

Roundtable on Sustainable Palm Oil Certification
R S P O

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : SIME DARBY Plantation Sdn. Bhd.
 Plantation Name : SOU 34 - Pekaka POM; Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.
 Location : Village of Pekaka, District of Bintulu, Sarawak - Malaysia.
 Certificate Code : **MUTU – RSPO/054**
 Date of Certificate Issue : 29 December 2016 Date of License Issue : 29 December 2016
 Date of Certificate Expiry : 30 December 2021 Date of License Expiry : 30 December 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
Re-Assessment	17 to 21 October 2016	Trismadi Nurbayuto (Lead Auditor), Mahswaran Maliyapan, Hairimi Mohd Ali	Ganapathy Ramasamy	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
Re- Assessment	8 December 2016

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Figure 1. Figure 1. Location Map of SOU 34-Pekaka POM

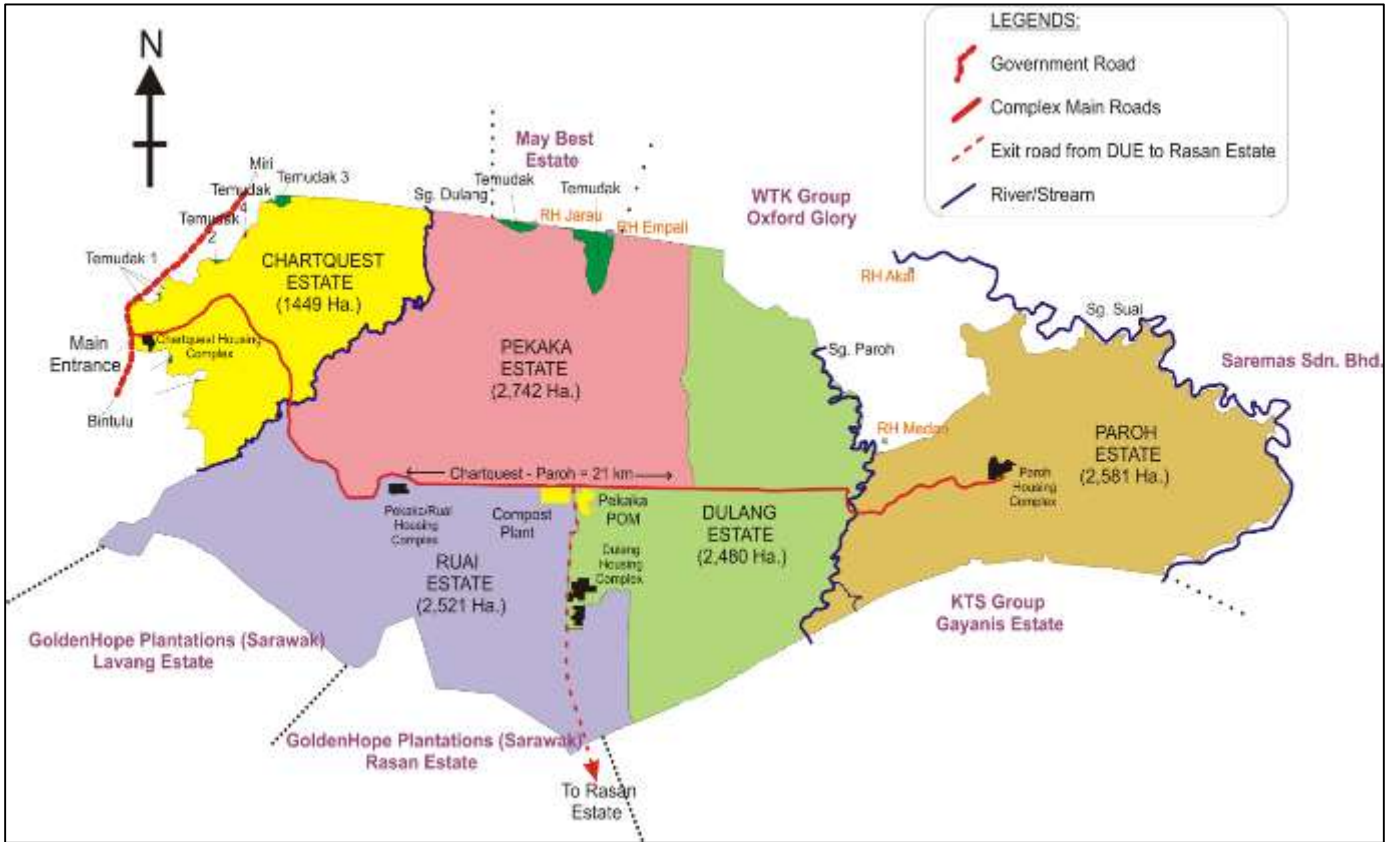


Figure 2. Operational Map of Pekaka Estate

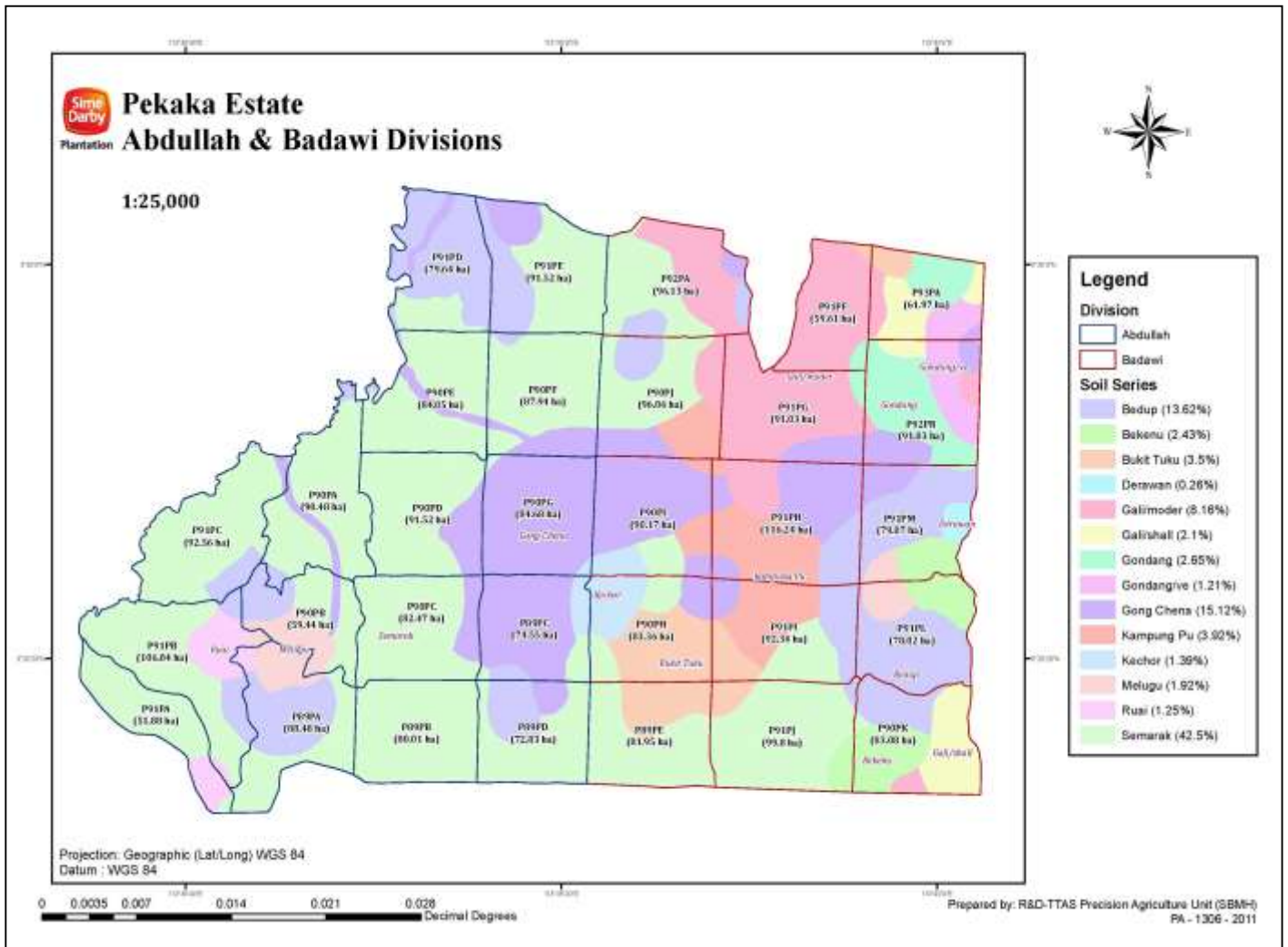


Figure 3. Operational Map of Ruai Estate

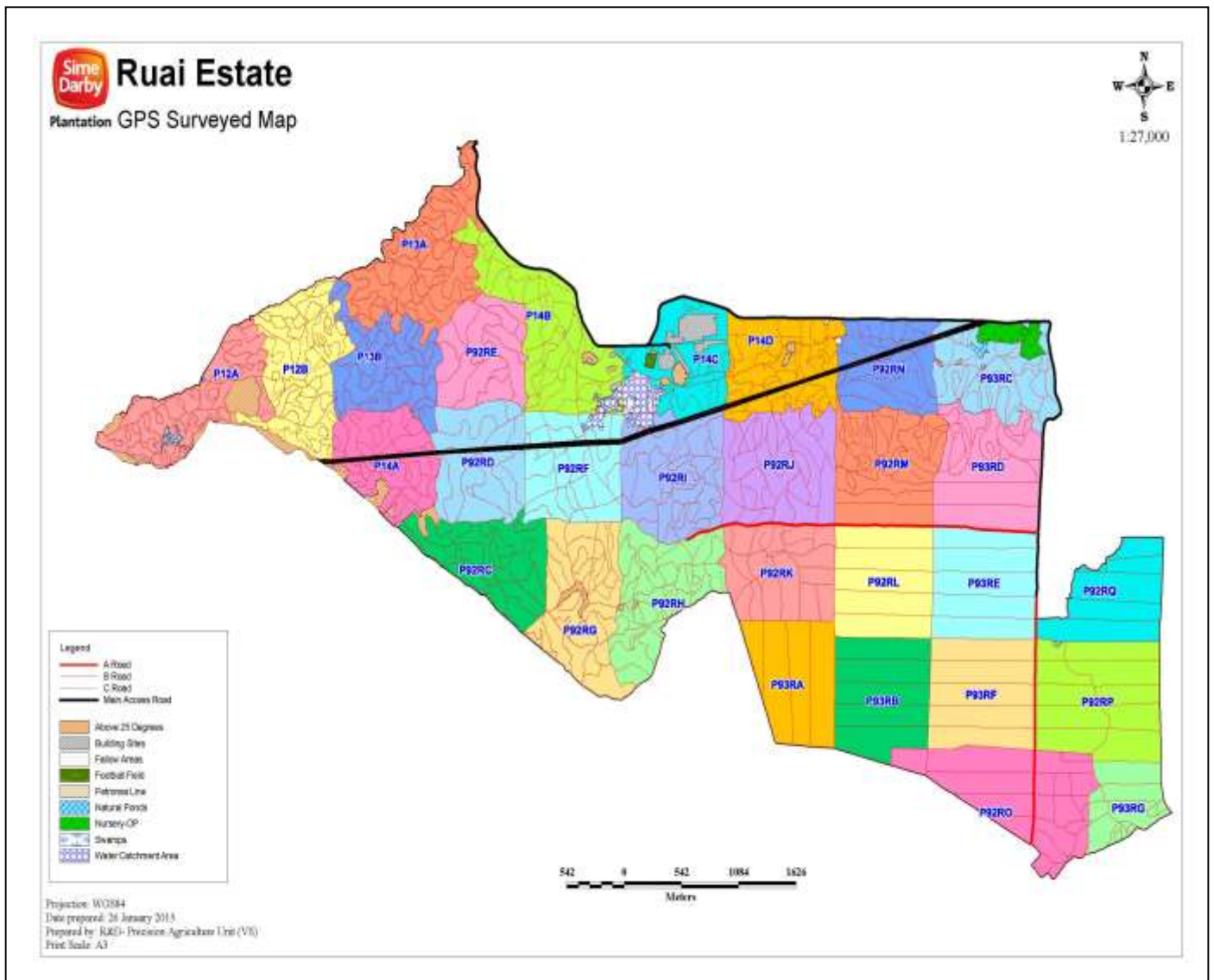


Figure 5. Operational Map of Paroh Estate

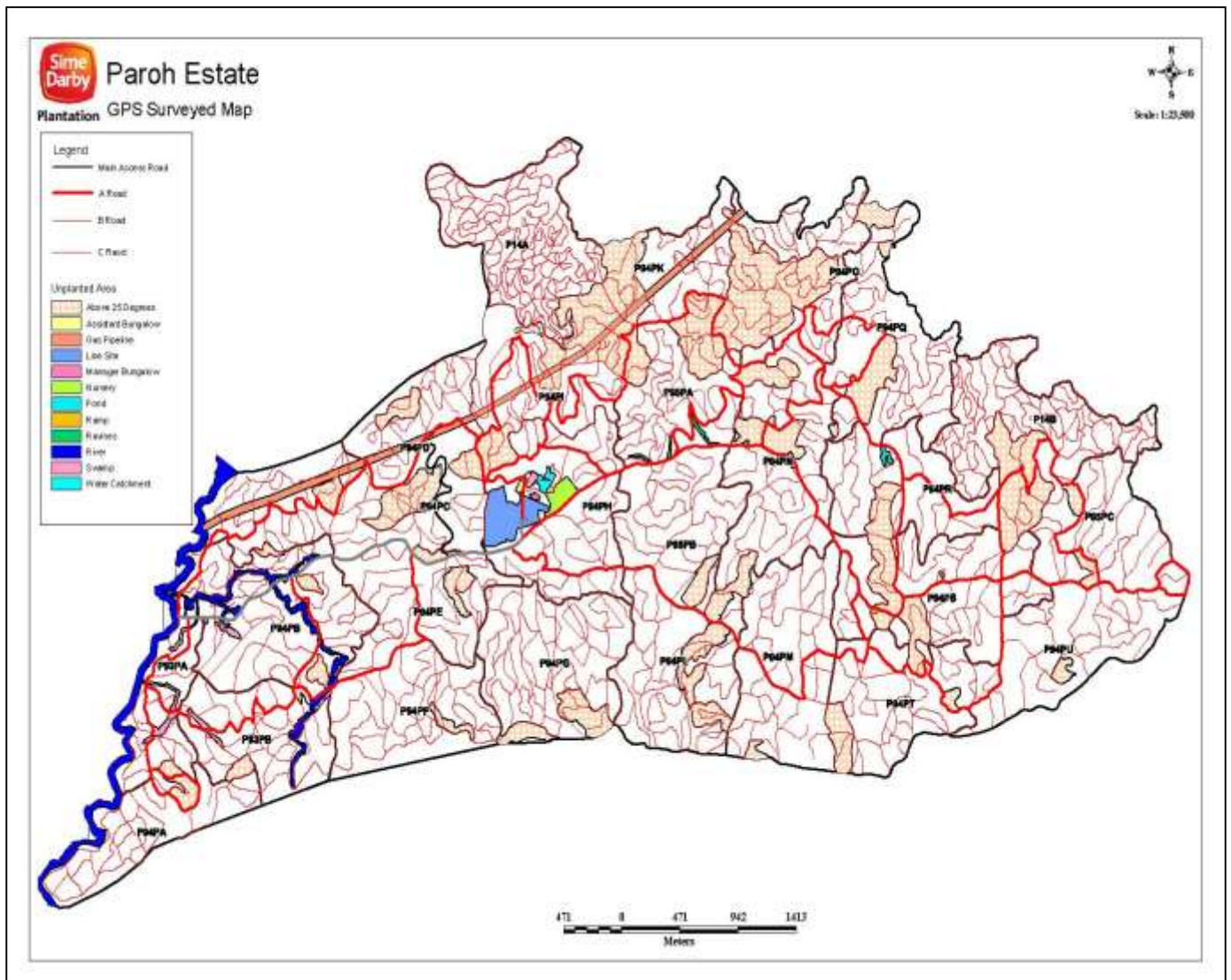
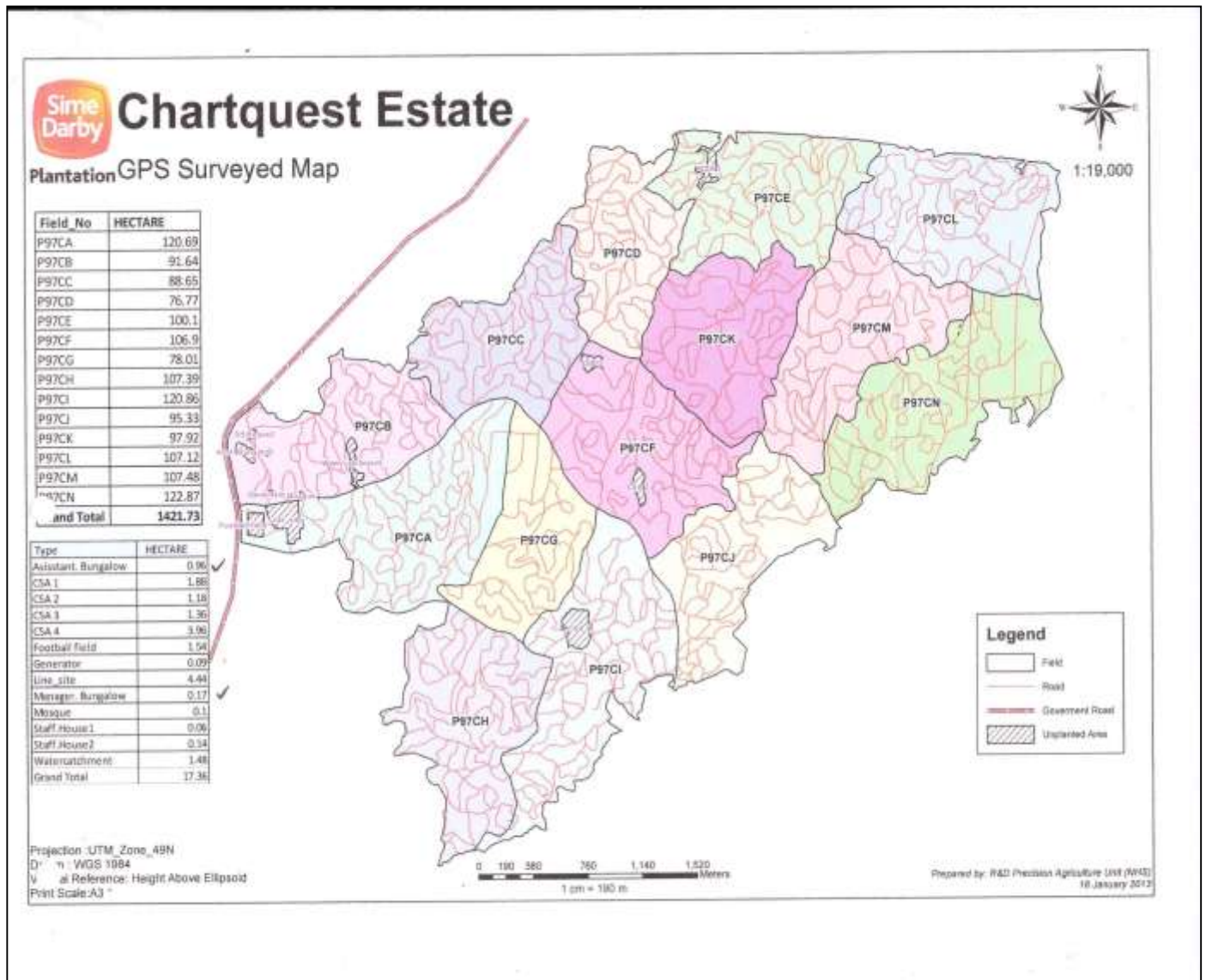


Figure 6. Operational Map of Charquest Estate



Abbreviations Used

ARM	:	Agriculture Reference Manual
BOD	:	Biological Oxygen Demand
BTS (FFB)	:	Buah Tandan Segar (<i>Fresh Fruit Bunch</i>)
CePPOME	:	Certified Environmental Professional in the Treatment of POME
CEMS	:	Continuous Emission Monitoring System
CPO	:	Crude Palm Oil
CHRA	:	Chemical Hazard Risk Assessment
CLC	:	Child Learning Centre
CSA	:	Conservation Site Area
CSR	:	Corporate Social Responsibility
COBC	:	Code of Business Conduct
COD	:	Chemical Oxygen Demand
DOE	:	Department Of Environmental
EFB	:	Empty Fruit Bunch
EMS	:	Environment Management System
EPSM	:	Environmental Protection Society Malaysia
EQMS	:	Environment Quality Management System
FY	:	Financial Year
FPIC	:	Free Prior and Informed Consent
GHG	:	Green House Gases
HCV	:	High Conservation Value
HIRAC	:	Hazard Identification and Risk Assessment Control (HIRAC)
HSE	:	Health Safety and Environment
HQ	:	Head Quarter
IUCN	:	International Union for Conservation of Nature
KER	:	Kernel Extarction Rate
KKS (POM)	:	Kilang Kelapa Sawit (Palm Oil Mill)
LC	:	Land Clearing
LCC	:	Legium Cover Crop
LOTO	:	Log Out and Take Out
LTA	:	Lost Time Accident
MPOB	:	Malaysian Palm Oil Board
MSDS	:	Material Safety Data Sheet
NCR	:	Non Conformance Report
NPP	:	New Planting Procedure
NWSDM	:	National Council of Welfare & Social Development Malaysia
OFI	:	Opportunity For Improvement
OHS	:	Occupational Health and Safety
OHSA	:	Occupational Health and Safety Assessment
OER	:	Oil Extarction Rate
PANAP	:	Pesticide Action Network Asia and the Pacific
PK	:	Palm Kernel
PPE	:	Personal Protective Equipment
POME	:	Palm Oil Mill Effluent
POM	:	Palm Oil Mill
PSQM	:	Plantation Services Quality Management
PSS	:	Pictorial Safety Standard
RHB	:	Rashid Husin Bank

RSPO	:	Rountable on Sustainable on Palm Oil
RTE	:	Rare, Threatened or Endangered
SDP	:	Sime Darby Plantation
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure
SOM	:	Standarad Operation Manual
SPMS	:	Sustainable Plantation Management System
SOCISO	:	Social Security Organization
SOU	:	Strategic Operating Unit
SW	:	Schedule Waste
TQEM	:	Total Quality Environmental Management
WTP	:	Water Treatment Plan

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>Malaysia National Interpretation - RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors 6 March 2015.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Shylaja Devi VasudevanNair	
1.2.3	Organisation address and site address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia	
1.2.4	Telephone	+(603)78484379	
1.2.5	Fax	+(603) 7848 4363	
1.2.6	E-mail	shylaja.vasudevan@simedarby.com	
1.2.7	Web page address	www.simedarby.com.my	
1.2.8	Management Representative who completed the application for certification	Shylaja Devi Vasudevan Nair	
1.2.9	Registered as RSPO member	September 8, 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Pekaka Oil Mill	Dulang Estate, Sarawak	N 3 ^o 36' 38" E 113 ^o 39' 42"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Pekaka	Pekaka, Sarawak	N 3 ^o 36' 03" E 113 ^o 38' 41"
	Ruai	Ruai, Sarawak	N 3 ^o 26' 45" E 113 ^o 39' 03"
	Dulang	Dulang, Sarawak	N 3 ^o 35' 23" E 113 ^o 43' 11"
	Paroh	Paroh, Sarawak	N 3 ^o 35' 23" E 113 ^o 42' 25"
	Chartquest	Chartquest, Sarawak	N 3 ^o 37' 24" E 113 ^o 37' 11"

1.5	Description of Area Statement						
1.5.1	Tenure						
	• Private (Freehold land title)		11,711.11 Ha				
	• State		N/A Ha				
	• Community		N/A Ha				
1.5.2	Area Statement						
	• Total area		11,711.71 Ha				
	• Mature area		9,121.07 Ha				
	• Immature area		1,696.56 Ha				
	• Mill		5.25 Ha				
	• Emplishment		- Ha				
	• Infrastructure		609.87 Ha				
	• Nursery		12.98 Ha				
	• Occupation		- Ha				
	• Others area		59.87 Ha				
	• Conservation site area (CSA)		30.64				
	• Bufferzone		175.47 Ha				
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					Total (Ha)
		Pekaka(Ha)	Chartquest (Ha)	Ruai (Ha)	Dulang(Ha)	Paroh (Ha)	
	1991	670.23	-	-	-	-	670.23
	1992	191.83	-	929.12	296.94	-	1,417.89
	1993	62.97	-	518.58	677.90	158.17	1,417.62
	1994	-	-	-	482.00	1,712.75	2,194.75
	1995	-	-	-	250.00	324.25	574.25
	1997	-	1321.30	-	-	-	1,321.30
	2011	327.16	-	148.37	-	-	475.53
	2012	157.57	-	158.92	-	-	316.49
	2013	249.32	-	290.31	-	193.38	733.01
	2014	184.14	-	273.12	-	-	457.53
	2015	332.09	-	-	575.12	-	907.21
2016	332.09	-	-	-	-	332.09	
TOTAL	2,507.40	1,321.30	2,318.42	2,281.96	2,388.55	10,817.63	
1.6.2	New Planting area after January 2010		-			Ha	
1.6.3	Planting Cycle		2 nd Cycle				
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity	FFBProcessed	CPO	Palm Kernel		

	(tonnes/ hour)	(tonnes/year)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
Pekaka Oil Mill	60	156,952	30,542	19.45	7,545	4.81
<i>*Production data source from 12 months before assessment</i>						
1.7.2	Description of Certification Scope of Supply Base					
Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
					FFB (tonnes/year)	%
Pekaka	2,626.14	2,507.40	30,967	18.67	30,967	100.00
Ruai	2,460.96	2,318.42	33,856	14.60	33,856	100.00
Dulang	2,548.00	2,281.96	36,784	16.12	36,784	100.00
Paroh	2,627.90	2,388.55	29,940	11.28	29,940	100.00
Chartquest	1,448.71	1,321.30	25,536	20.08	25,536	100.00
TOTAL	11,711.71	10,817.63	155,083	15.55	155,083	100.00
<i>*Production data source from 12 months before assessment</i>						
1.7.3	FFB description from other source					
Name of sources	Organisation		Location		Supplied to Mill FFB (tonnes/year)	
Lavang Estate	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		143	
Rasan Estate	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		1,150	
Rajawali Estate	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		30	
Belida	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		238	
KelidaEstatae	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		195	
Lavang Special	Sime Darby Plantation SdnBhd (RSPO Certified)		Bintulu, Malaysia		115	
Total					1,870	
<i>*Source Production Data on 12 months before assessment</i>						
1.7.4	Product categories		FFB, CPO, PK			
1.8	Estimate Tonnage of Certified Product					
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 30 December 2015 to 29 December 2016 (tonnes/year)		Actual certified product January 2015 – September 2016 (tonnes/year)		
	CPO	30,542		37,067		
	PK	7,545		9,487		
	FFB	156,952		172,499		
1.8.2	Estimate of Certified FFB Claim					
Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		

Pekaka	2,626.14	2,507.40	29,260	11.67
Ruai	2,460.96	2,318.42	35,525	15.32
Dulang	2,548.00	2,281.96	38,302	16.78
Paroh	2,627.90	2,388.55	33,006	13.82
Chartquest	1,448.71	1,321.30	23,951	18.13
TOTAL	11,711.71	10,817.63	160,044	14.79

**Projected FFB production January 2017 – December 2017*

1.8.3 Estimate of Certified Palm Product Claim

Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
			Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
Pekaka Oil Mill	60	160,044	32,809	20.50	7,522	4.70

**Projected CSPO and CSPK production from January 2017 – December 2017*

1.9 Other Certifications

ISO 9001:2008	-
ISO 14001: 2004	-
OHSAS 18001:2007	-
ISCC	-
Others	-

1.10 Time Bound Plan

1.10.1 Time Bound Plan for Other Management Units

INDONESIA OPERATIONS

Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
MILL	Time Bound Plan				
Sekunyir Factory	2009	Sekunyir, Seruyan	2009	District of Seruyan and Kotawaringin Barat, Province Kalimantan Tengah.	Certified
Manggala Factory	2009	Manggala 1, 2 dan 3	2009	District of Rokan Hilir, Province Riau.	Certified
Teluk Siak Factory	2011	Teluk Siak. Aneka Persada dan Pinang Seba tang	2011	Kota Pekanbaru and Siak, Province Riau.	Certified
Ladang Panjang Factory	2011	Ladang Panjang	2011	District of Muaro Jambi, Province Jambi	Certified
Sungai Pinang Factory	2011	Sungai Pinang dan Bukit Pinang	2011	District of Musi Rawas. Province Sumatera Selatan.	Certified
		Sungai Pinang dan Bukit Pinang	2015		Certified
Alur Dumai Factory	2011	Alur Dumai	2011	District of Rokan Hilir, Province Riau.	Certified
Teluk Bakau Factory	2011	Teluk Bakau, Rotan Semelur, Mandah, Nusa Perkasa dan Nusa Lestari	2011	District of Indragiri Hilir, Province Riau.	Certified

Mandah Factory	2013	Rotan semelur dan Mandah	2013		Certified
Gunung Aru Factory	2011	Gunung Aru, Gunung Kemas, Laut limur dan Pantai Timur	2011	District of Kotabaru, Province Kalimantan Selatan.	Certified
Angsana Factory	2011	Angsana, Gunung Sari, Pantai Bonati, dan KKPA-4	2011	District of Tanah Bumbu, Province Kalimantan Selatan.	Certified
Angsana Mini Factory	2011	KKPA-1	2011	District of Tanah Bumbu, Province Kalimantan Selatan.	Certified
Mustika Factory	2013	Mustika, KPA-2, KKPA-3, dan KKPA-5	2013		Certified
Sukamandang Factory	2011	Sukamandang, Sapiri, Kuala Kuayan dan Baras Danum	2011	District of Seruyan dan Kotawaringin Timur, Province Kalimantan Tengah.	Certified
Pemantang Factory	2011	Pemantang, Hatan Tiring, Kawan Batu dan Batang Garing	2011	District of Seruyan dan Kotawaringin Timur, Province Kalimantan Tengah	Certified
Bebunga Factory	2013	Bebunga, Sungai Cengal, Lanting, Bakau	2013	District of Kotabaru, Province Kalimantan Selatan.	Certified
Pondok Labu Factory	2013	Pondok Labu, Binturung, Sesulung, Rampa	2013	District of Kotabaru, Province Kalimantan Selatan.	Certified
Selabak Factory	2013	Selabak, Randi, Sangkoh	2013	District of Kotabaru, Province Kalimantan Selatan.	Certified
Rantau Factory	2013	Rantau, Matalok, Sekayu, Betung	2013	District of Kotabaru, Province Kalimantan Selatan.	Certified
Betung Factory	2013	Sekayu dan Betung	2013		Certified
Ungkaya Factory	2012/2013	Ungkaya	2012/2013	District of Morowali, Province Sulawesi Tengah	Certified
Lembiru factory	2013	Lembiru, Awatan	2013	District of Ketapang, Province Kalimantan Barat.	Certified
		Karya Palma	2018	District of Ketapang, Province Kalimantan Barat.	2018
Mas Factory	2018	MAS I, 2 dan 3	2018	District of Sanggau, Province Kalimantan Barat.	2018
Bukit Ajong Factory	2016	East dan West	2016	District of Sanggau, Province Kalimantan Barat	Certified
		Sei Mawang	2018		2018
Blang Simpo Factory	2013	Blang Simpo-1, Blang Simpo- 2, Tamiang, dan Batang Ara.	2013	District of Aceh Tamiang, Province Nangroe Aceh Darussalam,	Certified
Rantau Panjang Factory	2013	Rantau Panjang, Bumi Ayu, Napal, Karang Ringin, Mangun Java	2013	District of Musi Banyuasin, Province Sumatera Selatan.	Certified
	2017	Sungai Jernih Estate dan GP Plasma	2017	District of Musi Banyuasin, Province Sumatera Selatan	2017
Budidaya Agro Lestari	2018	Pelanjau, Sungai Putih, Baturus	2018	District of. Ketapang, Province Kalimantan Barat.	2018
PT. Ladangrumpun Suburabadi	-	Plasma SAP	2020	District of. Tanah Bumbu, Province Kalimantan Selatan	2020

MALYSIAN OPERATIONS

	Management Unit	Address	Hectarage (Ha) *	Time Bound Plan (Planned Audit Year)	Status (Actual/Target Certification Year)
1	Sg. Dingin	Karangan, Kedah	19,730	2010	Certified 2010
2	Chersonese	Kuala Kurau, Perak	11,246	2011	Certified 2011

3	Elphil	Sg Siput, Perak	6,826	2011	Certified 2011
4	Flemington	TelukIntan, Perak	11,577	2011	Certified 2011
5	Seri Intan	TelukIntan, Perak	9,225	2011	Certified 2011
6	Selaba	TelukIntan, Perak	5,603	2011	Certified 2011
7	Tennamaram	Bestari Jaya, Selangor	10,074	2011	Certified 2011
8	BktKerayong	Kapar, Selangor	10,830	2011	Certified 2011
9	East	Carey Island, Selangor	10,991	2010	Certified 2010
10	West	Carey Island, Selangor	5,741	2010	Certified 2010
11	Bukit Puteri	Raub, Pahang	3,876	2011	Certified 2011
12	Kerdau	Temerloh, Pahang	13,790	2011	Certified 2011
13	Jabor	Kuantan, Pahang	2,232	2011	Certified 2011
14	Labu	Nilai, Negeri Sembilan	5,752	2011	Certified 2011
15	Tanah Merah	Port Dickson, Negeri Sembilan	5,304	2010	Certified 2010
16	SuaBetong	Port Dickson, Negeri Sembilan	18,748	2011	Certified 2011
17	KokFoh	Bahau, Negeri Sembilan	14,916	2011	Certified 2011
18	Kempas	Jasin, Melaka	10,809	2010	Certified 2010
19	Diamond Jubilee	Jasin, Melaka	8,029	2011	Certified 2011
20	Pagoh	Muar, Johor	9,783	2011	Certified 2011
21	Chaah	Chaah, Johor	8,789	2010	Certified 2010
22	Gunung Mas	Kluang, Johor	12,410	2010	Certified 2010
23	Bukit Benut	Kluang, Johor	8,085	2011	Certified 2011
24	Ulu Remis	Layang-layang, Johor	17,097	2011	Certified 2011
25	Hadapan	Layang-layang, Johor	11,376	2011	Certified 2011
26	Sandakan Bay	Sandakan, Sabah	16,786	2008	Certified 2008
27	Melalap	Tenom, Sabah	5,697	2011	Certified 2011
28	Binuang	Kunak, Sabah	10,219	2009	Certified 2009
29	Giram	Kunak Sabah	7,602	2009	Certified 2009
30	Merotai	Tawau, Sabah	10,493	2009	Certified 2009
31	Lavang	Bintulu, Sarawak	11,783	2011	Certified 2011
32	Rajawali	Bintulu, Sarawak	10,101	2011	Certified 2011
33	Derawan	Bintulu, Sarawak	8,774	2011	Certified 2011
34	Pekaka	Bintulu, Sarawak	11,704	2011	Certified 2011
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	There is no associate smallholders/outgrowers supplied to Pekaka mill.				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
RA	<p>1. Trismadi Nurbayuto (Lead Auditor). Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, Bogor Agricultural University. Specialists for Environmental Social Impact Assessment (SEIA) and High Conservation Value (HCV). Has attended several training such as: HCV, Auditor for Indonesian Sustainable Palm Oil (ISPO) training, Auditor/Lead auditor Management System Certification (ISO 9001-2008), RSPO Lead Auditor training, and RSPO Next training. Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the SEIA and Identification of HCV in Plantation company. During this assessment he was observed and audit on Best Management Practices aspect, Safety and Health Aspect and Supply Chain Certification System.</p> <p>2. Mohd. Hairimi (Auditor). Mohd Hairimi is a graduated from University Kebangsaan Malaysia with a Masters of Social Science (Social and Environmental Impact Assessment) and Bachelor of Social Sciences with Honours (Geography). Registered as assistant consultant on Social Impact Assessment with DOE Malaysia AC 1105, and certified on CESSWI 3756 (Certified Erosion Sediment and Storm Water Inspector). He was involved for past 5 years in environment auditing and in Social and Environmental Impact Assessment Report (EIA and SIA). During this assessment he was observed and audit on Transparencies, Environment, HCV and Worker Welfare.</p> <p>3. Mahaswaran Malipayan (Auditor) Malaysian citizen, More than 15 years working experience in various industries in Malaysia that covering the full spectrum of Quality and Environmental Management System. As certified Lead Auditor and being the Principle Consultant. He too has vast exposure and experience in Quality Environmental Management System as well the Occupational, Health and Safety auditing. He owns proven track records of auditing warious multinational companies both locally and internationally. In this assessment, he assessed on legal aspect, long term business plan and Social Aspect</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
RA	<p>Number of auditors : 3 auditors Number of days for Recertification at site : 5 days Number of working days for ASA-03 at site:15 Working days</p>
2.2.2	Assessment Process
RA	<p>The assessment was conducted by measuring the sufficiency of implementation and consistency of the SOU 34 – SimeDarby Plantations to the requirements of Malaysian National Interpretation of the RSPO Principles and Criteria for Sustainable Palm Oil Production (RSPO MYNI, 6 March 2015 and Supply Chain Requirement for CPO Mill 2014).</p> <p>The assessment was conducted in three methods: (1) document review, aiming at observethe sufficiency of types or substances from required documents; (2) interview with management and stakeholders, aiming at obtaining more detailed information and information cross check; and (3) field observation, aiming at observedirectly the sufficiency of implementation on site.</p> <p>Number of units in this certification activity is 5 (five) estates, which supply the raw material (FFB) to 1 (one) palm oil mill. In conducting the assessment, the team of auditors used the $0.8\sqrt{y}$ formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are Pekaka Palm Oil Mill and 3 (five) estates (Pekaka Estate, Ruai Estate, & Paroh Estate).</p> <p>Some opportunities for improvement as the results of Reassessment audit had also delivered by the</p>

MUTU auditors to the management unit and the results are the subject will be verified at the next assessment phase.

Improvement of findings from **ASA 04** findings were observed by auditors at this **Reassessment** All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU Certification International).

Please find Appendix 2 for The assessment program.

2.2.3

Locations of Assessment

RA

The scope of the audit was based on a sampling of the supply bases. In total there are 5 supply bases, and based on sampling, 3 estates were selected. The supply bases visited, in addition to the palm oil mill were:

1. Pekaka Estate
2. Paroh Estate
3. Ruai Estate

Detail of visited locations such as:

Pekaka POM

- **POME&WTP.** Total are 13 ponds [17 x anaerobic, cooling x 1, algae x 2 and aerobic x 2]; Except pond 8 & 9 that using piping system, the other ponds are with natural flowing system; Flowmeter at clarification station found reading at 269,423m³ and in good working condition; The flow meter from pond 13 which before final discharge reads at 700,879m³ and visited the examination tank / final discharge point; Water treatment plant seen well maintained that water is used for mill operation and domestic consumption.
- **Chemical& Fertilizer Store.** Fire extinguishers x 2, spillage kits, sand bags, rags and SOPs are well maintained; The signages of schedule waste code [SW 305, 409, 430, 410] clearly identified; Seen MSDS displayed at entrance; Eyewash, ventilation fan and emergency shower in good working condition; High rise bunds made to avoid overflow. PDV salt, calcium carbonate and soda ash kept on pallets; In chemical store, the description of items in the first aid box are different from log book.
- **Workshop.** Good housekeeping and equipment are well store. The signages and safety path ways well indicated. Wiring at workshop [welding area] seen poorly managed.
- **Schedule Waste Store.** Seen the signages are faded/unclear, Monsoon drain that connected to sump pit seen clogged. The valve direction in the final sump pit that connected to schedule waste store not known whether it is in close / open direction.
- **Security Post and Weighbridge:** Observation and interview with security and weighbridge operator regarding their job descriptions and responsibilities. Ensuring the operators' awareness on the Supply Chain System applied in the work.
- **Loading ramp and processing area:** Observation and interview with the operators regarding their job descriptions and responsibilities. Ensuring the operators' awareness on the Supply Chain System applied in the work.
- **Unstrip Bunch Process:** Interview with operators (foreign worker) related to minimum wages, PPE's usage, medical surveillance and worker welfare.
- **Kernel Plant:** No operation running during the field audit. Sufficient signage observed.
- **Boiler Area:** Boiler process assessed. Interviewed with Boilerman regarding to job descriptions, safety working, PPE usage, and medical surveillance. Sufficient PPE observed. Fire Drill near of Boiler No. 3 simulation on the good condition and standby.
- **Sterilization Area:** Sterilization process assessed. Good safety practice in place. All sterilizers observed with certificate of fitness. Interview with operator (foreign worker) related to minimum wages, PPE's usage, safety working, medical surveillance and worker welfare.
- **Clarification Station:** Observation welding activity, the welder was using PPE's such as: gloves, google glass, safety helmet and safety shoes.
- **Storage.** Interview with store attendance (foreign worker), based on interview he was work for 6

years. The company has pay the wages above minimum wage regulation.

Pekaka Estate

- **Workshop.** Good housekeeping with no traces of oil leakage. Vehicles parked at assigned locations with working tools are properly stored.
- **Fertilizer store.** Bags are arranged on pallets. Due to heavy rain and storm, some part of the roof was broken and maintenance work underway.
- **Equipment store.** Wooden store occupied for storing spray tanks – after work
- **Pre-mix area.** Safety signages well displayed; Eye wash, apron washing area, shower room and emergency shower readily available; Pit sump seen fully covered from being over spill.
- **Chemical Storage.** PPE allocated, spillage kit, 1st aid box well available; MSDS seen display, sampled for; Supremo 41, Basta, Ken Amine 600 and sodium chloride. All chemicals well arranged on shelf and in locked space area.
- **Clinic.** Sharing with Pekaka Estate, Ruai Estate and Chartquest Estate; Verified visiting chit [19-20/10/16], log book of patient visited with details of appointment, the statistic of the incidence and illness categories, female assistant available. If she on leave, then female patient to be accompanied by family members.
- **Crèche.** Sharing with Ruai Estate, operating from 05.30am to 4.00pm, infants milk power provided by company however it is option for the parents, total children are 40 with 2 care takers.
- **Humana School.** Currently 1 teacher [male – Mr. Suwato], Total children 61 [age between 6 – 14 years]; Operating hours [07.00am to 12.00pm], Teaching syllabus in accordance to Indonesian standard, teaching materials are fully sponsored by Indonesian Government. Electric and water supply for 24 hours. Totally a new concrete building with basic facilities well provided for the teacher and children.
- **Schedule Waste Storage Area.** Storage was build according to the Scheduled Waste Regulation.
- **Selective Weeding activity on Field 2012D.** Selective weeding activity was observed by auditor, there are 5 female workers. They were working for 3-17 years, and also can explain related to HCV area prohibit chemical usage. All adequate PPEs was provided by company, such as: apron, helmet, masker, safety glasses, rubber gloves, and safety boot. Therefore they were explain related to monthly medical checkup by medical assistant. According to interview with foreman, he can showing first aid kit with full contain. All of the workers is happy with their works and no compliant been made, they know about the new minimum wages and know how to channeled the complaint.
- **Harvesting activity on Field 2012B.** There are 6 harvesters, 1 foreman and 1 harvesting clerk. Based on interview with 6 harvesters regarding their job descriptions and responsibilities. Sufficient PPE observed, and also they were explain related to minimum wage per July 2016. No issues were raised during the interviewed.
- **Immature Area on Field 2015A.** According to field observation, there are some un-replanting area with categorizing to Conservation Site Area (CSA) (slope > 25°). EFB was apply to the land with doses 35 ton/ha, there are LCC as *Mucunabracteata*, *Puererajavanica* and *Calopogoniummuchonoides*.
- **Replanting area on Field 2016A.** There are chipping activity using excavator, all chipping were use mechanize method.
- **Block 92PB.** Water management in peat area, there are available weirs to control water supply from the rivers.
- **Block 91PA.** Water tube/piezometer to monitor water level on below soil surface.

Paroh Estate

- **Selective Weeding activity on Field 95PA/Block 14.** Selective weeding activity was observed by auditor, there are 6 female workers and 1 male worker. They were working for 4 month, and also can explain related to HCV area prohibit chemical usage. All adequate PPEs was provided by company, such as: apron, helmet, masker, safety glasses, rubber gloves, and safety boot. Therefore they were explain related to monthly medical checkup by medical assistant. According to interview with foreman, he can showing first aid kit with full contain. All of the workers is happy with their works and no compliant been made, they know about the new minimum wages and know how to channeled the

complaint. All workers has covered by RHB Insurance.

- **Harvesting activity on Field 95PB/Block 15.** There are 20 harvesters, 1 foreman and 1 harvesting clerk. Based on interview with 6 harvesters regarding their job descriptions and responsibilities. Sufficient PPE observed, and also they were explain related to minimum wage per July 2016. No issues were raised during the interviewed. All workers has covered by RHB Insurance.
- **Immature Area on Field 2015C.** According to field observation, there are some un-replanting area with categorizing to Conservation Site Area (CSA) (slope > 25°). EFB was apply to the land with doses 35 ton/ha, there are LCC as *Mucunabracteata*, *Puererajavanica* and *Calopogomiummuchonoides*. Zero burning replanting
- **Buffer Zone on Field 2015 A.** Buffer Zone was observed at Suai River and well maintained.
- **Chemical Container Disposal (Schedule Waste).** Good scheduled waste storage observed with proper labeling.
- **Landfill.** Located at Block 16 – 94PL, there is no proper signages or pit identification of dumpsite, such as pit number, date dug, date closed, etc. There were mixed of waste without prior segregation.
- **Water Course.** There is a water catchment at Block 10-94PH, seen well managed.
- **Chrèche.** 3 staff appointed as care takers for 54 children age between 01 – 10 years, The crèche opening workers is from 05.30am to 4.00pm, Food and milk provided by parents, Good hygiene practice, No gas stove allowed as only electric supply provided.
- **Clinic.** Verified medical attendance record since Apr 2016 – Oct 2016, no serious cases were referred. There is a female clinic assistant at all time; Sampled sick leave forms which all in accordance. Used shrinks being collect by schedule waste collector.
- **Sundryshop.** Credit term allowed for workers; No issues among foreign workers and they pay debts accordingly; Price list display publicly
- **Diesel Storage.** Signages, 5S and pit sump management seen well implemented.
- **Workshop.** First aid box seen not regularly checked for the availability condition during emergency; Fire extinguisher seen expired in Aug 2016 not replaced with a new.
- **Pre-Mix area.** Water being re-use from collection sump; Emergency shower and eye wash available and in working condition, Shower room and apron drying area well allocated.
- **Chemical Storage.** No class 1A / Paraquat, 2ndry containment well-constructed, MSDS displayed, ventilation exhaust fan and fire extinguisher well maintained; Premix formula display adequately.

Ruai Estate

- **Landfill.** Located at Block P92RN, which an approximate 2 KM from line site; This dumping site is being share by both Ruai and Pekaka Estate. There is no proper signages or pit identification of dumpsite, such as pit number, date dug, date closed, etc. There were mixed of waste such as safety helmet, plastic containers etc. without prior segregation. The same pit being dug for re-use.
- **Line Site.** Pekaka Estate and Ruai estate sharing same housing estate; Visited Ruai 13&14 and D07 & D08 for Pekaka; according to interview result qorkers satisfy with the facilities provided by management; generally, the surrounding of housing estate seen good.
- **Diesel Storage.** Signages, 5S and pit sump management seen well implemented.
- **Pre-mix area.** Well managed and sufficient labels and identification available.
- **Chemical Storage.** MSDS, PPE area, spillage kits, fire extinguishers, 1st aid box well maintained; Ebor bait – seen with stock card; Class 1A / Paraquat are not applicable; Glyphosate [Supremo-41] for grass is highly used; For selective spray – Kenlon is used; For pest 7 disease [Cypher 5.5 EC] used at immature and nursery fields.
- **Block 92 R.** Observation and interview with harvesting workers, All of the workers is happy with their works and no compliant been made, they know about the new minimum wages and know how to channeled the complaint. All of the workers can explain related to their job descriptions. All workers has covered by RHB Insurance.
- **Block 14 B.** Selective weeding activity was observed by auditor, there are 5 female workers. They were working for 2-3 years, and also can explain related to HCV area prohibit chemical usage. All adequate PPEs was provided by company, such as: apron, helmet, masker, safety glasses, rubber gloves, and safety boot. Therefore they were explain related to monthly medical checkup by medical

	<p>assistant. According to interview with foreman, he can showing first aid kit with full contain. All of the workers is happy with their works and no compliant been made, they know about the new minimum wages and know how to channeled the complaint. All workers has covered by RHB Insurance.</p> <ul style="list-style-type: none"> • Block 26 (93RI). There are water tube to monitor water level of below soil. • Block 92 RM. Interview with 10 manuring workers, All adequate PPEs was provided by company, such as: apron, helmet, masker, rubber gloves, and safety boot. All of the workers is happy with their works and no compliant been made, they know about the new minimum wages and know how to channeled the complaint. • Ruai Schedule Waste Area. Storage was build according to the Scheduled Waste Regulation. However, there is no proper label of scheduled waste drum. • Surau Al Ikhlas.Facilities was in good condition. <p>Dulang Estate</p> <ul style="list-style-type: none"> • Block 2015A. Observation a subsidence pole, based on interview with assistant manager. This pole was installed on January 2015. Till October 2016 there are subsidence with 3 cm. <p>Pekaka Village</p> <ul style="list-style-type: none"> • Auditor was interview with stakeholders from Pekaka Village.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
RA	<p>Consultation of stakeholders was held by:</p> <ol style="list-style-type: none"> 1. Public announcement on MUTU website (www.mutucertification.com) at 13 September 2016 2. Public announcement on RSPO website (www.rspo.org/certification/principles-and-criteria-progress) at 17 October 2016. 3. Letter sent to related agencies and NGO in Malaysia, dated 10 October 2016 4. Internal stakeholdersrepresentatives. Interview with gender committee on 17 October 2016 5. External stakeholder consultation, dated 17 October 2016. Representative of Informal Leader Pekaka Village, Local Contractor & Teachers. <p>Numbers of inputs from stakeholders both positive and negative were received by the audit team and clarified by the management. The consultation results are captured under 3.6 (Summary of Arising Issues from Public, Management and Auditor Response) See 3.6 below.</p>
2.3.2	<p>Stakeholder contacted</p> <p><i>Please find appendix 1</i></p>
2.4	Determining Next Assessment
	The next visit (ASA-1) will be determined nine to twelve months after the date of certificate issued after the approval from Unit Management.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Pekaka POM – SOU 34, *Sime Darby Plantation SdnBhd* operation consisting of one (1) mill and five (5) oil palm estates.

During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicator; three (3) nonconformity were assigned against Minor Compliance Indicator; and zero (0) nonconformance against supply chain requirement for CPO mill and six (8) opportunity(s) for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. Those corrective action(s) taken that consist of two Major non-conformity had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that PekakaPOM – SOU 34, Sime Darby Plantation Sdn Bhd complied with the National Interpretation of RSPO Principles and Criteria for Sustainable Palm Oil Production, Endorsed by RSPO Board of Governors 6 March 2015 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **issued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY	
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.
	<p>Indicator 1.1.1. The company had provide adequate information to the relevant stakeholders related to social, legal and environment. There was an available list of stakeholder FY 2016/2017 sighted at Pekaka POM, Paroh Estate, Ruai Estate and Pekaka Estate. Type of information is name of stakeholder, designation, representative, telephone number and updated yearly. The level of access to this information can be access by the Manager, Senior Assistant, Assistant Manager, Supervisor and Office Clerk. There is an SOP available to describe the process (SPMS Section 3 Documentation and Communication (Version 1 Year 2008, Issues 1, Issues 01/11/08) displayed in website, office and disseminated to the stakeholder during the stakeholder meeting and consultation.</p> <p>Indicator 1.1.2. The SOP (SPMS Section 3 Documentation and Communication (Version 1 Year 2008, Issues 1, Issues 01/11/08) and Standard Operation Manual (SOM) Procedure for External Communication (Version 1, Year 2008, 01/11/2008) describe that specific request for information from interested parties shall be channeled to the TQEM Plantation, Communication Department and Legal Department of Sime Darby Plantation.</p> <p>The person in charge for Pekaka POM is Muhammad Saiful bin Hassan Assistant Engineer appointment date 15/9/2016, AirizaAzuan bin Shahruzzaman Assistant Engineer appointment date 01st July /2016, Paroh Estate Muhammad Hafizi b Md Yusuf (Assistant Manager) dated 1st July 2016, Ruai Estate Nor Akmal bin Zainal Abidin(Assistant Manager) dated 15 July 2014 and Pekaka Estate Jong Hung Fuh (Assistant Manager)</p>

Specific request for information from interested parties shall be channeled to the TQEM Plantation, Communication Department and Legal Department of Sime Darby Plantation. The manager will receive all external communication from external interested parties. He will review it and if its found to be authentic, he will respond to it. Timeframe for External Communication within two weeks of the date received the communication needs feedback and within one week of the completion of the investigation, for communication requiring investigation. Based on the audit there is complaint made by the workers and the issues has been resolve in timely and appropriate and all action is documented.

Status: Compliance

1.2

Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Indicator 1.2.1.

The management had also provided all the publish document related to relevant criteria at the estate and being published to public including internal and external stakeholders related to :

- i) Land title and user right. Was made available at the office estate : and the management had shown that they have a legal right of respected land (refer to 2.2.1)
- ii) There is documented safety health and environment at each of the estate. The Occupational Safety and Health Management Programme SOU 34 – FY 2016/2017 consist of risk assessment and mitigation (Impacts Evaluation and Environmental Aspects & Impact Identification has been FY 2016/2017), emergency response plan FY 2016/2017 and being published for the internal and external stakeholders.
- iii) There is a social and environmental impacts and mitigation measures plan (Impacts Evaluation and Environmental Aspects & Impact Identification has been FY 2016/2017)
- iv) There is Biodiversity Baseline Assessment Report for SOU 34.
- v) The plans of impact assessment of the plan was made available at the estate and the manual procedure has been done to monitor all the activities. There was available the list of report monitoring the performance- which has list of record and activity. There is a clear timetable of environmental issues and mitigating measures state in with Person in charge and time frame.
- vi) There is available of pollution prevention plan which include the preparation of emergency – the full procedure of emergency plan including the flow chart of emergency incidence (Pollution Prevention Plan – FY 2016/2017)
- vii) There is a Flow Chart and Procedure on Handling Social Issues SPMS Appendix 5 01/11/2008. Upon any arising social issues, the matter shall be brought forward to the respective estate management. A negotiation process involving the estate management, representative from the disputed parties, zone heads, third parties and stakeholder shall be carried out.
- viii) The public summary report is available during the audit and displayed in the website Sime Darby (www.simedarbyplantation.com/sustanaibility/governance/assusring-our-practives)
- ix) There is a human right policies stated in the separated policies such as Child Protection Policies, Social Policies.

Based on the interview all the managers and staff are all aware that the respected document was made available to the public to access it in accordance to their transparency and integrity company policies.

Status: Compliance

1.3

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

Indicator 1.3.1.

During the audit, there was a code conduct in the reference book (*Kod Etika Kerja*). A prohibition of all forms of corruption, bribery and fraudulent stated in Code no 7 (*Menangani Gejala Rasuah dan Sogokan*) was sighted during the audit. The handbook was given to all workers and contractors working in the company and accepted by them (signature evidence on the contract).

On the other hands, it was sighted that the code has been published and displayed in 3 main language for the estate workers and level. There is an evidence of COBC (Code of Business Conduct) refresher training done. From the interview it was found that the policies has been communicated and socialized among the workers during the muster ground meeting in the morning. The code of ethical conduct was also sighted being socialized through all level of workforce and operation.

According to interview with workers on the mill and estate, they were aware about the code of conduct business and ethical in all business policy.

Status: Compliance

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

Indicator 2.1.1

In the mill seen the Quarterly Return Form as per First Schedule of the Environmental Quality (Prescribed Premises) (Crude Palm-Oil) Regulations, 1977 that reports to DOE for 2nd quarter dated on 07/10/2016 [ref. 31/152/000/013– report to DOE sighted]. As a palm oil processing mill, they have obtained the Fire and Rescue Department’s fire certification in accordance to requirement under Fire Services Act 1988 [Act 341, Sek. 28, 29 & 30] – Fire Services (Fire Certificate) Regulations, 2001.

The composting yard “Proposed Covered Composting Area” seen in accordance to Schematic Layout Plan and the final discharge seen in accordance to “Effluent General layout”.During site visit, seen flow meter [inlet and outlet] in working condition to monitor the quantity of daily effluent being recorded in accordance to clause 10 of *Jadual Pematuhan*. There are 5 competence person for Boilers, Competence Wireman Grade 2 and Certified Environmental Professional in the Treatment of POME – CePPOME.

Continuous Emission Monitoring System [CEMS] – Connected to DOE for the movement of stack particulate on every minute. Boundary noise monitoring done as planned and audiometric test for 84 mill staff and workers [80 male and 4 female] was done by consultant [Global Green OSH Services S/B. All the sampled estates effectively keep their applicable permits and licenses; such as permit for air compressor, CF for worker’s quarters not applicable as per JTK Law [Sarawak] as contractor can provides hand over job letter upon complete building construction, registered competence person for nursery by MPOB, MPOB license, certified Medical Assistants by *Lembaga Pembantu Perubatan Malaysia*.

There were non conformity **NCR No. 2016.01**, such as:

- a. Permit for diesel storage for 18,000 Litter – Q006860 expired on 28/09/16 [Paroh Estate]
- b. Permit for diesel storage for 18,000 Litter – Q006812 expired on 28/06/16 [Ruai Estate]

Indicator 2.1.2

In the mill seen the Evaluation Compliance Score Card with annual rating statement of “Satisfactory”. Any new laws or regulations that needs to be comply shall be issuing of a new matrix that required to be review annually. In the estates, seen Standard Operating Manual [appendix 5.2.4a] that guides the operating units on how to monitor the progress of applicable laws and regulations. The Group Sustainability Team [PSQM] will update the estates if there are any changes in the legal requirements. Seen the law and regulation books such as Employment Act 1955 [ACT 265] – as at 25th May 2016, Factory and machinery Act 1967 [ACT 139] – as at 01st December 2015, Occupational Safety & Health Act 1994 [ACT 514] – as at 01st April 2016 and Environmental Quality Act 1974 [ACT 127] – as at 01st April 2016.

Indicator 2.1.3

Responsible person in charge for the legal and regulatory monitoring are adequately identified in mill and all the sampled estates. Aside, on monthly basis the regional [Sarawak] Safety Officer[s] will do the spot audits on the implementations. Seen the verification record for Sept 2016 with no major issues on compliance of LORR.

Indicator 2.1.4

The identification of changes is the responsibility of PSQM whom shall notify in written to the mill & estate representatives of the changes. It then the respective operating unit’s head to delegate the information among their team members. Seen an email notification from PSQM on 14/09/2016 informing estates the latest updated LORR for filing, the sampled estates are maintaining the latest updated version provided by PSQM. Example, the Minimum Wage Act updated from “Minimum

Wage Order 2012” to “Minimum Wage Order 2016”.	
2.1.1.	Status: Non Conformity No. 2016.01 with Major Category
2.2	
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.	
Indicator 2.2.1	
<p>The mill was built in 1995 and it is located in Pekaka Estate. Sighted the land title and cross checked with DOE approval letter [AS/SWK/B:31/152/000/013 – JP-2016/2017] – License No. 003056 for mill operation. Sighted the legal – land title [ref- 304—33] that covers [13,200 HA] the whole property of Pekaka Complex [6 operating units consist of 1 mill and 5 estates]. Sighted the quit rent payment [2013/14] history as below disposition that not includes of Chartquest Estate which managed separately:</p> <ul style="list-style-type: none"> • Land Title Area – 4,707.40HA [Pekaka, Dulang, Paroh and Ruai Estate] • Land Title Ares – 5,555.60HA [Paroh, Dulang and Ruai Estate] <p>Since the land ownership consist more than 3 directorships, therefore the land title under the name of “Wangsa Mujur Sdn. Bhd.”. Also verified the “return giving Particulars in Register of Director, Managers and Secretaries”. In brief the whole property was developed by Austral Enterprise Berhad a subsidiary of Island & Peninsular with first planting done in 1989 in Pekaka Estate. Ruai Estate was established together with Pekaka Estate in 1989 and originally Ruai known as Pekaka II which was under 1 management of Pekaka Estate. With effect from June 1992, Ruai has been separated as own entity. Dulang Estate with first planting in 1991.</p> <p>Paroh was established with first planting in 1993 and ended in 1995. The complex was completed with last planting of Chartquest Estate in 1997 with the joint venture of RumahMamat holding [Long House Head] 16% equity other than WangsaMujurSdn. Bhd. And Sarako Sdn. Bhd [now known as Mitsui]. Finally, Austral Enterprise Berhad was acquired by Golden Hope in February 2004 which subsequently merged with Sime Darby in November 2007.</p> <p>Surrounding entities as below:</p> <ol style="list-style-type: none"> 1. Paroh Estate [2,581 HA] – Saremas Sdn. Bhd. [Wilmar Group], Gayanis Estate [KTS Group] and Oxford Glory [WTK Group] 2. Ruai Estate [2,521 HA] – Pekaka POM, Lavang & Rasan Estate, Dulang Estate, Pekaka Estate and Chartquest Estate [Sime Darby] 3. Pekaka Estate [2,742 HA] – Pekaka POM, Dulang Estate, Ruai Estate and Chartquest Estate [Sime Darby] and May Best Estate [smallholder – separated by a trenches] <p>Indicator 2.2.2</p> <p>Except the Paroh estate, the other sampled estates are surrounded by Sime Darby owns estates, therefore no boundary stone being planted. As current practice there are trenches and boundary roads separating Ruai estate from other estates. Paroh Estate connected to own estates Dulang Estate, Gayanis Estate owned by KTS Group, Sarimas Estate owned by Wilmar Group, Suai River and RumahPanjang Edward Tengam. However, there is no ground verification / census record available to justify regular monitoring being conducted in accordance to documented procedure “Boundaries” page 2 – Section B7, bullet e).</p> <p>Indicator 2.2.3, 2.2.4, 2.2.5 and 2.2.6</p> <p>There is no land dispute in the sampled estates as their land titles are legally identified and documented.</p>	
2.2.2.	Status: Non Conformity with minor category (NCR No. 2016.02)
2.3	
Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.	
Indicator 2.3.1	
<p>Mill was built in 1995, it is located in Pekaka Estate. Sighted the land title and cross checked with DOE approval letter and license for mill operation. There is no evidence the presence of identification of legal, customary or user rights as the estate is in oil palm operation since 1990.</p>	

Indicator 2.3.2, 2.3.3 and 2.3.4	
There is negotiated agreement in any of the sampled estates, therefore FPIC not applicable.	
Status: Compliance	
PRINCIPLE #3 Commitment to long-term economic and financial viability	
3.1	
There is an implemented management plan that aims to achieve long term economic and financial viability.	
Indicator 3.1.1	
<p>In the POM, seen the existing business or management plan expires on Dec 2017. Seen the plan consist and focus on production cost [FFB received, CPO & PK produced, OER and KER]. The processing cost [FFB reception, FFB handling, sterillation, threshing, pressing, clarification, depericarping, kernel recovery, boiler, power generation, storage, laboratory, water treatment plant, POME, workshop and EFB disposal] As for the fixed administrative cost [staff, executive, office, security, general and others]. The plan from Jan 2018 onwards [the for minimum 3 years] not available as the mill management not been advised on their projected budgets by the HQ.</p> <p>Paroh Estate is not connected to any scheme smallholder. The estate has a documented business plan / budget with a minimum of annual planning. Seen the plan "MPLAN 2016-2017] includes of current and forecasted area statement. Sighted the estate's Permit to Import Plants [department of Agriculture, Sarawak Malaysia] for "Germinated Oil Palm Seeds – DxP SD Premium from Sime Darby Seeds & Agriculture Services Sdn. Bhd. Crossed checked the Delivery note.</p>	
Indicator 3.1.2	
<p>In Ruai and Paroh estates, see replanting program that starts from year 2015/16 to 2023/24. The last replanting was in 2015 and the next expected to be in 2nd quarter of 2017 for 207HA. During field visit, it was observed no land clearing [felling] in course of replanting. In Pekaka estate, seen a "Long Range Replanting Program" that not planned in peat area. For year 2016/17, the felling/deboling work planned to be at Block 23, 24, 26 and 27. As at 23/09/2016 only Block 23 and Block 26 is undergoing felling/deboling works since Aug 2016. Seen the payment records to contractor [Sovereign Vision Sdn. Bhd.], progress report of number of trees fell, applied area and machineries records from contractor.</p>	
Status: Compliance	
PRINCIPLE #4 Use of appropriate best practices by growers and millers	
4.1	
Operating procedures are appropriately documented and consistently implemented and monitored.	
Indicator 4.1.1	
<p>Quality, Environmental and Occupational Health & Safety management system developed for mill observed. Total 16 management procedures developed for the whole Quality Management System.</p> <p>Different SOPs developed for relevant production section:</p> <ul style="list-style-type: none"> • Reception Station • Fruit Handling Station • Sterilization Station • Threshing Station • Pressing Station • Clarification Station <p>Process flow chart for production process observed. Sufficient SOPs developed and covered whole POM processes. Controlled set of QOHSE documents observed during the mill audit. Document Master List observed for all procedures and SOPs. Safety work procedure has included on the mill processing procedure at each station. Document revision well controlled with updated version keep track. During the site observation, updated documents observed at the point of use.</p> <p>Reference Manual (ARM) latest updated July 2011. Standard Operating Manual (SOM), 2018 & Standard Operating Procedure (SOP), 2008. The SOP has covered the key processes like harvesting, transportation, fertilizing, IPM, chemical handling and Manuring. Estate Quality Management System established for whole Sime Darby Plantation. Quality management manual date 1/11/2008, rev 01 observed with relevant SOP developed:</p> <ul style="list-style-type: none"> • Seed Planting 	

- Watering
- Spraying
- Pruning
- Manuring
- Harvesting

All the procedures were available in each Mill and Estate on English and Bahasa Melayu. Based on interview with sterilizer operator in Pekaka POM, he can explain regarding working safety and his job descriptions. In addition, according to interview with harvesters in Paroh Estate on Field 95PB, interview with spraying workers in Ruai Estate on Field 2014B and interview with Spraying workers in Pekaka Estate, 2012D They can explain related to job descriptions and safety working environment.

Indicator 4.1.2&4.1.3

Internal audit conducted on yearly basis for monitoring of SOPs implementation. Daily monitoring performed by mill and estate supervisor. SOU monthly briefing performed for communication of SOPs and reminder for all employees. And also there are mechanism to check consistent implementation of procedures through internal audit by PSQM, Mill Advisor Visit and Plantation Advisor Visit. The latest Mill Advisor visit on 29 – 30 September 2016 with previous visit 22-23 June 2016. The company has follow up all of mill advisor suggestion. Therefore Plantation Advisor had visit to the each estate, for example: latest Plantation Advisor Visit in Paroh Estate dated 16 March 2016, Ruai Estate dated 7 September 2015 and Pekaka Estate dated 16 May 2016, while Mill Advisor visit dated 29 September 2016. According to interview with estate manager and mill manager, a mill advisor and or a plantation advisor was conducted field visit every year.

Indicator 4.1.4

Based on the document verification and interview with the Security, Weighbridge operator and Mill Manager that known during last year there are no external sourced FFB.

Status: Compliance

4.2

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

Indicator 4.2.1

The company has a SOP Agriculture Reference Manual (2008)-Chapter 8. Manuring regarding Manuring on Immature area and Mature area. All manuring programs were monitored through Monthly Manager Report and also Agronomist Visit Report. Agronomist will assess the level of achievement manuring program, such as score of manuring in Paroh Estate is 98.44, Ruai Estate: 100 and Pekaka Estate: 90.00.

Indicator 4.2.2

Agronomist recommendation was determined by leafs and soil sampling analysis. Fertilizer input for estates were implemented through chemical fertilizer application (urea, phosphate and potash), organic fertilizer application through EFB mulching and compost fertilizer and natural cover by legume cover crop planting which act as erosion protection as well as recycling the nutrient. Fertilizer using per ton FFB during 2015/2016 is 0.062 MT/MT FFB in Paroh Estate, Ruai Estate: 2015/2016 is 0.265 MT/MT FFB and Pekaka Estate: 2015/2016 is 0.0409 MT/MTFFB.

Indicator 4.2.3

Sime Darby Plantations has Sustainable Plantation Management System (SPMS) Version1 year of 2009. Soil sampling unit will be conducted every 5 years, while leaf sampling unit will be conducted every year by Research and Development Center Upstream. The latest soil analysis test report was on 29 May 2014 by Sime Darby Research Sdn, Bhd. While last leaf sampling unit was conducted on 25 March 2016. The sample is for agronomic and fertilizer recommendation period of 2016/2017. For example: the recommendation Ammonium Chloride for period April-June 2017 is 100 ton in Paroh Estate.

Status: Compliance

4.3

Practices minimize and control erosion and degradation of soils.

Indicator 4.3.1& 4.3.2.

There are soil maps with scale 1:20,000 on each estate. Fragile soil was available in Dulang Estate, Ruai Estate and Pekaka Estate. Fragile soil including Gondang soil Series. The estates are vital in term of erosion control as well as top soil protection for soil fertility. There are policy slope and river protection dated January 2015 signed by Managing Director. In addition there are ARM Section 3 about replanting which suggested other method such as ground cover management, recycling biomass, terracing and natural regeneration instead of replanting.

Indicator 4.3.3.

There was a road maintenance program on each estate and the road maintenance record was available too. For example: Paroh Estate has realized road grading on Field 2014B, 2015C, 1995PA, 1994PH, 1995 PD and 2014 A. while Ruai Estate has realized road grading on Field 1993RQ, 1992RD, 1992RB and 1992RF. Based on field observation on Paroh Estate, Ruai Estate and Pekaka Estate the roads all are in a good conditions.

Indicator 4.3.4

Peat soil is available scattered on each estate. The company has SOP Peat subsidence gauge installation dated 14 March 2016 by Plantation Research and Advisory Department. Based on field observation in Dulang Estate for Field 2015A, there was available subsidence gauge. According to the interview with the assistant manager that in charge for this gauge, the same has been monitored every month since January 2016. The management unit has plant *nephrolepis* to minimizing soil subsidence. Therefore there are available water management by method of weirs on the drainage. Water tube is using to monitor the water level on drainage and below of soils.

Indicator 4.3.5

According to interview with estate manager on Ruai Estate and Pekaka Estate, the replanting on peat area will be conduct by year 2020/2021. While during last year and period of 2016/2017 there were no available replanting on peat area. the strategy in place for their fragile and problem soils were explain on Agriculture Reference Manual (ARM) Section 4 about land preparation, topic 8 construction terraces and also SOP EQMS Level 3 Section B6 about Soil and Water Conservation using LCC Planting and stacking of fronds. This procedure were available on each estate office; based on the field observation in field 92RM Ruai Estate there were available silt pit and road pits to prevent soil surface erosions.

	Status: Compliance	
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4.4

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

Indicator 4.4.1.

There is a water management plan: contingency plan during water shortage for financial year 2016 / 2017 to identify action including the impacts on catchment area and local stakeholders, access of clean drinking water all year round for stakeholder and avoidance of surface ground water contamination.

Indicator 4.4.2.

There is a guidelines on river reserve management by Sime Darby, the guideline is established to standardize the management at the river reserve area and recommended best practices to conserve river. In this guideline, the estate has identified the river, demarcation, activities at the river reserve area and technical guidance on water sampling.

There is a buffer zone marked and maintain by the Paroh Estate



Indicator 4.4.3.

For Pekaka POM, there is effluent treatment pond and composting plant. There is a monitoring report from Third Party Lab (ESI Laboratory SdnBhd SAMM NO. 435). Monitoring parameter for BOD, COD, TSS, Total Solids, Ammoniacal Nitrogen, Total Nitrogen and O & G. The latest results showed that all parameter were below the standard limit set by DOE based on the trend of 3 times of sampling 7 June 2016, 4 July 2016 and 2 September 2016. Pekaka POM has obtained the license from DOE, the License number 003056 Pekaka Palm Oil Mill (1 July 2016 – 30 June 2017).

Indicator 4.4.4.

Water consumption record is available for year 2015 & 2016 observed. By using the flow meter, up to the latest month i.e September 2016, overall water usage for the mill was recorded to be around 9707 litre. There is water consume for 2016 for production line per FFB. Latest in September 2016 was recorded to be 2.71 liter per tonne FFB. The average water usage per ton FFB during last year for Pekaka POM in 2015 is 268 litre ton per FFB.

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

Indicator 4.5.1.

There is IPM procedure on ARM Section 15. Plant Protection, there are several pest and disease on plantation such as: rat, leaf eating caterpillar, beetle, grasshopper, and rat. The main method of treatment will be through rat baiting; active ingredients for such baits are categorized into chronic (blood anticoagulant) and acute poisons. Warfarin base should be the primary bait type use due to its relatively lower cost and safety towards predators of rats in particular barn owls. The biological control of rats using barn owl is encouraged and gradually being implemented in all estates. Warfarin rat baiting should be implemented to supplement control inadequacy during the first 2-3 years of barn owl establishment. In estates where barn owl are not known to habituate, as in the case of Borneo Island, Plant Protection Unit/ PA should be consulted for baiting activities, importation of barn owls, and establishment of owl nesting boxes. Based on interview with PSQM assistant, nowadays Takau Estate (Rajawali POM) was developing this Barn Owl (\pm 70 Km). However there were reducing of Warfarin usage like in Ruai Estate was reduced 20.99% on 2016 and Pekaka Estate was reduced 0.18%.

Indicator 4.5.1.

There are IPM training records in each estate, such as: IPM training dated 1 August 2016 to 13 workers in Paroh Estate, IPM training dated 11 June 2016 to 46 workers in Ruai Estate, and IPM training dated 5 August 2016 to 5 workers in Pekaka Estate.

	Status: Compliance	
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4.6 Pesticides are used in ways that do not endanger health or the environment

Indicator 4.6.1

The Company has work procedures associated with chemicals such as spraying and pest and disease control. The procedure is contained in the Pictorial Safety Standard (PSS) Chapter 8 about pesticide handling. Company is using pesticides in accordance with the target and the actual target achievement in the field is conducted three to four times a year. The pesticide has been registered in the national regulation, based on the results of field observations in Field found chemical circle weed control. The spraying activities are using pesticides that are already registered in MPOB that is active ingredient *glyphosate* with a dose of 300 ml / hectare to control broadleaf weeds in the circle of oil palm. During field observation to field 95PB Ruai Estate, and field 2012D Pekaka Estate that known it was observed that spraying worker used chemical material with the active ingredient "glyphosate", the target is a broadleaf weeds on the circle oil palm.

Indicator 4.6.2.

The company carries out weed control by using chemicals made in 3-4 rotations in a year. Weed controls such as circle spraying is performing selectively adapted to conditions on the field. Based on the data from the use of pesticides known the decrease of the pesticides use, in the recapitulation of 2015, the use of pesticides with the active ingredient glufosinate-ammonium: 3.3 liters/Ha; *Glyphosate isopropylamine* 41.0% is 1.5 liters/ha in Paroh Estate, while Ruai Estate were using pesticide with 0.077 liters/ha and Pekaka Estate is 1,608.87 liters/ha.

Indicator 4.6.3.

There are IPM procedure on ARM Section 15. Plant Protection, there are several pest and disease on plantation such as: rat, leaf eating caterpillar, beetle, grasshopper, and rat. The main method of treatment will be through rat baiting; active ingredients for such baits are categorized into chronic (blood anticoagulant) and acute poisons. Warfarin base should be the primary bait type use due to its relatively lower cost and safety towards predators of rats in particular barn owls. The biological control of rats using barn owl is encouraged and gradually being implemented in all estates. Warfarin rat baiting should be implemented to supplement control inadequacy during the first 2-3 years of barn owl establishment. In estates where barn owl are not known to habituate, as in the case of Borneo Island, Plant Protection Unit/ PA should be consulted for baiting activities, importation of barn owls, and establishment of owl nesting boxes. Based on interview with PSQM assistant, nowadays Takau Estate (Rajawali POM) was developing this Barn Owl (± 70 Km). However there are reducing of Warfarin using like in Ruai Estate was reduced 20.99% on 2016 and Pekaka Estate was reduced 0.18%.

Indicator 4.6.4

The Company has a complete list of pesticides that are designated by World Health Organization (WHO) Class 1A or 1B, or listed in the Stockholm or Rotterdam conventions. Based on interview with estate manager and field visit on chemical storage, Sime Darby Plantation Sdn, Bhd has been implementing zero policy of using *paraquat* since 2010. While warfarin can be used on the field without barn owl box, especially in Borneo Island.

Indicators 4.6.5 & 4.6.9.

The Company has a work procedures associated with chemicals such as spraying and pest and disease control. The procedure contained in the Pictorial Safety Standard (PSS) chapter 8 about pesticide handling. Based on document verification, all estate were held pesticide handling training on 18 February 2016 in Paroh Estate, dated 14 May 2016 in Ruai Estate and dated 20 May 2016 on Pekaka Estate. According to interview with spraying workers, they can explain about pesticide handling and PPE's usage. But there are no available associated smallholders on this audit scope.

Indicators 4.6.6 & 4.6.7.

There is a SOP Environment and Quality management system (November 2008) and Pictorial Safety Standard (PSS) Chapter 8 about Pesticide handling. Based on the field visit to Paroh Estate, Ruai Estate and Pekaka Estate, there are implementation of the SOP and well organized. All Pesticides is stored according to the Color Coding (OSHA 1994). There is an evidence showing that the empty containers are properly stored at the Chemical Storage Area. Based on the site

visit at field and disposal area, there is no evidence that pesticide containers are disposed and used for others purposes. Latest empty chemical containers transporting dated: 1 October 2016 in Paroh Estate, 18 July 2016 in Ruai Estate and 15 October 2016 in Pekaka Estate. All estate were held pesticide handling training on 18 February 2016 in Paroh Estate, 14 May 2016 in Ruai Estate and dated 20 May 2016 on Pekaka Estate.

Indicator 4.6.8.

According to interview with Estate Manager in Paroh Estate, Ruai Estate and Pekaka Estate, there is no aerial spraying during year 2015 and 2016.

Indicators 4.6.10.

There is Sime Darby EQMS dated 1 November 2008 section VII Handling of Environmental Aspects-Section 1 Handling of Scheduled Wastes and training has been provided to workers and managers regarding proper waste disposal at Lavang Community Hall regarding the Safe Operating Procedures on Chemical Mixing and Triple Rinsing Training regarding the empty containers disposal. Based on the audit there is an evidence of inventory for empty containers at SOU 34 and the waste disposal to the Environ Waste Management (M) Sdn, Bhd (License No. 001719 from *Jabatan Alam Sekitar* dated 23/11/2011 valid until 30 April 2017).

Indicator 4.6.11

Latest list of name pesticide operators on each estate was available, such as: Paroh Estate: 11 operators, Ruai Estate: 18 operators and 18 operators in Pekaka Estate. All pesticide operators that have been listed undergone the Annual Medical Surveillance Report on Medical Examination Report and Occupational Medical Surveillance Programme at the Estate latest 25/03/2016. Medical records of all pesticide operators are available and well-kept in the file latest medical surveillance is on 25/03/2016. Examination system for workers was consist of cholinesterase/blood test, spirometry, eyes/pupil, abdominal viscera, lung and audiometry.

However the company can't showed the follow up for medical surveillance result on behalf Chula Anak Nayan in Paroh Estate. Therefore Ruai Estate can't be show result of specific annual medical surveillance for all pesticide operators year of 2016. Based on explanation this was raised as **NCR No. 2016.03.**

Indicator 4.6.12.

Social and Humanity Policy signed by Managing Director on January 2015; it is explain regarding Preventing sexual harassment and other forms of violence against women and protecting their reproductive rights. There is also memorandum from estate manager related preventing pregnant and breast feeding women from pesticide handling (January 2015). According to interview with spraying workers and interview with medical assistant in clinic at each estate there are no pregnancy and breast – feeding women spraying workers during last year. The company have a system to identify pregnancy spraying workers through monthly general medical check up.

4.6.11	Status: Non Conformity No. 2016.03. with Major Category
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4.7

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

Indicator 4.7.1.

Occupation Safety and Health Policy dated April 2011 observed. Communication of policy performed through tool box meeting.

Occupational Safety and Health Management Programme for year 2015/2016 observed for mill and estates. Sufficient program defined. Safety and Health target set and ongoing monitoring performed on the planned programme.

Relevant programme implemented on periodically basis:

- Morning briefing every week.
- OHS Committee Meeting every quarterly

- Workplace Inspection every quarterly
- Fire Drill half yearly
- First aid training annually
- Fire fighting annually
- Accident investigation and reporting annually.

Indicator 4.7.2

Relevant type of test such as audiogram test, medical surveillance, CHRA performed according to legal requirement. Sufficient actions observed following the test results. HIRADC procedure developed with proper criteria attached for risk assessment at mill & estates. All mill and estates activities covered for HIRADC study. Relevant action proposed for identified hazard. Several operation controls defined with relevant procedures such as Personal Protective Equipment (PPE), Log Out and Take Out (LOTO), Permit To Work, specific competence person, chemical store management, etc. Overall implementation of operation controls were at satisfactory level.

Indicator 4.7.3 & 4.7.4

Sufficient and suitable PPE had been distributed to workers. Relevant PPE training has been provided to estate's staff and workers. Safety & Health Committee established for mill and estates. The establishment of Safety & Health Committee observed and in line with legal requirement. Safety & Health meeting conducted at least on quarter yearly basis and comply with legal requirement. Safety and health related issue discussed during the meeting and proper action plan observed for outstanding issue. Based on field observation that known all workers in mill and estate was use PPE's. The management unit also was conduct inspection and monitor PPE's usage. However the management unit can considerate to reappointment of discipline in the use of PPE on the mill. (OFI)

Indicator 4.7.5 & 4.7.7.

Emergency Response Procedure observed with description of emergency situation handling for estates. Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors. Good understanding level observed among the workers. No accident reported for both mill and estates for year 2015; while there are minor accident in Paroh Estate on April 2016. The company has evaluated and make a preventive action regarding this accident. Accident recorded in Lost Time Accident term and clearly presented during the audit. Fire drill training conducted at mill and estates for improving staff and workers awareness on emergency handling. Functionality of firefighting system and first aid equipment assessed during the mill observation. First aid training attended and all first aider certified.

There are some non conformities (NCR No. 2016.04) such as:

- a. According to field observation at Field 92RL that known harvesting foreman was not took first aid kit. [Ruai Estate]
- b. In chemical store, the description of items in the first aid box are different from log book. [Pekaka POM]
- c. First aid box seen not regularly checked for the availability condition during emergency. [Paroh Estate]

Indicator 4.7.6

Medical insurance provided to all workers. All staffs and executives has cover by Social Security Organization (SOCISO) Insurance, while all of foreign workers was covered by Rashid Husin Bank (RHB) Insurance. Insurance agreement observed for all workers. Evidence of insurance claim observed. OSH safety Manual August 2008. All mill workers were conduct conducted audiometry test dated 3 May 2016 by Global Green OSH Services SDN BHD. Such as: 80 male and 4 female (staff and workers). Hearing impairment: 46 workers and standard threshold shift (annual audiograms) 16 workers. There are 24 workers who has standard threshold test, the company was conducted audiometry re-test dated 26 September 2016.

4.7.3	Opportunity For Improvement	
4.7.5	Non Conformity with minor category (NCR No. 2016.04)	

4.8
All staff, workers, smallholders and contractors are appropriately trained.

Indicator 4.8.1.

Training program for year 2016 observed for estates. Sufficient training planned for improving of RSPO awareness among workers observed. Relevant training arranged according to Training Program. Training records for each training captured

for training date, participant list, training venue and trainer. Training record for employees observed with evaluation performed.

Training plan for year 2016 observed, the list of training is

- List of training is
- OSH Act & Regulation 1994
- Environment Quality Act and Regulations 1974
- Factories & Machinerics Act 1967
- Environmental, Safety & Health Policy
- Understanding of Group Policy & Authority (GPA B.4)
- Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000
- HIRARC
- Notification of Accidents and Dangerous Occurrence
- Accident Investigation Techniques
- Chemical & Spraying Safe Operating Procedures
- Guidelines (highly Toxic Pesticides) Reg 1996
- Emergency Response Plan
- Scheduled Waste Management – Inventory, labelling, disposal, handling.
- Environmental Responsibility & Biodiversity
- OSHA 18001
- RSPO training

There are training records for contract workers, latest training at Pekaka POM is 27/06/2016, at Paroh Estate is 11/06/2016, at Ruai Estate is 14/07/2015 and Pekaka Estate is 22 August 2016. This has been verified during the interviewed at POM and Estate.

Indicator 4.8.2.

Relevant training records such as training attendance list, training evaluation record, training certificate, etc available during the training. There is special training for all staff and workers for Pekaka POM latest on 27/06/2016 and for external stakeholder (stakeholder consultation meeting on 27/7/2016., training for all staff and workers for Paroh Estate latest on 11/06/2016 and for external stakeholder (stakeholder consultation meeting on 13/8/2016, training for all staff and workers for Ruai Estate latest on 14 June 2016 and for external stakeholder (stakeholder consultation meeting on 9 September 2016). Pekaka Estate latest on 14 June 2016 and for external stakeholder (stakeholder consultation meeting on 9 September 2016).

Status: Compliance

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

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

Indicator 5.1.1.

There is Impacts Evaluation and Environmental Aspects & Impact Identification for FY 2016/2017. It covers processing mill for Mill entrance, Weight Bridge, FFB ramp, Reception, Fruit handling, Sterilization, Threshing, Pressing, Depericarping, clarification, kernel recovery, W.T.P., Boiler, Engine Room, E.T.P, Workshop, Lab, Mill Compound, Canteen and Wash room. The assessment was include consultation with relevant stakeholder based on the stakeholder consultation meeting.

Indicator 5.1.2 & 5.1.3.

Environmental management plan is integrated with pollution prevention plan latest for FY 2016/2017. The responsible person is identified for POM and Estate. There is timetable to define the environmental issues, mitigating measures, action by and time frame.

Status: Compliance

5.2

The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced

Indicators 5.2.1; 5.2.2; 5.2.3; 5.2.4; & 5.2.5.

The HCV assessment was done in June 2009 by Norazam bin Abdul Hameed (Bachelor Science Forestry and Master Science in Environment). The reassessment has been done on October 2016 done by certified HCV assessor Nur Aida ab Ghani (Cert number ALS 2015-104). The report's mentioned the methodology applied as well the extend of coverage that includes the presence of protected areas, the conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. The assessment not found any HCV habitats, such as rare and threatened ecosystems, however There is river buffer zone 30 Ha established at the Paroh Estate, Ruai Estate has reserve patches of 0.25 hectares in the estate as biodiversity area. Pekaka Estate there is a River buffer zone (Ruai River) 10.00 hectares



River Buffer Zone (Ruai River at Paroh Estate)

The estate has taken action in putting up signage as "No Hunting" and "No Fishing" to unsure the awareness of the border part to all the workers. There is monitoring plan and continuing efforts for the conservation of the nature area for SOU 34, the monitoring programme will be conducted annually and throughout the year, any sighting or identification on new ERT species will be recorded accordingly.

Status: Compliance

5.3

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

Indicator 5.3.1.

It was sighted during the audit, there was a segregation and classification of waste has been identified. Sources of waste and pollution has been made into registry and being updated. The scheduled waste has been collected by the respected collector approved by Department of Environment Malaysia (DOE) and have a licensed to collect the scheduled waste.

There was a list of registry list of waste product recorded including :

- SW 430 (Obsolete Laboratory Chemicals) ,
- SW 410 (Used Oil Filter)
- SW 409 (Empty Chemical Container)

- SW 306 (Spent Hydraulic Oil)
- SW 102 (Used Battery)
- SW 429 (Waste Chemical)
- SW 305 (Spent Lubricating Oil)

Latest disposal at Pekaka POM on 06/10/2016 handled by E-Concern (M) Sdn Bhd as a registered scheduled waste disposal contractor, at Paroh Estate latest disposal of scheduled waste is 15/08/2016 handled by Environ Waste Management (M) Sdn Bhd as a registered scheduled waste disposal contractor, at Ruai Estate latest disposal of scheduled waste is 18/07/2016 handled by Environ Waste Management (M) Sdn Bhd as a registered scheduled waste disposal contractor. At Pekaka Estate latest disposal of scheduled waste is 15/10/2016.

Indicator 5.3.2.

There is an inventory of schedule waste kept by the storekeeper and there is notification to DOE through e-Swiss from Pekaka POM and consignment note for Paroh Estate, Ruai Estate and Pekaka Estate. The storage area and scheduled waste drum is built and labelled according to the Schedule Waste Regulation 2005.



Schedule Waste Storage Area

Indicator 5.3.3.

There is waste management plan and pollution prevention plan to avoid pollution. The type of waste is identified in waste management plan (Scheduled waste and industrial waste). Industrial waste such as EFB/ Compost is converted into fertilizer and EFB application on field for immature crop.

Action plan has been identified based on the waste management plan and the hazardous chemicals are disposed according to the Scheduled Waste Regulation 2005. No open fire is used to dispose off the waste, there is an evidence of disposal through licenced disposal contractor. Head upstream Malaysia Sime Darby Plantation Sdn, Bhd was raise new policy related to waste management (hazardous and non-hazardous) in accordance with applicable legislation as well as to monitor amount of waste generated in daily operation (regard to Ref. No: PSQM/ESH/060/10/2016 dated 18 October 2016).

Consideration to implementation of domestic waste management in accordance to inter-office mail from Head Upstream Malaysia (SDP) Ref. No: PSQM/ESH/060/10/2016 dated 18 October 2016. **(OFI)**

5.3.3. Status: Opportunity For Improvement

5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.	
Indicator 5.4.1.	
<p>Management program for efficiency use of diesel/petrol observed for year 2015 & 2016. The management plan implemented and monitored.</p> <p>Monitoring of diesel and electricity usage per tonne FFB performed in mill. On-going analysis performed and monitoring result observed. Latest usage of Shovel on September 2016 is 1,823 liter, Cars 456 Liter, Tractor 350 liter, and genset 32,043 liter</p> <p>There is monitoring of diesel usage at Paroh latest on September 2016 is 24.83 liter per CPO , Ruai Diesel usage per ton of FFB latest on September is 1.58 liter / FFB and Pekaka estate Diesel usage per ton of FFB latest on August is 11.18 liter / FFB.</p>	
	Status: Compliance
5.5	
Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
Indicators 5.5.1 & 5.5.2.	
<p>There is a SOP in Standard Operating Procedure, Section B2, Felling / Clearing & Land Preparation year 2008. Environmental Management – Zero Burning Technique (The zero burning technique of land clearing basically involves felling the original stands, shredding them, and leaving the remnant in windrows or between terraces to decompose naturally.</p>	
	Status: Compliance
5.6	
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.	
Indicators 5.6.1; 5.6.2; & 5.6.3.	
<p>There is waste management plan and pollution prevention plan. The list of polluting activities is identified in the pollution prevention plan. There is a documented list of all identified significant pollutants and GHG emissions listed the Fuel consumption, Electricity Utilization, and Emission from fertilizer application.</p> <p>There is a plan in Carbon Policy to reducing the carbon emissions by 40% from the 2009 levels by year 2020. There is Carbon Reduction Strategy (CRS), the objectives is to reduce from 1.06 tCO₂-e / mt CPO on 2009 to 0.99 tCO₂-e / mt CPO on 2015 to 2017 and 0.43 tCO₂-e / mt CPO on 2017 to 2021</p> <p>The plans being implemented and monitored by water foot print concept. The Green House Gas Emissions Report has been reported to the RSPO on 7/10/2016 to Demaladevi. And has been acknowledge in 7 October 2016 5.40 pm.</p>	
	Status: Compliance
PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills	
6.1	
Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.	
Indicator 6.1.1	
<p>The recent SIA mill was conducted by Tharani malar David from the Sime Darby Sustainability Project Unit from Aug-Sept 2016. The final report still in progress, however the draft finding report was shown to auditor during verification. Aside, the POM has conducted their self SIA for 2015/2016 and this was evidenced through management review meeting dated on 26/07/2016. Prior to the above exercise, a Baseline Social Impact Assessment (SIA), External Stakeholder Meeting "Majlis</p>	

Perjumpaan Muhibbah Sarawak Zone has been conducted on 31st July 2009 by the PS-RSPO Unit, TQEM Department of Sime Darby Plantation. In estates, the earlier SIA was done that focused on reconstruction of livelihood and improvement of social wellbeing of estate and local communities. In Aug 2016, a new social assessment was conducted by Sustainability Unit [PSQM] which the draft report dated on 27/09/2016. The assessment covers issues such as employee payment & employment condition, employee basic facility needed, transportation and child employment. As initial approach, the estate and local communities was analyzed and tabled into stakeholder list. It was also used as sampling reasons for an interview session.

Indicator 6.1.2

POM self-initiated SIA for 2015/16 was done through interviews with workers based on task, union representative, gender committee, contractor & supplier, representatives from workers housing, verified documents such as complaint book, gender file, OHS meeting minutes, etc. Sighted the attendance record attached with photos dated in July 2016. Among the stakeholders participated were canteen operator, contractors and Village Head from *Rumah Panjang*. For sampled estates, seen the draft report, indicates the consultation and interview process with government agencies [police and natural resources environment board] and local community [*Rumah Panjang Edward Tengam*]. Seen the attendance records of the consulted stakeholders in the SIA draft report. There are evidences available that relevant stakeholders have participated in the SIA, such as through formal interviews. There are no affected parties due to the development of this estate operation.

Indicator 6.1.3

The POM has derived the negative impacts into SIA plan 2015/16. The plan seen with action plan commencement and expected completion dates. Among the issues addressed were machineries [backhoe / excavator] assistance needed by community from *Rumah Panjang Tenggam* to maintain their surrounding area. There is no foreign worker employed in this mill. There are 17 female workers as administrative, genitors and none in the operation. In the estates, seen the latest SIA resulted with many positive aspects and marginally low negative points that relates to action plan and continuous improvement. Aside the support from PSQM, the Estate Manager is fully responsible for the development of social contacts with both internal and external stakeholders. The existing plans for avoidance or mitigation of negative impacts and promotion of the positive ones that resulted from SIA in 2009 are almost reached 95% completion.

Indicator 6.1.4

Seen the POM maintained the SIA established since 2009 and in Aug 2016 a new assessment was conducted. Aside the POM has conducted their self SIA for 2015/2016 and this was evidenced through management review meeting dated on 26/07/2016. All the sampled estates, done a new social assessment in Aug 2016, conducted by Sustainability Unit [PSQM] which the draft report dated on 27/09/2016. This will be ready for final review by the estate management upon release of final version from PSQM.

Indicator 6.1.5

There is no smallholder scheme.

Status: Compliance

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Indicator 6.2.1

The POM was established in 1995 [21.24HA] in Bintulu District and Sime acquired this property in 2008 from Austral Enterprise. The POM maintain a list of local communities and other affected or interested parties in their "List of Stakeholder 2016/2017". The POM's mode of communication and consultation well described in the "Sustainable Plantation Management System" – Section 01 dated on 01/11/2008. The estates maintain a list of local communities and other affected or interested parties in the "List of Stakeholders – 2015/16". It is divided into vendors/supplier [28], government agencies/schools/hospitals [13] and local community heads [7]. Appendix 5.5.3.2 seen established for communicating and reporting of EMS, OHS and social issues with the local communities and other affected or interested parties.

Indicator 6.2.2

All the operating units visited, has appointed the responsible for communication and consultation with the local communities and other interested parties. The appointment letter also clearly indicates the roles and responsibility of the person. The appointment has been communicated internally by memo and externally through stakeholder consultation.

Indicator 6.2.3

The POM has established “List of Stakeholder 2016/2017” totaling 18 mentioned in the list. The annual stakeholder meeting is a centralized event with involvement from estates. In estates, the latest stakeholder list made available and also sighted the external stakeholder meeting minutes dated on 20/08/2016. There were many key issues such as trans passing of estate roads, FFB transportation, advise the local community heads to educate their young generation towards better life style, entrance pass needed to enter estate premises, the OHS and environmental issues to be known and medical concerning issues as part of awareness. Another issue was from *Ketua Jururawat Kesehatan* of Clinic Suai, requesting pregnant women needs to attend to clinic for check-up accompanied by their husband. Based on interview with internal stakeholders as: workers and external stakeholders as: local contractor that known the company has response all information request.

Status: Compliance

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

Indicator 6.3.1

There is a flow chart titled dated 01/11/2008 “Sustainable Plantation Management System” – Appendix 5 available in the mill for handling social issues. As at audit date, there was no record of complaints and grievances registered. A log book established for tracking of internal complaint that mainly on housekeeping and maintenance. In estates, seen there are procedures for internal [Appendix 5.5.3.1] and external [Appendix 5.5.3.2] established for communicating and reporting of EMS, OHS and social issues with relevant stakeholders. The Estate Manager is fully responsible to communicate with affected party and escalate to authorities in Sime Darby or regulatory authorities. Internally this procedure communicated through morning master call and through stake holder meeting for external parties. However, based on the record file, there is no external complaint or feedbacks. As for internal, seen the estate kept a file consisted of request on maintenance issues. However, the “Surat Aduan Kerosakan Perumahan” not recorded of dates of complaint and responded. This not allows to track whether the action taken to complaints been responded within stipulated time frame. **It was raised as Non Conformity No. 2016.05.**

Indicator 6.3.2

There is no grievance or dispute exist in the estate management which either resulted from internal nor external stakeholders. Based on interview with internal stakeholders as workers and external stakeholders as local contractor that known the company has response all information request or grievances.

6.3.1 Status: Non Conformity with minor category (NCR No. 2016.05)

6.4

Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

Indicator 6.4.1

Even there isn't any legal, customary or user rights in this property, the Group Level of Sustainability team has established a flow chart and procedure on handling land disputes [appendix 3, issue 01 dated in 2008].

Indicator 6.4.2

This estate is surrounded by estates owned by Sime Darby and no customary rights.

Indicator 6.4.3

Negotiated agreements and compensation claims are not applicable.

Status: Compliance

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry

minimum standards and are sufficient to provide decent living wages.

Indicators 6.5.1 & 6.5.2.

There is a contract employment arrangement in the Pekaka POM, Paroh, Ruai and Pekaka Estate, an evidence of contract employment sighted and been verified based on the filed visit. Pay and conditions for each workers made by Monthly Wages Statement (*Penyata Gaji Bulanan*). The minimum wages 2016 is RM 920 per month in Sarawak.

There is a clear statement on the contract that been signed by the workers according to working hours, overtime, public holiday, work on a paid holiday, annual leave, maternity leave, compassionate leave, sick leave, hospitalization, occupational safety and health, accommodation, absenteeism and dismissal. The contract is made in English version and based on the interview workers are understand the contract and aware about the contract conditions.

The terms of conditions of Service will be accordance with the Sarawak Labour Ordinance, 1952 (Minimum Wages Order 2016) effective in July 2016 the minimum wages is RM 920. The terms of conditions of Service is comply accordance the Minimum Wages Order 2016 P.U. (A) 116 29 April 2016. The contract the salary is RM 35.38 per day for foreign workers. According to interview with foreign workers in Estate and Mill that known the lowest income is 1000 RM, it has aboved minimum wages year of 2016.

Indicators 6.5.3

Mill and Estate provides adequate housing minimum of 3 rooms, free electricity and clean water supplies is available all year around. Medical services has been provided at POM and estate such as Paroh and Ruai Health Care Centre, and there is a Suai Government Clinic around 17 km. for education there is SK Batu Telingai and CLC or Humana established provided education for Indonesian workers children. Based on interview with foreign workers on Estate and Mill that known: there are no discrimination regarding to housing facilities between local workers and foreign workers.

Indicators 6.5.4

According to field observations in Housing Complex's of Pekaka Estate, Pekaka Mill, Ruai Estate and Paroh Estate that known there are a sundy shop. Therefore based on interview with worker's in each estate and mill that known: the company was provided the minimum 3 rooms and free electricity and water

Status: Compliance

6.6

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

Indicator 6.6.1, 6.6.2

There is no workers union in Sarawak, however there is a clear policy made by Sime Darby for freedom of association's state in Social Policy signed by Franky Anthony Dass Executive Vice President on April 2011. A clear statement on the contract has been signed by the workers according to hours of works, overtime, public holiday, work on a paid holiday, annual leave, maternity leave, compassionate leave, sick leave, hospitalization, occupational safety and health, accommodation, absenteeism and dismissal.

Status: Compliance

6.7

Children are not employed or exploited.

Indicator 6.7.1.

There is Sime Darby Memo – Upon Attaining the Age of 16 Years Old. 6/11/2012, an evidence the list of workers Pekaka POM, Paroh, Ruai and Pekaka Estate including foreign workers providing the name, designation, IC, and date of birth. From the list, clearly stated that all of the list of name is fulfilled the minimum requirement age. This is also verified during the field visit.

Status: Compliance

6.8

Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

Indicator 6.8.1, 6.8.2

Gender Policy and Social Policy has been signed by Franky Anthony Dass on April 2011. The related policy are available and been displayed in meeting room, in office Pekaka POM, Paroh, Ruai and Pekaka Estate. There is a clear agreement between the workers including foreign workers regarding the welfare of the workers. Based on the interview there is no discrimination issues at the Estate. There is a clear agreement between the workers including foreign workers regarding the welfare of the workers. Based on the interview on Indonesian workers there is no issues found for discrimination for local and foreign workers.

Indicator 6.8.3.

For local workers there is an evidence of job vacancies advertisement detailing about the academic qualification and experiences. Foreign workers will be examined on their medical fitness.

Status: Compliance

6.9

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

Indicator 6.9.1, 6.9.2.

There is a policy to prevent the sexual harassment and violence stated in the Social Policy (to be developed and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights). There is SPMS (Flowchart and Procedure on Handling Social Issues) there is a gender committee handbook first edition 2004. In chapter 3 (Type of Gender-Based Violence & Grievance Procedures).

Humana (CLC – Child Learning Centre) is established for the Indonesian workers children and local school for the local children. A memo “No work with pesticide for confirmed pregnant women and breast-feeding women stated that, there shall no work with pesticide or any other related chemicals for confirmed pregnant and breast-feeding womenThe latest memo is in 01 July 2016.

Indicator 6.9.3.

There is Grievance Redressal Procedure to recognizing the value and importance of discussion there is SPMS (Flowchart and Procedure on Handling Social Issues) Sustainable Plantation Management System, Appendix 5. Upon arising social issues, the matter shall be brought forward to the respective estate management, initial negotiation process shall be carried out, upon any failure, the pending issues shall be reported to the Head Office. The head office shall send forth the investigation team an independent body to gather sufficient information (timeframe on dispute, area involved, parties / people involved and outstanding issues) in the case through interviews and focused group discussion.

Status: Compliance

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.

Indicator 6.10.1

Global Trading Marketing is solely managing the FFB pricing for estates.

Indicator 6.10.2

Global Trading Marketing is solely managing the FFB pricing for estates.

Indicator 6.10.3

Sampled a “Contract Form” between Pekaka POM and contractors that agreed by both parties and master copy retained by POM office with carbon copy given to contractor. The contract also requires the compliance against OHS and environmental law while undertaking the project as assigned. Among the responsibilities outline in the contract are, ensure on legal workers, reporting of any accidents, payment terms and condition with employees, OHS practice and implementation, etc.

Indicator 6.10.4

Verified the latest updated contractor and supplier list who engaged in plantation, technical and engineering related assignments. Sampled the work performed and verified the Payment Vouchers against invoices which the payment was made timely as stipulated in agreement.

Status: Compliance

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

Indicator 6.11.1

For both estates and mill, there isn't any direct request either from local communities' nor the stakeholder[s] for local developments. Normally the request will be channel to estate whom will forward to Sarawak Zone Central Office for approval. There are records available for the "self-initiated" contributions by the estate as part of building social relationship with stakeholders. However, in Pekaka Estate, seen they have initiated the Community Learning Center [CLC = Humana School] – water and electricity supplied by estate without any charges, grass cutting and rubbish collection done twice a month and building maintenance fully manage by estate operation. Currently there are 61 students with a temporary teacher employed. There are 3 class rooms with basic facilities well provided.

Indicator 6.11.2

No smallholder scheme is connected to these estates.

Status: Compliance

6.12

No forms of forced or trafficked labour are used.

Indicators 6.12.1

There is a Social & Humanity Management Policy stated that "Safeguard our operations from employing forced labour and child labour to ensuring that they are socially beneficial and do not infringe on basic humans rights, such as recognize the right of their employees. Foreign workers is employed directly and there is an evidence of contract employment between foreign workers and Sime Darby. There is no restriction to the foreign workers from leaving the mill or estate or their housing facilities outside working hours.

If the workers want to terminate their employment before contract expires the workers have to write a letter to the Sime Darby Management to terminate their service before the expiring of the contract. Sime Darby will provide the transportation cost from the estate/ mill to the foreign workers centre to ensure the safety of the workers, and the flight ticket cost is bare by the workers. No penalty imposed but Sime Darby will get back the Levi of workers from the originated country of the workers. The foreign workers is signed the passport retaining form (*Borang Penyerahan Passport*) and signed by the workers and the manager. No restricted to access the passport and the copy of passport is given to the workers.

Indicator 6.12.2

Seen there is no contract substitution. All workers [local and foreigners] are compulsorily to sign work or contract agreement. A copy also been provided to workers. Based on interview with migrant workers in each estate and mill, there was no issue related workers right abused (forced labor).

Indicator 6.12.3.

There is a Social Policy signed by Datuk Franki Anthony Dass January 2015, all employees should be treated fairly in terms of recruitment, progression, terms and conditions of works and representation regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. All foreign workers get the benefits of terms of conditions of Service comply in accordance to the Minimum Wages Order 2016 P.U. (A) 116 29 April 2016. There is gender committee meeting, OSH meeting and RSPO awareness training as a mechanism to implement the policies and procedures.

Status: Compliance

6.13

Growers and millers respect human rights

Indicators 6.13.1 & 6.13.2.

There is Gender Policy and Social & Humanity Policy regarding the human rights. Human rights training (Training Human Rights for Workers) and RSPO training conducted to the relevant stakeholder. The training is conducted annually the

responsible person to communicating the policy internally and externally is the Manager, Senior Assistant, and Assistant Manager.

There is Humana School to provide education to the Indonesian Children workers.

Status: Compliance

PRINCIPLE #7 Responsible development of new plantings

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Status: Compliance

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Status: Compliance

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Untill ASA 04, the SOU 34 did not extend new plantation area. Replanting program has been done since March 2015. Based on Disclosure Areas Cleared without Prior HCV Assessment since November 2005, there is no cleared area in this term. There was sighted Letter on date 30 September 2014 issued by Sabarinah Marzuky (Head of RSPO & Certification Unit PSQM Department, Sime darby Plantation) to RSPO Secretariat in related to Progressive Submission of Land Use Change Analysis Results for Areas Cleared without Prior HCV Assessment since November 2005.

Status: Compliance

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Status: Compliance

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Status: Compliance

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

Status: Compliance

7.7

Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.

No new planting sighted after January 2010 as the plantation estate was established on 1996.

	Status: Compliance	
7.8	New plantation developments are redesigned to minimise net greenhouse gas emissions.	
	No new planting sighted after January 2010 as the plantation estate was established on 1996.	
	Status: Compliance	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1	Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
	<p>There is an action plan for continual improvement that relates to social and legal compliances. Seen the plan describe the main components such as area of concern, required mitigation measures, person in charge, commenced / expected dates and the progress of action plans. The evidence of the action plan been implemented can be seen in the management Review Meeting Minutes. Among the examples of continual improvements in POM that have been implemented are improving the CEMS-DIS server connection in submitting quarterly report to DOE.</p> <p>As for social related, seen maintenance programs for Rumah Panjang Edward Tenggam, fogging at line-site, improve road condition towards POM, etc. In the estates, as for the social context, there are a few action plans established for 2015/16. The continuous improvement categorized into infrastructure that emphasize on new genset to ensure sufficient electric supply to worker's quarters. Secondly on children education, whereby focus given to basic education to Indonesian children. Finally, on dispensary concerning that to engage a full time Medical Assistant.</p> <p>As for legal compliances, there isn't any specific documented plan as the management always ensure the operating unit to compliance with all applicable legal requirements at all time. As for the legal compliance, there are 3 continues improvements as monitoring on zero open burning, leakage of oil in workshop area and spillage at chemical pre-mix area. For social development, the outbreak of TIBI symptom to monitor through awareness programs.</p> <p>Carbon Policies (signed by Datuk Anthony Dass January 2015), to reduce the carbon emission by 40% from 2009 levels by year 2020.</p> <p>Effort to reduce <i>paraquat</i> usage was recorded through internal directive from HQ. Paraquat used has been banned for quite some time. Purchasing of chemicals was made centralized by HQ and only class II & III were used. Pollution prevention plan (FY 2016/17, 1st July 2016) was available</p>	
	Status: Compliance	

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module D) CPO Mills – Identity Preserved Requirements		
D1	Definition		
D.1.1			
<p>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&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>Until Re-certification audit, the processed FFB in Pekaka Oil Mill is supply from own estate of SOU 34 Sime Darby, which is from Pekaka Estate, Ruai Estate, Dulang Estate, Paroh Estate and Chartquest Estate. The products is claimed as certified CPO and PKO. The table below is certified FFB recorded based on summary monthly FFB received from 30 December 2015 until 15 October 2016.</p>			
	Month	FFB	
		RSPO Certified	Non Certified
			Total
	30-31 December'15	899.18	0
	January'16	13,092.97	0
	February'16	11,623.58	0
	March'16	13,135.69	0
	April'16	11,802.52	0
	May'16	11,630.23	0
	June'16	11,650.21	0
	July'16	12,843.32	0
	August'16	12,323.01	0
	September'16	13,191.09	0
	1-15 October'16	6,170.26	0
	Total	118,362.06	0
<p>There were some FFB received from others certified estate on May and July 2016, For example:</p> <ul style="list-style-type: none"> - Lavang Estate: Consignment No. 048055 dated 22 July 2016 block 11B, Field 97B1. FFB: 331 bunches; net: 6,190 Kg. Certificate No. MUTU-RSPO/053 valid from 1 December 2015 till 29 December 2016. - Rasan Estate: Consignment No. 225618 dated 22 July 2016 block E15, Field 98C2A. FFB: 610 bunches; net: 11,360 Kg. Certificate No. MUTU-RSPO/053 valid from 1 December 2015 till 29 December 2016. - Rajawali Estate (May'16): Consignment No. 072941 dated 16 May 2016 block 12, Field 96 SH. FFB: 700 bunches; net: 14,110 Kg. Certificate No. RSPO0020 Valid from 8 October 2013 till 29 December 2016. - Belian Estate: Consignment No. 29037 dated 23 July 2016 block E18, Field 2012 A. FFB: 1,687 bunches; net: 11,030 Kg. Certificate No. MUTU-RSPO/053 valid from 1 December 2015 till 29 December 2016. - Kelida Estate: Consignment No. 13067 dated 22 July 2016 block E18, Field 98B2. FFB: 453 bunches; net: 6,870 Kg. Certificate No. MUTU-RSPO/053 valid from 1 December 2015 till 29 December 2016. - Lavang Special: Consignment No. 604661 dated 22 July 2016 block C30-C31, Field OIC2. FFB: 369 bunches; net: 6,210 Kg. Certificate No. MUTU-RSPO/053 valid from 1 December 2015 till 29 December 2016. 			
	Status: Compliance		

D.2	Explanation																																																																		
D.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>The Pekaka Palm Oil Mill is only supply from own estate of SOU 34 Sime Darby, which is from Pekaka Estate, RuaiEstate, Dulang Estate, Paroh Estate and Chartquest Estate. Based on data of certified products of CPO and PK, the actual tonnage produced on January until 15 October 2016 and estimation certified product are description on table below.</p> <table border="1"> <thead> <tr> <th></th> <th>Actual certified products Period of January until September 2016 (tonnes/year)</th> <th>Estimation of Certified Products from 1 January 2017 till 31 December 2017 (tonnes/year)</th> </tr> </thead> <tbody> <tr> <td>CPO</td> <td>30,542</td> <td>32,809</td> </tr> <tr> <td>PK</td> <td>7,545</td> <td>7,523</td> </tr> <tr> <td>FFB</td> <td>156,952</td> <td>160,044</td> </tr> </tbody> </table>		Actual certified products Period of January until September 2016 (tonnes/year)	Estimation of Certified Products from 1 January 2017 till 31 December 2017 (tonnes/year)	CPO	30,542	32,809	PK	7,545	7,523	FFB	156,952	160,044																																																						
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D.2.2	<p>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 Palm Oil Mill only make claim regarding the use of or support of RSPO certified palm oil that that are compliance with the RSPO Rules for Communication and Claims. The Pekaka POM SoU 34 Sime Darby was registered in RSPO eTrace with ID Number RSPO_PO 100000303</p> <ul style="list-style-type: none"> Certified CPO sold to each buyer period of 30 December 2015 to 15 October 2016 <table border="1"> <thead> <tr> <th>Date</th> <th>Buyer</th> <th>Volume</th> </tr> </thead> <tbody> <tr><td>30-31 December 2015</td><td>Sime Darby Austral SdnBhd</td><td>715.88</td></tr> <tr><td>January 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,404.73</td></tr> <tr><td>February 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,310.18</td></tr> <tr><td>March 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,114.28</td></tr> <tr><td>April 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,427.54</td></tr> <tr><td>May 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,502.79</td></tr> <tr><td>June 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,556.15</td></tr> <tr><td>July 2016</td><td>Sime Darby Austral SdnBhd</td><td>2,181.82</td></tr> <tr><td>August 2016</td><td>Sime Darby Austral SdnBhd</td><td>1,689.43</td></tr> <tr><td>September 2016</td><td>Sime Darby Austral SdnBhd</td><td>3,342.63</td></tr> <tr><td>1-15 October 2016</td><td>Sime Darby Austral SdnBhd</td><td>497.81</td></tr> <tr><td>Total</td><td></td><td>22,743.25</td></tr> </tbody> </table> <ul style="list-style-type: none"> Certified Palm Kernel sold to each buyer period of 30 December 2015 to 15 October 2016 <table border="1"> <thead> <tr> <th>Date</th> <th>Buyer</th> <th>Volume</th> </tr> </thead> <tbody> <tr><td>30-31 December 2015</td><td>Sime Darby Austral SdnBhd</td><td>57.97</td></tr> <tr><td>January 2016</td><td>Sime Darby Austral SdnBhd</td><td>643.63</td></tr> <tr><td>February 2016</td><td>Sime Darby Austral SdnBhd</td><td>567.36</td></tr> <tr><td>March 2016</td><td>Sime Darby Austral SdnBhd</td><td>555.30</td></tr> <tr><td>April 2016</td><td>Sime Darby Austral SdnBhd</td><td>657.12</td></tr> <tr><td>May 2016</td><td>Sime Darby Austral SdnBhd</td><td>500.47</td></tr> <tr><td>June 2016</td><td>Sime Darby Austral SdnBhd</td><td>590.47</td></tr> <tr><td>July 2016</td><td>Sime Darby Austral SdnBhd</td><td>405.22</td></tr> </tbody> </table>	Date	Buyer	Volume	30-31 December 2015	Sime Darby Austral SdnBhd	715.88	January 2016	Sime Darby Austral SdnBhd	2,404.73	February 2016	Sime Darby Austral SdnBhd	2,310.18	March 2016	Sime Darby Austral SdnBhd	2,114.28	April 2016	Sime Darby Austral SdnBhd	2,427.54	May 2016	Sime Darby Austral SdnBhd	2,502.79	June 2016	Sime Darby Austral SdnBhd	2,556.15	July 2016	Sime Darby Austral SdnBhd	2,181.82	August 2016	Sime Darby Austral SdnBhd	1,689.43	September 2016	Sime Darby Austral SdnBhd	3,342.63	1-15 October 2016	Sime Darby Austral SdnBhd	497.81	Total		22,743.25	Date	Buyer	Volume	30-31 December 2015	Sime Darby Austral SdnBhd	57.97	January 2016	Sime Darby Austral SdnBhd	643.63	February 2016	Sime Darby Austral SdnBhd	567.36	March 2016	Sime Darby Austral SdnBhd	555.30	April 2016	Sime Darby Austral SdnBhd	657.12	May 2016	Sime Darby Austral SdnBhd	500.47	June 2016	Sime Darby Austral SdnBhd	590.47	July 2016	Sime Darby Austral SdnBhd	405.22
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August 2016	Sime Darby Austral SdnBhd	625.09
September 2016	Sime Darby Austral SdnBhd	722.76
1-15 October 2016	Sime Darby Austral SdnBhd	390.65
Total		5,734.04

There are example of CPO sending to the buyer, such as:

- PO CPO No. 1027 (PK RSPO-IP) from transporter PengangkutanBumiSdn, Bhd dated 14 October 2016 No. Vehicle QAN 828 driver: Bulan.
- Weightbridge ticket No. 009428 (RSPO Cert No. MUTU/RSPO/54), Contract No. S/WWW/1610/PK0032 Nett weight: 33.920 Mton.

There are example of PK sending to the buyer, such as:

- PO PK No. 1080 (PK RSPO-IP) from transporter PengangkutanBumiSdn, Bhd dated 14 October 2016 No. Vehicle QTJ 6628 driver: Hery.
- Weightbridge ticket No. 009434 (RSPO Cert No. MUTU/RSPO/54), Contract No. S/WWW/1610/CPO0030 Nett weight: 39.930 Mton.

Status: Compliance

D.3 Documented procedures

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:

- a. Complete and up to date procedures covering the implementation of all the elements in these requirements;**
- b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.**

The Pekaka Oil Mill SoU 34 – Sime Darby Plantation has work procedure as guideline to ensure the implementation for the entire required elements. The procedure is Standard Operating Procedure for Supply Chain and Traceability (SD/SDP/PSQM/002 revision version, October 2016). These procedure is aim to identifying product's traceability with supply chain Identity Preserve Model (IP), Segregation Model (SG), Mass Balance (MB) and Book&Claim (BC) for SCCS, ISCC, and MSPO. Critical Control Points (CCP):

- Estate-Weighbridge
- Mill- Auxiliary Police Post, Weighbridge, Administration Office, Ramp, CPO Despatch area, CPO storage tanks and Kernel Silo/Bunkers.
- Record are maintained for a period of ten years.

Receiving at the mill (IP) only allowed to receive RSPO Certified FFBs.

The FFB tonnage from the diversion shall follow the following rules:

- For diversion of RSPO certified FFB to any other RSPO certified Mill, it can be accounted for RSPO certified production of CPO and PK.
- Mill shall ensure that there is no mixing of RSPO certified and non certified material in the processing and the storage of sustainable products (through cleaning, flushing or other appropriate methods). This is to ensure 100% segregated sustainable product to be reached.
- All the delivery of CPO and PK shall be in accordance with the contract allocated by Global Trading and Marketing Department.
- Mills shall record and balance all receipts of RSPO, CPO and PK three monthly basis.
- RSPO certified CPO and PK in the RSPO IT Platform or the book and claim.
- Reclassification of a mills supply chain model may be determined by GTM.
- CB shall be note feed by PSQM on the reclassification (upgrade/downgrade of certificate) of supply chain model and further certification requirement shall be agreed upon.

- Sales of RSPO products shall be limited to the certificate amount reported to the Certification Bodies.

There was sighted evidences of SCCS training for the personnel in charge and related staff for implemented the supply chain system. The evidences is training material by PSQM Head Office, Attendant List and pictures of training process, dated June 11, 2015.

Based on an field visit observation and interview with staff in weighbridge and grading area and loading ramp that indicated the personal in charge was understood the mechanism to handle of supply chain system they can demonstrated of grading mechanism and through make daily report refer to Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System of Sime Darby Plantation.

Status: Compliance

D.3.2

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

The Pekaka Palm Oil Mill SoU 34 was RSPO certified since 30 December 2011. The mill has have work procedure as guideline to ensure the implementation of SCCS for the entire required elements. The procedure is Standard Operating Procedure for Traceability (SD/SDP/PSQM/001 revision version, dated 01/03/2015). It is aim for identifying product's traceability with supply chain Identity Preserve (IP) Model.Until Annual Surveillance Audit 4, the processed FFB in Pekaka Oil Mill is supply from own estate of SOU 34 Sime Darby Plantation, which is from Pekaka Estate, RuaiEstate, Dulang Estate, Paroh Estate and Chartquest Estate. All the processed FFB and generated product is entirely product that can be claimed as RSPO Certified product.Company has have a mechanism for loading ramp, which is by requiring driver to show fruit delivery note from each estate namely FFB Consignment Note and FFB Receive Ticket (after FFB is checked in weighbridge).These documents are contain of information about origin of fruit, quantity, total bunches, driver's name, vehicle number and driver Identity Card.

Status: Compliance

D.4

Purchasing and goods in

D.4.1

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

- **Certified and non-certified FFBreceived period of 30 December 2015 till 15 October 2016**

Month	FFB		
	RSPO Certified	Non Certified	Total
30-31 December'15	899.18	0	899.18
January'16	13,092.97	0	13,092.97
February'16	11,623.58	0	11,623.58
March'16	13,135.69	0	13,135.69
April'16	11,802.52	0	11,802.52
May'16	11,630.23	0	11,630.23
June'16	11,650.21	0	11,650.21
July'16	12,843.32	0	12,843.32
August'16	12,323.01	0	12,323.01
September'16	13,191.09	0	13,191.09
1-15 October'16	6,170.26	0	6,170.26
Total	118,362.06	0	118362.1

Until Annual Re-Certification, the processed FFB in Pekaka Palm Oil Mill is supply from own estate of SOU 34 which is from Pekaka Estate, Ruai Estate, Dulang Estate, Paroh Estate and Chartquest Estate. All the processed FFB and generated product is entirely product claimed as RSPO Certified product.

Company has have a mechanism for loading ramp, which is by requiring driver to show fruit delivery note from each estate namely FFB Delivery Note and Weighbridge Ticket (after FFB is checked in weighbridge).

Sample of records such as:

Pekaka Estate

- FFB Consignment Note (No.037895) on 13October 2016, vehicle number TR 27 from Block 31 Field 93PA, driver's name is Eli Yanto with number of bunches is 400 with weigh estimation is 6.81 Ton (estate weigh before recheck at mill weighbridge).
- FFB Receive Ticket (No 198346) on 13October 2016, R 27 from Block 31 Field 93PA, driver's name is Eli Yanto with number of bunches is 400 with net weight is 7.35 Ton (after recheck at mill weighbridge)

Ruai Estate

- FFB Consignment Note (No. 051508) on 13October 2016, vehicle number TF 011 from Block 4, Field 2013B, driver's name is Hasnudding with number of bunches is 590 with weigh estimation is 2.26 Ton (estate weigh before recheck at mill weighbridge).
- FFB Receive Ticket (No 198358) on 13October 2016, vehicle number TF 011, driver's name is Hasnudding with number of bunches is 590 with net weight is 2.37 Ton (after recheck at mill weighbridge)

Paroh Estate

- FFB Consignment Note (No. 018062) on 13October 2016, vehicle number QRG 8295 from Block 18, Field 94, driver's name is Amdan with number of bunches is 883 with weigh estimation is 14.53 Ton (estate weigh before recheck at mill weighbridge).
- FFB Receive Ticket (No. 198479) on 13October 2016, vehicle number QRG 8295, driver's name is Amdan with number of bunches is 883 with net weight is 14.97 Ton (after recheck at mill weighbridge)

Status: Compliance

D.4.2

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

The Pekaka POM SoU 34 – Sime Darby Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure is Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System. Based on Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System of Pekaka Oil Mill (SOU 34-Sime Darby) was stated that will management unit will inform to Certification Body if there is an over-production than the projected production.

Based on verification data of FFB's processed in period of January till September 2016 was knows that the actual production such as below table.

	Actual certified products Period of January until September 2016 (tonnes/year)	Estimation of Certified Products from 30 December 2015 until 29 December 2016/ Last Year (tonnes/year)
CPO	30,542	37,067
PK	7,545	9,487
FFB	156,952	172,499

Status: Compliance

D.5

Record keeping

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.

The Pekaka Palm Oil Mill – Sime Darby Plantation has have a Monthly Report of RSPO Certified of FFB, CPO & PK. The table below are description of RSPO production of Pekaka POM year of 2016 in three month basis.

Month	FFB	CPO	PK	CSPC Sales	CSPK Sales
Jan-March	37,852	7,405	1,763	6829.2	1766.29
Apr-June	35,083	6,911	1,677	7486.48	1766.06
July-September	38,357	7,294	1,915	7213.88	1753.07
Total	111,293	21,610	5,355	21,530	5,285

Status: Compliance

D.6

Processing

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 non-certified material including during transport and storage

The Pekaka Oil Mill SoU 34 – Sime Darby Plantation has work procedure as guideline to ensure the implementation for the entire required elements. The procedure is Standard Operating Procedure for Supply Chain and Traceability (SD/SDP/PSQM/002 revision version, October 2016). These procedure is aim to identifying product's traceability with supply chain Identity Preserve Model (IP), Segregation Model (SG), Mass Balance (MB) and Book&Claim (BC) for SCCS, ISCC, and MSPO.

- Mill shall ensure that there is no mixing of RSPO certified and non certified material in the processing and the storage of sustainable products (through cleaning, flushing or other appropriate methods). This is to ensure 100% segregated sustainable product to be reached.

Until Annual Re-Certification, the processed FFB in Pekaka Palm Oil Mill is supply from own estate of SOU 34 which is from Pekaka Estate, Ruai Estate, Dulang Estate, Paroh Estate and Chartquest Estate. All the processed FFB and generated product is entirely product claimed as RSPO Certified product.

Company has have a mechanism for loading ramp, which is by requiring driver to show fruit delivery note from each estate namely FFB Delivery Note and Weighbridge Ticket (after FFB is checked in weighbridge).

Sample of records such as:

Pekaka Estate

- FFB Consignment Note (No.037895) on 13October 2016, vehicle number TR 27 from Block 31 Field 93PA, driver's name is Eli Yanto with number of bunches is 400 with weigh estimation is 6.81 Ton (estate weigh before recheck at mill weighbridge).
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- FFB Receive Ticket (No. 198479) on 13October 2016, vehicle number QRG 8295, driver's name is Amdan with number of bunches is 883 with net weight is 14.97 Ton (after recheck at mill weighbridge)

Status: Compliance

D.6.2

The objective is for 100 % segregated material to be reached

Based on document verification and Mill was observed and interview with personnel in charge for SCC implementation, that indicated the Pekaka Palm Mill only processed FFB being CPO and PK is 100 % of FFB was supplied from own estate of SoU 34 (five estate).

Based on interview with maintenance assistance that known annually special case. While Rajawali Mill (Sime Darby Plantation Sdn, Bhd) and Lavang Mill (Sime Darby Plantation Sdn, Bhd) were inspection from JKKP (Jabatan Keselamatan dan Kesehatan Pekerjaan). All of supply bases will sending FFB to Pekaka POM.

Status: Compliance

3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
Re-Assessment	Pekaka POM – SOU 34 has had approval / permit the use of the certificate with the number Certificate MUTU – RSPO/054	√
	Status: Full Compliance	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
Re-Assessment	Pekaka POM – SOU 34 does not use the logo both in the on-product and off-product.	NA
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	X or√
Re-Assessment	Pekaka POM – SOU 34 does not use the logo both in the on-product and off-product.	NA
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
Re-Assessment	Pekaka POM – SOU 34 does not use the logo both in the on-product and off-product.	NA
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification.

Summary:		
At the beginning of 2015, Sime Darby Plantation Sdn Bhd (SDPSB), owns and manages 34 palm oil mills in Malaysia and through their subsidiary ownership of PT Minamas Gemilang, own 25 palm oil mills in Indonesia. The time bound plan under 1.9 highlights all certified units and uncertified units.		
As of this assessment, SDPSB has successfully certified all their mills with the exception of one, which has been audited and pending certification. The progress of this last mill will be reviewed during the next surveillance assessment.		
Sime Darby Plantation SdnBhd is a member of RSPO and has been involved in the certification since 7 September 2004. The membership number with RSPO is 1-0008-04-000-00 .		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	<p>Sustainable Plantation Management System (SPMS) is a common set of policies and documents used by all SOU's. The Plantation Quality Management system (PQMS) are manuals also used by all operations. The sustainability polies will also address legal concerns that need to be adhered by the company.</p> <p>These manuals and polies abide by local and national land laws. Ie. Compliance with legal documents such as the "Land Rules Applicable to the States in Malaysia" and relevant acts.</p> <p>The group has a common human resource policy which is also cascaded to all operating units. There are several handbooks and guides, shared with employees. Examples: "The Group Employee Handbook" latest revision May 2014, explains to employees their benefits and company rules. The manual and policies are used to educate and inform employees of their rights and responsibilities.</p> <p>Issues relating to employees is all operating units are monitored on a monthly basis and reported through the monthly Plantation Management Committee Meeting (PMC) attended by head of departments. Monitoring is also done via e-mail and official communications with the respective departments. For example: PSQM monitors HR and Social related matters with the help of the internal audit team and reviewed by the PSQM Head of Department.</p>	
	Status: COMPLIANCE	√
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	Legal ownership of land and its land use is available for all operating units and demonstrated through the respective land titles.	
	Status: COMPLIANCE	√
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or√
	There is a standard complaints procedure that is communicated to all facilities and locations. The procedure, under the SPMS manual, "Complaints & Grievances, Appendix 5", is made available from the head office and cascaded to all operating units.	
	Status: COMPLIANCE	√
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	SDPSB has Social Welfare Officers are based regionally across the nation, where internal and external stakeholders can share their views and concerns. On a monthly basis, the reports are shared with Head of Social and Environmental Projects Units under PSQM, and reviewed during the monthly PMC meetings. The PSQM with the HR department will monitor any issues and reviewed with the Head of Department.	

	Status: COMPLIANCE	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	No new planting has taken place since 2011, where the last NPP notification was carried out for operations in Liberia.	
	Status: COMPLIANCE	√
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	For any new land acquisitions, the RSPO NPP procedure is followed where the company will complete the required HCV and EIA assessments.	
	Status: COMPLIANCE	√
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√
	Any new land acquisition will be done by mean of a participatory process with local villages and land owners. No complaints received during this audit process.	
	Status: COMPLIANCE	√

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at Re-Certification

NCRNo.	: 2016.01	Issued by	: MahasMaliyapan
Date Issued	: 21 October 2016	Time Limit	: Before Certificate Issued
NC Grade	: Major	Date of Closing	: 9 November 2016
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant legal requirements shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor)</i> :			
a. Permit for diesel storage for 18,000 Litter – Q006860 expired on 28/09/16 [Paroh Estate]			
b. Permit for diesel storage for 18,000 Litter – Q006812 expired on 28/06/16 [Ruai Estate]			
Root Cause Analysis <i>(filled by organization audited)</i> :			
The government release new web (BLESS) for permit renewal, the system is not familiar and progress is to slow.			
Corrective Action <i>(filled by organization audited)</i> :			
To follow up with government for update			
Preventive Action <i>(filled by organization audited)</i> :			
To ensure to renew before validation date happen and make a scheduled to ensure all validation of permit in estate			
Assessor Evaluation and Conclusion <i>(filled by auditor)</i> :			
Verification on 9 November 2016			
The renewed permits for both estates acceptable for desk review, as:			
1. Paroh Estate Permit No. BTU.P.17/1996 (DBJ) with validity period 26 October 2016 till 25 October 2017.			
2. Ruai Estate Permit No. BTU.P.29/2010 (DBJ) with validity period 26 October 2016 till 25 October 2017.			
However, during the next surveillance assessment, the client shall produce the “Monitoring Schedule” as mentioned in preventive action as for the audit team to ensure effective implementation of preventive actions. Since the root cause was due to unfamiliarization of government’s newly released system, therefore a training record for those involve will also to be verify in next assessment.			
According to above explanation, this NC was closed with observation.			
Verified by	: Mahas Maliyapan		

NCR No.	: 2016.02	Issued by	: Mahas Maliyapan
Date Issued	: 21 October 2016	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 2.2.2 There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Estate's legal boundaries have been marked in the boundary stone map. There are currently 13 boundary stones that been identified in the boundary stone map. During filed visit, sampled boundary stones that are well maintained. This estate connected to own estates Dulang Estate, Gayanis Estate owned by KTS Group, Sarimas Estate owned by Wilmar Group, Suai River and Rumah Panjang Edward Tengam. There is no ground verification / census record available to justify regular monitoring being conducted in accordance to documented procedure "Boundaries" page 2 – Section B7, bullet e). [Paroh Estate]			
Root Cause Analysis <i>(filled by organization audited):</i>			
Not aware regarding to census of boundary stone			
Corrective Action <i>(filled by organization audited):</i>			
To remark of boundary stone with GPS coordinate			
Preventive Action <i>(filled by organization audited):</i>			
To ensure of week inspection by AP and recorded			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verification			
Verified by	:		

NCR No.	: 2016.03	Issued by	: Trismadi Nurbayuto
Date Issued	: 21 October 2016	Time Limit	: Before Certificate Issued
NC Grade	: Major	Date of Closing	: 11 November 2016
Standard Ref. & Requirement	: 4.6.11. Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.		
Non-Conformance Description & Evidence observed (filled by auditor):			
<ul style="list-style-type: none"> a. The company can't show follow up for medical surveillance result on behalf Chula Anak Nayan in Paroh Estate. b. Ruai Estate can't be show result of specific annual medical surveillance for all pesticide operators year of 2016. 			
Root Cause Analysis (filled by organization audited):			
<ul style="list-style-type: none"> a. There are some changes in person in charge of Sustainability person in charge, and during handing over from Mr.Khairil into Mr.Hafizi the information was not properly delivered. b. During April they have sent their worker for TB test, and the management miscommunication regarding this event and medical surveillance. 			
Corrective Action (filled by organization audited):			
To send them for medical surveillance			
Preventive Action (filled by organization audited):			
The Office clerk and management will make a scheduled of medical surveillance for monitoring purpose and ensure it done properly.			
Assessor Evaluation and Conclusion (filled by auditor):			
Verification on 8 November 2016			
The management unit was show some evidence as:			
<ul style="list-style-type: none"> - Doctor recommendation to mutation of spraying workers (Chula Ank Nayan) to other jobs that is not related on spraying activities dated 21 October 2016. - Justification letter from Medical Assistant of Paroh Estate dated 21 October 2016 to provide guarantee letter for her. - Transfer job decree from field assistant of Paroh Estate dated 21 October 2016, transfer job of Chula Ank Nayan from a sprayer to general work activities. - Letter from Paroh Estate Manager dated 24 October 2016 to Klinik KM Sentral Bintulu. - Medical Checkup result of three sprayer in Ruai Estate on behalf: Idaya, Wardah Haddise, and Ira Binti Ambo. 			
Verification on 11 November 2016			
The management unit was show some evidence as:			
<ul style="list-style-type: none"> - Medical checkup result on behalf Chula Ank Nayan dated 24 October 2016 that known not fit to work in very hot environment. - Medical checkup result for 15 spraying workers dated 24 October 2016 that known all spraying workers on fit condition. 			
Auditor Conclusions:			
According to above evidence. This NC was complied.			
Verified by	:	Trismadi Nurbayuto	

NCRNo.	: 2016.04	Issued by	: Trismadi Nurbayuto
Date Issued	: 21 October 2016	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> a. According to field observation at Field 92RL that known harvesting foreman was no took first aid kit. [Ruai Estate] b. In chemical store, the description of items in the first aid box are different from log book. [Pekaka POM] c. First aid box seen not regularly checked for the availability condition during emergency. [Paroh Estate] 			
Root Cause Analysis <i>(filled by organization audited):</i> <ul style="list-style-type: none"> a. The first aid kit is in progress renew b. Medical Assistant do not change name of the chemical because the function is same c. The plastic for Iodin is not change during renew first aid kit 			
Corrective Action <i>(filled by organization audited):</i> To review back first aid box and monitored			
Preventive Action <i>(filled by organization audited):</i> To retrain the first aider and Medical Assistant regarding to First aid and Law.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 8 November 2016 The management unit was show first aid inspection in Paroh Estate on October 2016 at 21 location dated 25 October 2016. Based on inspection result that known some item was no comply with potential hazard and risk. For example: eye drop was no available on harvesting mandore 1 and mandore 2. Auditor conclusion: The management unit can't shows receipt of first aid kit to a harvesting mandore in Ruai Estate. The management unit can't shows similarity of function between different chemicals brand. The management unit can't shows that all first aid kit in Paroh Estate has refilled. Please to provide other adequate evidence.			
The NC will be verified on the next surveillance			
Verified by	:	Trismadi Nurbayuto	

NCRNo.	: 2016.05	Issued by	: MahasMaliyapan
Date Issued	: 21 October 2016	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on the record file, there is no external complaint or feedbacks. As for internal, seen the estate kept a file consisted of request on maintenance issues. However, the "Surat Aduan Kerosakan Perumahan" not recorded of dates of complaint and responded. This not allows to track whether the action taken to complaints been responded within stipulated time frame. [Paroh Estate] [Ruai Estate]			
Root Cause Analysis <i>(filled by organization audited):</i> They did not alert regarding to respond time as per our SOP.			
Corrective Action <i>(filled by organization audited):</i> To check and verify back the complaint book			
Preventive Action <i>(filled by organization audited):</i> To conduct training and monitored regarding to complain and respond procedure.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> The NC will be verified on the next surveillance			
Verified by	:		

3.5.2 Opportunity for Improvement

No	Description
1	Anaerobic Pond 01, seen last desludged in 2016, however the signboard still remains not updated from 2009.
2	The valve direction in the final sump pit that connected to schedule waste store not known whether it is in close / open direction.
3	Seen the signages are faded / unclear,
4	Monsoon drain that connected to sump pit seen clogged
5	Fire extinguisher seen expired in Aug 2016 not replaced with a new [ParohEstate&Ruai Estate]
6	Wiring at workshop [welding area] seen poorly managed.
7	Consideration to reappointment of discipline in the use of PPE on the mill.
8	Consideration to implementation of domestic waste management in accordance to inter-office mail from Head Upstream Malaysia (SDP) Ref. No: PSQM/ESH/060/10/2016 dated 18 October 2016.

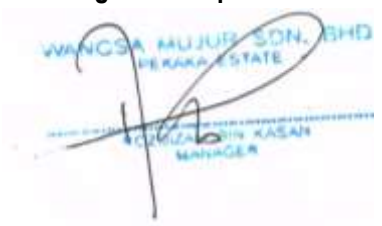

3.5.3 Noteworthy Positive Components

No	Ref Std	Descriptions
1		Company has commitment to implement the principle of sustainable palm oil management.
2		Has earned RSPO certificate in 2011.
3		Has earned ISCC certificate in 2013.
4		The use of Lean Six Sigma to improve productivity and reduce wastages.

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Pekaka POM contractor The contractor that transport FFB to the mills satisfied with the management and thanking them for helping the small contractor.</p>	<ul style="list-style-type: none"> The management thanking the contractor for their satisfactory 	<p>It has verified by auditor team.</p>
<p>Pekaka Humana There is a request from Pekaka Humana to provide more teacher because there are only one teacher for the Humana (kindergarten) and 6 class is there.</p>	<ul style="list-style-type: none"> The estate had consulted with Sarawak HR Department on the vacancies (teacher) in Pekaka Humana. The HR Department will refer to the Indonesian Embassy to recruit certified Indonesian teacher for the Humana School since the syllabus and curriculum will follow Indonesia criterion. 	<p>According to document verification and interview with Indonesian teacher, that known the company was submitted new Indonesian teacher.</p>
<p>Canteen contractor There is a question raised by the canteen contractor due to inconsistency payment by simedarby. As for the start the management agreed to paid on the 1st date of every month however the payment has been delayed until 21st / 30th of every month and this might feel uneasiness from the contractor</p>	<ul style="list-style-type: none"> Started on this financial year, Sime Darby Sarawak Zone start using the Mills Estate Expenditure (MEX) system to all contractor/supplier for payment method. This system using by all Sime Darby Plantation. MEX system paid by HQ. If has any problem with the invoices, HQ will hold the payment to the contractors/suppliers. For Info, this MEX system, contractors/suppliers need to send their invoices direct to the HQ using email/scan. 	<p>In accordance to document verification by auditor team.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Gender Committee There are no sexual harassment issues during last year. The company has facilitate gender committee activity.</p>	<p>Yes it's true. There are no sexual harassment issues during last year.</p>	<p>It has verified by auditor team, during interview with workers on estate and mill.</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p style="text-align: center;">Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>Pekaka POM – SOU 34 Management Representative</p>  <p><u>Cdzizan Bin Kasan</u> November 11th, 2016</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> November 11th, 2016</p> </div> </div>

Appendix1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Pesticide Action Network Asia and the Pacific (PAN AP)	P.O. Box 1170, Penang, 10850 Malaysia	panap@panap.net	Email	10/10/2016		✓
2	National Council of Welfare & Social Development Malaysia - NCWSDM	No. 17, Jalan 1/48A, Bandar Baru Sentul, 51000 Kuala Lumpur, Malaysia.	makpem@gmail.com	Email	10/10/2016		✓
3	Environmental Protection Society Malaysia (EPSM)	No. 60, Jalan 21/35, 46300 Petaling Jaya, Selangor, Malaysia	epsm@epsm.org.my	Email	10/10/2016		✓
4	Canteen Contractor	Bintulu		Focus Group Discussion	17/10/2016	✓	
5	Local Contractor	Bintulu		Focus Group Discussion & Interview	17/10/2016	✓	
6	Pekaka Humana	Bintulu		Focus Group Discussion & Interview	17/10/2016	✓	
7	Gender Committee	Bintulu		Focus Group Discussion & Interview	17/10/2016	✓	

Appendix 2. Assessment Program

16 – 21 October 2016		
ACTUAL TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 16 October 2016		
12.00 – 17.00	Kuala Lumpur → Serawak, Bintulu Serawak → Pekaka & Lavang complex	• All Team
Monday, 17 October 2016		
08.00 - 08.30	Opening Meeting	• TN / MHS / HR
08.30 – 12.30	Field observation to PEKAKA POM. WWTP, Mill Operational, Safety and Health, Supply Chain, Hazardous Waste Management	• TN / MHS
08.30 – 12.30	Stakeholders Consultation Session 1: Government Agencies, local NGO, Community, Suppliers etc)	• HR
12.30 – 13.30	BREAK	
13.30 – 17.00	Document review and Review of Previous Visit Non-conformance (surveillance-4)	• TN / MHS / HR
Tuesday, 18 October 2016		
08.00 - 12.30	Field Observation to PAROH Estate <ul style="list-style-type: none"> • Manuring, Spraying, Harvesting, Best Agricultural Practices • Worker Welfare (payments, complaint mechanism, etc.) • Legal operational boundary and Conservation Area • Worker facilities (housing, health clinic, clean water, etc) • Land Fire facilities, Storage, etc.. • Hazardous Waste Material management 	<ul style="list-style-type: none"> • TN / HR • MHS • TN / HR • MHS • MHS • TN / HR
12.30 – 13.30	BREAK	
13.30 – 14.30	Continue Field Observation to PAROH Estate	• TN / MHS / HR
14.30 – 17.00	Document review and Clarification of Time Bound Plan	• TN / MHS / HR
Wednesday, 19 October 2016		
08.00 – 12.30	Field Observation to RUAI Estate <ul style="list-style-type: none"> • Manuring, Spraying, Harvesting, Best Agricultural Practices • Worker Welfare (payments, complaint mechanism, etc.) • Legal operational boundary and Conservation Area • Worker facilities (housing, health clinic, clean water, etc) • Land Fire facilities, Storage, etc.. • Hazardous Waste Material management 	<ul style="list-style-type: none"> • TN / HR • MHS • TN / HR • MHS • MHS • TN / HR
12.30 – 13.30	BREAK	
13.30 – 14.30	Continue Field Observation to RUAI Estate	• TN / MHS / HR
14.30 – 17.00	Document review and Clarification of Partial Certification	• OR / YCH / NZ / EHS
Thursday, 20 October 2016		

16 – 21 October 2016		
ACTUAL TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 – 12.30	Field Observation to PEKAKA Estate <ul style="list-style-type: none"> • Manuring, Spraying, Harvesting, Best Agricultural Practices • Worker Welfare (payments, complaint mechanism, etc.) • Legal operational boundary and Conservation Area • Worker facilities (housing, health clinic, clean water, etc) • Land Fire facilities, Storage, etc.. • Hazardous Waste Material management 	<ul style="list-style-type: none"> • TN / HR • MHS • TN / HR • MHS • MHS • TN / HR
12.30 – 13.30	BREAK	
13.30 – 14.30	Continue Field Observation to PEKAKA Estate	• TN / MHS / HR
14.30 – 17.00	Document review and Checklist Completion	• TN / MHS / HR
Friday, 21 October 2016		
08.00 - 09.00	Audit finding preparation	• TN / MHS / HR
09.00 - 11.00	Closing Meeting	• TN / MHS / HR
11.00 -.....	Travel to Bintulu Airport & Return to Kuala Lumpur	• TN / MHS / HR