate
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SS	Suspended Solids
TS	Total Solids
VFA	Volatile Fatty Acids