



**SIRIM QAS INTERNATIONAL SDN. BHD.**  
Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri,  
Section 2, 40700 Shah Alam, Selangor, Malaysia.

**File Ref.: ES10171012**

**RSPO PUBLIC SUMMARY REPORT**

**CLIENT : SIME DARBY PLANTATION BERHAD – SOU 5 SELABA**

**PARENT COMPANY : SIME DARBY PLANTATION BERHAD**

**RSPO MEMBERSHIP NO.: 1-0008-04-000-00**

**LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):**

*(In the case of multisite certification, list additional sites in attachments)*

Certification Unit	Mill / Estate	Location		
		Latitude	Longitude	Address
SELABA Strategic Operating Unit (SOU 5)	Selaba Oil Mill	3° 59' 20.3"N	101° 04' 52.6"E	36000 Teluk Intan, Perak
	Bikam Estate	4° 02' 48.3"N	101° 17' 54.7"E	35600 Sungkai, Perak
	Cluny Estate	3° 50' 32.7"N	101° 26' 13.8"E	35800 Slim River, Perak
	Seri Intan Estate (Selaba Division)	3° 59' 14.0"N	101° 03' 53.8"E	36009 Teluk Intan, Perak

**MAP :** See Attachment 1

**AUDIT DATE :** 11-15 December 2017

**DURATION :** 16 auditor days

**TYPE OF AUDIT :** ☒ Annual Surveillance Audit No.2 ☐ Recertification Audit

**STANDARD :** RSPO PRINCIPLE & CRITERIA MYNI 2014, AND RSPO SUPPLY CHAIN CERTIFICATION STANDARD 2014

**SCOPE OF CERTIFICATION:** Production of Sustainable Crude Palm Oil and Palm Kernel Using the Mass Balance Supply Chain Model

**VALIDITY OF RSPO CERTIFICATE :** 03 March 2016 - 02 March 2021

**The following attachments form part of this report:**

Non-conformity Report(s) ☒

List of additional site(s) ☐

**Report by Audit Team Leader**

**Acknowledgement by Client's Representative**

Name : Mohd Zulfakar Kamaruzaman

Name : CHONG KOK SWEE

Signature :

Signature :

Date : 27 March 2018

Date : 29/3/2018

CHONG KOK SWEE  
SENIOR MANAGER

## RSPO PUBLIC SUMMARY REPORT

### SUMMARY OF AUDIT

Recertification audit				
On-site audit date	:	19-22 January 2016		No. of auditor days : 16 Auditor days
Audit team	:	Mohd Razman Salim (LA), Dr. Zahid Emby, Mohd Zulfakar Kamaruzaman, Hazani Othman, Zulkarnain Abdullah (Supply Chain)		
No. of major NCR(s)	:	4	Indicator: 2.1.1, 4.7.1, 4.7.3, 5.6.2	Closing date : 17/2/16
No. of minor NCR(s)	:	4	Indicator : 2.1.3, 4.2.3, 5.2.4, 5.4.1	
Indicate the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers
		x		x
		Contract workers	NGOs	Govt. agency
				x
		Indigenous people	Contractors	Others (Please specify)
		x		
Supply base sampled	:	Sogomana Estate (Cashwood Division, Sg, Beruas Division) and Seri Intan Estate (Selaba Division).		

Annual Surveillance Audit 1				
On-site audit date	:	27-30 December 2016	No. of auditor days	16 Auditor days
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Selvasingam T. Kandiah, Rozaimee Ab Rahman, Mohd Razman Salim		
No. of major NCR(s)	:	3	Indicator: 2.1.1, 4.4.2, 4.7.2	Closing date : 28/2/17
No. of minor NCR(s)	:	6	Indicator : 4.1.2, 4.5.2, 4.7.5, 4.8.2, 6.2.3, 6.5.4	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers
		√		√
		Contract workers	NGOs	Govt. agency
				√
		Indigenous people	Contractors	Others (Please specify)
		√	√	
Supply base sampled	:	Cluny Estate and Bikam Estate		
Changes since the last audit	:	The Sogomana Estate (Cashwood Division and Sg, Beruas Division) was transferred from SOU Selaba to SOU Seri Intan resulting in a reduction of the hectarage of the CU. The total certified area was further reduced due to the Government's acquisition of 26.22 ha from Cluny Estate and 2.01 ha from Bikam Estate for the purpose of TNB's Right-of-Way (ROW) for its power transmission lines and 167.26 ha from Seri Intan Estate (Selaba Div) for TNB's Right-of-Way (ROW) for its power transmission lines, for Sekolah Teknik and UPSI projects.		

Annual Surveillance Audit 2					
On-site audit date	:	11-15 December 2017		No. of auditor days : 18	
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Rozaimée Ab Rahman, Selvasingam T. Kandiah, Amir Bahari			
No. of major NCR	:	4	Indicator: 4.1.1, 4.1.2 (Recurrence), 4.6.5, 4.2.4 (i) RSPO Certification System	Closing date : 10/03/2018	
No. of minor NCR	:	4	Indicator: 2.2.2, 4.7.5, 6.1.4, 6.6.2		
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers	Suppliers
		√		√	√
		Contract workers	NGOs	Govt. agency	Independent growers

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	Indigenous people	Contractor	Others (Please specify)
	NA	√	
Supply base sampled :	Seri Intan Estate (Selaba Div) and Bikam Estate		
Changes since the last audit :	<p>In accordance with the information provided by the Management of Selaba, it has been confirmed that there was an error for the "Certified area" reported in the previous surveillance audit due to the misinterpretation of the "Certified area" definition.</p> <p>It was explained that the previous reported value for Seri Intan (Selaba Division) did not include the Workers Quarters, Temple, Mosque, Roads, Drains, School, Green House Project, Creche and Shop i.e. amounting to additional of 87.0191 ha from the reported value. It was then confirmed that the total land area (as per land title) for Seri Intan Estate (Selaba Division) is 1,119.9891 ha, instead of 1,032.97 ha reported last year.</p> <p>Furthermore, during this audit, it was noted that the total certified area was reduced due to the Government's acquisition of 57.7046 ha from Seri Intan Estate (Selaba Division) for the purpose of construction for the 'Projek Perumahan Rakyat 1 Malaysia' PR1MA. The gazetting record for Lot 10093 Gazette Notification No. PTHP 12/517 in Perak State Government Gazette Land Acquisition Act 1960 [Section 16] was made available during the conduct of audit.</p> <p>With all the information provided above, it was concluded that the certified area for Seri Intan (Selaba Division) after the correction from land title and deduction of PRIMA project is 1,062.28 ha. And, the total Certified area for the whole CU has been confirmed as 4,689.31 ha.</p>		
Report approved by :	Radziah Mohd Daud		Approval date : 27/03/2018

### Annual Surveillance Audit 3

On-site audit date :		No. of auditor days :	
Audit team :			
No. of major NCR :		Indicator:	Closing date:
No. of minor NCR :		Indicator:	
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers
	Contract workers	NGOs	Govt. agency
	Indigenous people	Contractor	Others (Please specify)
Supply base sampled :			
Changes since the last audit :			
Report approved by :			Approval date :

### Annual Surveillance Audit 4

On-site audit date :		No. of auditor days :	
Audit team :			
No. of major NCR :		Indicator:	Closing date
No. of minor NCR :		Indicator : -	

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Indicate by ticking the : stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers	Suppliers
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractors	Others (Please specify)	
Supply base sampled :				
Changes since the last audit :				
Report approved by :			Approval date :	

# RSPO PUBLIC SUMMARY REPORT

## SUMMARY OF INFORMATION

**TABLE 1**

	<b>STAGE 2 / RA</b>	<b>ASA 1</b>	<b>ASA 2</b>	<b>ASA 3</b>	<b>ASA 4</b>
<b>Projection Period</b>	January 2016 – December 2016	December 2016 – November 2017	Dec 2017 – Nov 2018		
<b>Certified FFB Processed (MT)</b>	144,300.78	68,394.40	80,270.67		
<b>Production of Certified CPO (MT)</b>	21,952.00	14,752.67	16,805.84		
<b>Production of Certified PK (MT)</b>	6,632.00	3,631.74	4,215.87		
<b>Certified Areas (Ha)</b>	*5,891.12	*4,660.00	4,689.31		
<b>Planted Areas (Ha)</b>	5606.80	4482.69	4,424.99		
<b>Production Areas (Ha)</b>	5,606.80	3,560.49	3,502.79		
<b>HCV Areas</b>	41.26	41.26	41.26		
<b>REMARKS</b>	*Copying previous report only.	*Copying previous report only.	Refer to the above Summary of Audit table for the changes in the certified areas.		

**TABLE 2**

	<b>PO</b>	<b>PK</b>
<b>Last years certified volume (MT)</b>	14,752.67	3,631.74
<b>Last years actual certified sold (MT)</b>	9,333.10	2,292.43
<b>Last years actual sold under other schemes (MT)</b>	0.00	0.00
<b>Last years sold conventional (MT)</b>	5,419.57	1,339.31
<b>New year certified volume (MT)</b>	16,805.84	4,215.87

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## RSPO PUBLIC SUMMARY REPORT

### 1.0 AUDIT PROCESS

#### 1.1 Certification Body

SIRIM QAS International Sdn. Bhd. is the leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally and nationally recognized standards. Attestation of this fact is the accreditation of the various certification and testing services by leading national and international accreditation and recognition bodies such as the Department of Standards Malaysia (STANDARDS MALAYSIA), the United Kingdom Accreditation Services (UKAS) and the International Automotive Task Force (IATF). SIRIM QAS International is a partner of IQNet, a network currently comprising of leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting audits related to RSPO certification. It has certified more than a hundred palm oil mills and several estates to ISO 14001 & OHSAS 18001. SIRIM QAS International has also conducted many audits for sustainable production of palm oil products against the requirements of the RSPO P&C. SIRIM QAS International was approved by the RSPO as a RSPO certification body on 21 March 2008 and accredited by ASI on 27 September 2014.

#### 1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Mohd. Zulfakar Kamaruzaman	Auditor Team Leader / Supply Chain, Social and HCV	Holds a B.Sc. Forestry. He had several years of working experience in the oil palm operation. He is a qualified RSPO P&C and RSPO Supply Chain Lead Auditor.
Rozaimiee Ab. Rahman	Auditor / Environment and occupational health and safety (Estate)	Holds a B. Sc. Of Agriculture. He had several years of working experience in the oil palm operation. He is a qualified auditor for RSPO P&C.
Selvasingam T. Kandiah	Auditor Good Agricultural Practices	Holds a B. Sc. (Hons) in Agriculture. He had worked as a planter with Kumpulan Guthrie Berhad before retiring including in Liberia. He is a qualified auditor for RSPO P&C & MSPO.
Amir Bahari	Auditor / Environment and occupational health and safety (Mill)	Holds a B. Sc. (Hons) in Agriculture, he had work with Sime Darby Plantation for more than 15 years of experience in estate operation and five years in palm oil mill. He has been qualified as an RSPO auditor for the past 2 years.

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### 1.3 Audit methodology

The audit covered the Selaba Oil Mill and two of its supply bases. The sampling of the number of the supply base was using the formula of  $0.8\sqrt{y}$ . The two supply base covered during the audit are Seri Intan (Selaba Division) and Bikam Estates. The audit included an on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, employees, contractors and other relevant stakeholders were also conducted during the audit.

### 1.4 Stakeholder Consultation

Stakeholder consultation was carried out during the on-site audit. In general, there was no negative comments made against this Certification Unit.

### 1.5 Audit plan:

Refer to Attachment 2.

### 1.6 Date of next audit:

The next surveillance audit will be conducted within 12 months but not sooner than 8 months from this audit.

## 2.0 SCOPE OF CERTIFICATION AUDIT

### 2.1 Description of the certification unit

The Selaba Certification Unit (CU) is one of the Strategic Operating Units (SOU) of Sime Darby Plantation Sdn Bhd (SDPB). The CU is located in Teluk Intan, Perak, West Malaysia and is also known as SOU 5. The CU was initially consisted of the Selaba Palm Oil Mill and the Sogomana Estate (Cashwood & Sg. Beruas Division), Seri Intan Estate (Selaba Division), Cluny Estate and Bikam Estate. All the estates belong to SDPB. At the start of December 2016, the management of SDPB had decided to transfer Sogomana Estate (Cashwood & Sg. Beruas Division) to SOU Seri Intan. This has resulted in the reduction of the certified area in the CU.

Further to that, some land acquisition by the Government was made at the Cluny Estate, Bikam Estate and Seri Intan Estate. The new total certified area of the three estates in the CU is 4,689.31 Ha of which 4,424.99 Ha was planted.

Selaba POM has a processing capacity of 40 metric tons of FFB per hour. All the estates within the CU have been fully developed before the year of 2005. Hence, Principle 7 of the RSPO P&C is therefore not applicable.



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### 2.2 Description of the Supply Base (including the planting profile)

The FFB is sourced from company owned estates that were certified. Noted that there were some diversions of FFB from HSPHB's estates certified under different CU.

Details of the FFB actual and projected contribution from each source to the mill are shown in the following tables.

Table 1: Actual FFB production by the supply base for the last reporting period  
(Dec 2016- Nov 2017)

Estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Bikam	6,413.63	4.15	SIRIM
Cluny	19,306.09	12.50	SIRIM
Seri Intan Estate (Selaba Division)	16,299.08	10.55	SIRIM
Kinta Kellas	58.03	0.04	BSI
Sabrang	2,020.45	1.31	SIRIM
Sg Wangi	235.65	0.15	SIRIM
Sogomana	1,058.86	0.69	SIRIM
<b>Total</b>	<b>45,401.79</b>	<b>29.39</b>	
<b>Other Supply Bases</b>			
Anson Oil	15.10	0.01	-
Gan Kim Teik & Sons Sdn Bhd	19,461.93	12.60	-
Kota Permai Jaya Sdn Bhd	55.57	0.04	-
Kuala Perak Estate	7,025.17	4.55	-
Ladang Bagan Pasir	8,544.79	5.53	-
Ladang Moccis	5,634.16	3.65	-
Perniagaan Sinaran Mewah	18,074.38	11.70	-
Sawit Berkat (Langkap) Sdn Bhd	15,765.05	10.20	-
Sawit Teluk Baru Sdn Bhd	8,908.47	5.77	-
Tan Hing	25,616.26	16.58	-
<b>Total</b>	<b>109,100.88</b>	<b>70.61</b>	
<b>Grand Total</b>	<b>154,502.67</b>	<b>100.00</b>	

Table 2: Projected FFB production by the supply base for the next reporting period  
(Dec 2017- Nov 2018)

Estates	FFB Production	
	Tonnes	Percentage (%)
Bikam	32,300.92	20.12
Cluny	29,106.14	18.13
Seri Intan Estate (Selaba Division)	18,863.61	12.20
<b>Total</b>	<b>80,270.67</b>	<b>50.45</b>
Total Outside Crop	78,833.33	49.55
<b>Grand Total</b>	<b>159,104.00</b>	<b>100.00</b>

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Table 3: Actual FFB received and CPO & PK dispatch by the Selaba POM for the last reporting period  
(Dec 2016- Nov 2017)

	Total (MT)
FFB Received	154,502.67
FFB Processed	154,502.67
Certified FFB	45,401.79
Non Certified FFB	109,100.88
CPO Production	30,578.59
PK Production	7,800.02
CPO delivered as Mass Balance	9,333.10
CPO delivered as non-RSPO certified	5,419.57
PK delivered as Mass Balance	2,292.43
PK delivered as non-RSPO certified	1,339.31

Table 4: Projected FFB received and CPO & PK dispatch by the Selaba POM of the next reporting period  
(Dec 2017- Nov 2018)

–	Total (MT)
FFB Received	159,104.00
FFB Processed	159,104.00
Certified FFB	80,270.67
Non Certified FFB	78,833.33
CPO Production	33,922.34
PK Production	8,356.54
CPO delivered as Mass Balance	16,805.84
CPO delivered as non-RSPO certified	17,116.50
PK delivered as Mass Balance	4,215.87
PK delivered as non-RSPO certified	4,140.67

Table 5: Planted and certified area of the SOU Selaba

Estate	Planted (ha)	Certified (ha)
Bikam	1989.81	2075.16
Cluny	1459.91	1551.87
Seri Intan Estate (Selaba Division)	975.27	1,062.28
<b>Total</b>	<b>4,424.99</b>	<b>4,689.31</b>

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Table 6: Planting profile for Bikam Estate

Year of planting	Planting cycle(1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2016A	3 <sup>rd</sup>	Immature	74.16	3.73
2015A	3 <sup>rd</sup>	Immature	51.04	2.57
2002	2 <sup>nd</sup>	Mature	50.65	2.55
2001	2 <sup>nd</sup>	Mature	122.84	6.17
2016B	3 <sup>rd</sup>	Immature	98.83	4.97
2008	2 <sup>nd</sup>	Mature	102.12	5.13
2015C	3 <sup>rd</sup>	Immature	60.73	3.05
2015D	3 <sup>rd</sup>	Immature	59.64	3.00
2010	3 <sup>rd</sup>	Mature	51.78	2.60
2010	3 <sup>rd</sup>	Mature	91.03	4.57
2010	3 <sup>rd</sup>	Mature	35.84	1.80
2011	3 <sup>rd</sup>	Mature	57.26	2.88
1999	2 <sup>nd</sup>	Mature	65.97	3.32
1997	2 <sup>nd</sup>	Mature	58.65	2.95
2014C	3 <sup>rd</sup>	Immature	70.87	3.56
2014A	3 <sup>rd</sup>	Immature	20.97	1.05
2005	2 <sup>nd</sup>	Mature	31.84	1.60
2003	2 <sup>nd</sup>	Mature	104.87	5.27
2001	2 <sup>nd</sup>	Mature	20.08	1.01
2001	2 <sup>nd</sup>	Mature	67.63	3.40
1999	2 <sup>nd</sup>	Mature	41.17	2.07
2015B	3 <sup>rd</sup>	Immature	56.10	2.82
1995	2 <sup>nd</sup>	Mature	17.85	0.90
2014B	3 <sup>rd</sup>	Immature	41.00	2.06
2007	2 <sup>nd</sup>	Mature	136.58	6.86
2003	2 <sup>nd</sup>	Mature	82.3	4.14
2001	2 <sup>nd</sup>	Mature	22.62	1.14
2010	3 <sup>rd</sup>	Mature	53.57	2.69
2010	3 <sup>rd</sup>	Mature	35.96	1.81
2011	3 <sup>rd</sup>	Mature	68.93	3.46
2011	3 <sup>rd</sup>	Mature	136.93	6.88
<b>Total</b>			<b>1989.81</b>	<b>100.00</b>

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Table 7: Planting profile for Cluny Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2013	2 <sup>nd</sup>	Mature	81.70	5.60
2015	2 <sup>nd</sup>	Immature	105.49	7.23
2016	2 <sup>nd</sup>	Immature	133.60	9.15
1997	1 <sup>st</sup>	Mature	40.73	2.79
1998	1 <sup>st</sup>	Mature	162.49	11.13
1999	1 <sup>st</sup>	Mature	244.70	16.76
2000	1 <sup>st</sup>	Mature	414.65	28.40
2001	1 <sup>st</sup>	Mature	69.53	4.76
2005	2 <sup>nd</sup>	Mature	35.63	2.44
2008	2 <sup>nd</sup>	Mature	104.02	7.13
2012	2 <sup>nd</sup>	Mature	67.37	4.61
<b>Total</b>			<b>1459.91</b>	<b>100.00</b>

Table 8: Planting profile for Selaba Division of Seri Intan Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2016A	3 <sup>rd</sup>	Immature	65.22	6.69
2016B	3 <sup>rd</sup>	Immature	84.55	8.67
1996	2 <sup>nd</sup>	Mature	6.0254	0.62
2000	2 <sup>nd</sup>	Mature	103.46	10.61
2001	2 <sup>nd</sup>	Mature	73.48	7.53
2005	2 <sup>nd</sup>	Mature	26.68	2.74
2007	2 <sup>nd</sup>	Mature	67.19	6.89
2007A	2 <sup>nd</sup>	Mature	86.40	8.86
2007B	2 <sup>nd</sup>	Mature	65.58	6.72
2007C	2 <sup>nd</sup>	Mature	75.62	7.75
2008	2 <sup>nd</sup>	Mature	70.62	7.24
2009A	2 <sup>nd</sup>	Mature	64.05	6.57
2009B	2 <sup>nd</sup>	Mature	68.79	7.05
2009C	2 <sup>nd</sup>	Mature	89.11	9.14
2013	3 <sup>rd</sup>	Mature	28.49	2.92
<b>Total</b>			<b>975.27</b>	<b>100.00</b>

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### 2.3 Organizational Information/Contact Person

The details of the contact person is as shown below:

SOU 5 Selaba

Name	:	Mr Balachandrun Madhavan
Position	:	General Manager, Perak South Zone
Address	:	Perak South Zone Office, c/o Ladang Sungai Wangi, 32000 Sitiawan, Perak Darul Ridzuan
Phone no.	:	+605-6221477
Fax no.	:	+605- 6222434
Email	:	<a href="mailto:balachandrun@simedarby.com">balachandrun@simedarby.com</a>

### 3.0 AUDIT FINDINGS

#### 3.1 Changes to certified products in accordance to the production of the previous year

There was no change to the certified products since last assessment.

#### 3.2 Progress and changes in time bound plan (Refer to Attachment 7 for the time bound plan)

- i. Have all the estates under the parent company been certified? ☐ Yes ☒ No

If no, comments on the organization's compliance with the RSPO partial certification rules:

Internal Audit dated in 18 Dec 2017 was conducted based on RSPO Partial Certification Requirements. No significant non-compliance was observed by the organization. It has been noted that SDP was progressively undergoing the RSPO Certification process towards 100% RSPO certification of their estates/mills.

PT MAS (Indonesia) has undergone the RSPO Main assessment and was delayed due to some social disputes. The certification of this CU was subject to the progress of the matter being resolved. With regards to the engagement with the RSPO, it was evident that the RSPO Secretariat was well informed on the progress through regular briefing and progress reports. The latest meeting with RSPO Secretariat was held on 8 Sept 2016. To-date, 9 progress reports were submitted to RSPO and the latest was dated on 30 June 2016. Further information can be obtained from <http://www.rspo.org/members/complaints/status-of-complaints/view/29>

- ii. Are there any changes to the organization's time bound plan? ☐ Yes ☒ No

If yes, comment in terms of acceptance or non-acceptance on the changes in the time-bound plan?

N/A

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iii.	Are there associated smallholders (including scheme smallholders) in the CU	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, have ALL the associated smallholders (including scheme smallholders) where their fruit supply is included, by the mill, in its certification?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If no, please state reasons <u>Not applicable. There is no associated smallholders supplying FFB to the CU.</u>			
iv.	Any new acquisition which has replaced primary forests or HCV areas N/A	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
3.3 Other changes (e.g. organizational structure, new contact person, addresses, etc.) Sime Darby Plantation Sdn Bhd has been changed to Sime Darby Plantation Berhad. And changes related to land title at Selaba Div, Refer to Summary Table in this report.				
3.4	Status of previous non-conformities * <i>* If not closed, minor non conformity will be upgraded to major non conformity</i>	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Not closed*	
3.5.	Complaint received from stakeholder (if any) No complaints from stakeholders were observed.			
<b>4.0 DETAILS OF NON-CONFORMITY REPORT</b>				
4.1	For P&C (Details checklist refer to Attachment 3) :			
	Total no. of minor NCR(s) (details refer to Attachment 4 )	List : 4	MZK 01 2017, MZK 02 2017, MZK 03 2017, STK 02 2017	
	Total no. of major NCR(s) (details refer to Attachment 4)	List : 4	RAR 01 2017, STK 01 2017, AB 01 2017, MZK 04 2017	
4.2	For SC (Details checklist refer to Attachment 5) :			
	Total no. of minor NCR(s) (details refer to Attachment 5)	List : -	N/A	
	Total no. of major NCR(s) (details refer to Attachment 5)	List :-	N/A	

## RSPO PUBLIC SUMMARY REPORT

### 5.0 AUDIT CONCLUSION

The audit team concludes that the organization has established and maintained its management system in line with the RSPO P&C requirements of the standard and demonstrated the ability of the system to systematically achieve agreed criterion & requirements.

### 6.0 RECOMMENDATION



No NCR recorded. Recommended to continue certification.



Minor NCR(s) recorded. Corrective action plan has been accepted. Verification of the NCR(s) to be carried out in the next audit.

*Note: Minor NCRs raised in the audit which are not addressed in the subsequent audit shall be upgraded to major NCRs .*



Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided and accepted by the audit team. The NCR(s) have been satisfactorily closed out.




Recommended to continue certification.



Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but not fully accepted by the audit team. NCR(s) which have not been satisfactorily closed out within 90 days of the audit. Recommended for suspension of the certificate.

*Note: Major NCRs which are not addressed within a further 90 days shall result in the certificate being withdrawn.*

**7.0 IT IS CONFIRMED THAT ALL CORRECTIVE ACTIONS TAKEN ON MAJOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED, ACCEPTED AND VERIFIED AND ALL CORRECTIVE ACTIONS PLANS PROVIDED ON MINOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED AND ACCEPTED. RECOMMENDED FOR CONTINUATION OF RSPO P & C CERTIFICATION.**

Audit Team Leader :	MOHD ZULFAKAR KAMARUZAMAN		10/3/2018
	(Name)	(Signature)	(Date)

**Map of SOU 5 Selaba**





# RSPO PUBLIC SUMMARY REPORT

Attachment 2

## RSPO SURVEILLANCE AUDIT PLAN

### 1. Objectives

The objectives of the assessment are as follows:

- (i) To evaluate **SOU 5 Selaba** continued conformance against the RSPO Principles & Criteria Malaysian National Interpretation (MYNI) and RSPO Supply Chain Requirements
- (ii) To verify the effective implementation of corrective actions arising from the findings of last assessment.
- (iii) To make appropriate recommendations based on the assessment findings.

2. **Date of assessment** : 11-15 December 2017

3. **Site of assessment** : SOU Selaba

- Selaba Palm Oil Mill
- Seri Intan Estate (Selaba Division)
- Bikam Estate

### 4. Reference Standard:

- a. RSPO P&C MYNI:2014
- b. RSPO Certification Systems June 2007
- c. RSPO Supply Chain Standard, November 2014
- d. Company's audit criteria including Company's Manual/Procedures

### 5. Assessment Team

Assessor: Mohd Zulfakar Kamaruzaman  
Rozaimie Bin Ab Rahman  
Amir Bahari  
Selvasingam T Kandiah

*If there is any objection to the proposed audit team, the organization is required to inform the Lead Auditor/RSPO Section Manager.*

### 7. Audit Method

Site audits including observation of practices, interviews with interested parties (all categories of contractors, employees, nearby population, etc.), documentation evaluation and evaluation of records.

### 8. Audit Findings

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed within 90 days or else the certificate shall be suspended. If the major non conformities are still not addressed within another 90 days, the certificate shall be terminated.

If there are five or more major non-compliances within one Principle found during the audit, immediate suspension of RSPO certification shall be recommended.

For minor non conformities raised in the surveillance audit, corrective action shall be verified in the next audit. These shall be upgraded to major non conformities if the corrective actions are not satisfactory implemented in the next audit.

### 9. Confidentiality Requirements

SIRIM QAS International shall not disclose any information concerning the company regarding all matters arising or

## RSPO PUBLIC SUMMARY REPORT

coming to its attention with the conduct of the programme, which is of confidential in nature other than information, which is in the public domain.

In the event that there be any legal requirements for disclosing any information concerning the organization, SIRIM QAS International shall inform the organization of the information to be disclosed.

**10. Working Language :** English and Bahasa Malaysia

**11. Reporting**

- a) Language : English
- b) Format : Verbal and written
- c) Expected date of issue : 2 weeks after the closure of the Major NC / or if only minor NC,  
30 days from the last day of this audit

**12. Facilities Required**

- a. Room for discussion
- b. Relevant document and record
- c. Personnel protective equipment if required
- d. Photocopy facilities
- e. A guide for each group

**13. Assessment Programme Details :** As below

## RSPO PUBLIC SUMMARY REPORT

Day 1: 11 December 2017 (Monday)					
Time	Activities / areas to be visited				
8.30 – 9.00 am	<b>Opening meeting at Selaba Palm Oil Mill</b> Lead Auditor to introduce audit team member, brief on audit objectives, scope, methodology, criteria and programmes <b>Organization Representative to brief on the following :</b> <ol style="list-style-type: none"> <li>1) RSPO implementation at SOU Selaba (i.e. mill &amp; supply base) including changes</li> <li>2) Time bound plan for Sime Darby</li> <li>3) Significant changes on organization activities, machinery, supply bases capacity etc.</li> </ol>				Top mgmt & Committee Member
	<b>Zulfakar (HCV, Social and Supply Chain)</b>	<b>Amir (Safety and Environment) Estate</b>	<b>Rozaimie (Safety and Environment) Mill</b>	<b>Selvasingam (GAP)</b>	
9.00 – 1.00 pm	<b>Selaba POM</b> Site visit and assessment on Supply Chain Implementation including the Model used : General Chain of Custody System Requirements for the supply chain <ul style="list-style-type: none"> <li>• Documented procedures</li> <li>• Purchasing and goods in</li> <li>• Outsourcing activity</li> <li>• Sales and goods out</li> <li>• Processing</li> <li>• Records keeping</li> <li>• Registration</li> <li>• Training Claims</li> </ul>	<b>Bikam Estate</b> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<b>Selaba POM</b> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<b>Seri Intan Estate (Selaba Division)</b> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to longterm economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 5.00 pm	Continue assessment				Guide(s) for each assessor

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**Day 2: 12 December 2017 (Tuesday)**

Activities /areas to be visited	Zulfakar (HCV, Social and Supply Chain)	Amir (Safety and Environment) Estate	Rozaimée (Safety and Environment) Mill	Selvasingam (GAP)	
8.30 – 1.00 pm	<b><u>Selaba POM</u></b> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, Contractors, gender committee, local communities and stakeholders</li> <li>• Check payslip, Contract Agreement</li> <li>• Check Sundry Shop</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, Neighbouring land use.</li> <li>• Riparian Zone</li> <li>• Continuous improvement</li> </ul>	<b><u>Bikam Estate</u></b> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<b><u>Selaba POM</u></b> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<b><u>Seri Intan Estate (Selaba Div)</u></b> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to longterm economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 5.00 pm	Continue assessment				Guide(s) for each assessor

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Day 3: 13 December 2016 (Wednesday)					
Activities /areas to be visited	Zulfakar (HCV, Social and Supply Chain)	Amir (Safety and Environment) Estate	Rozaimie (Safety and Environment) Mill	Selvasingam (GAP)	
8.30 – 1.00 pm	<u><b>Bikam Estate</b></u> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, Contractors, gender committee, local communities and stakeholders</li> <li>• Check payslip, Contract Agreement</li> <li>• Check Sundry Shop</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, Neighbouring land use.</li> <li>• Riparian Zone</li> <li>• Continuous improvement</li> </ul>	<u><b>Seri Intan Estate (Selaba Div)</b></u> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<u><b>Seri Intan Estate (Selaba Div)</b></u> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<u><b>Bikam Estate</b></u> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to longterm economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 5.00 pm	Continue assessment				Guide(s) for each assessor

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Day 4: 14 December 2017 (Thursday)					
Activities /areas to be visited	Zulfakar (HCV, Social and Supply Chain)	Amir (Safety and Environment) Estate	Rozaimée (Safety and Environment) Mill	Selvasingam (GAP)	
8.30 – 1.00 pm	<u><b>Seri Intan Estate (Selaba Div)</b></u> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, Contractors, gender committee, local communities and stakeholders</li> <li>• Check payslip, Contract Agreement</li> <li>• Check Sundry Shop</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, Neighbouring land use.</li> <li>• Riparian Zone</li> <li>• Continuous improvement</li> </ul>	<u><b>Seri Intan Estate (Selaba Div)</b></u> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<u><b>Bikam Estate</b></u> Coverage of assessment: P1, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<u><b>Bikam Estate</b></u> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to longterm economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 5.00 pm	Continue assessment				Guide(s) for each assessor

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### Day 5: 15 December 2017 (Friday)

Activities /areas to be visited	Zulfakar (HCV, Social and Supply Chain)	Amir (Safety and Environment) Estate	Rozaimée (Safety and Environment) Mill	Selvasingam (GAP)	
8.30 – 1.00 pm	<p><b><u>Selaba POM</u></b></p> <p>Coverage of assessment: P1, P2, P4, P5, P7, P8</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, Contractors, gender committee, local communities and stakeholders</li> <li>• Check payslip, Contract Agreement</li> <li>• Check Sundry Shop</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, Neighbouring land use.</li> <li>• Riparian Zone</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Selaba POM</u></b></p> <p>Coverage of assessment: P1, P4, P5, P7, P8</p> <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Selaba POM</u></b></p> <p>Coverage of assessment: P1, P4, P5, P7, P8</p> <ul style="list-style-type: none"> <li>• OSH management – witness activities at site</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers, safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> <li>• Facilities at workplace</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Selaba POM</u></b></p> <p>Coverage of assessment: P1, P2, P3, P4, P7, P8</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to longterm economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• committee and contractors</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 4.00 pm	<ul style="list-style-type: none"> <li>• Continue assessment on unfinished area</li> <li>• Verification on outstanding issues</li> <li>• Audit Team discussion, preparation on audit findings and issuance of NCR (if any)</li> </ul>				Guide(s) for each assessor
4.00 – 5.00 pm	Closing meeting				Top management & Committee member

## RSPO PUBLIC SUMMARY REPORT

Attachment 3

### RSPO P&C AUDIT CHECKLIST AND FINDINGS

#### Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	YES	SOU Selaba continued to implement the communication procedure and maintain records on requests for information. The procedure for responding to any communication is as outlined in sub-section 5.5 of appendix 5.5.3.2 of Standard Operation Manual of Estate Quality Management System documents. The communication flow charts were available on the notice boards in the Estate and Mill offices and Muster Grounds. Both Estates and Mill continued to maintain the stakeholders list which included the contractors, vendors/suppliers, government agencies, schools, local communities, etc. SDPB continued to use the internet to disseminate public information relating to land titles, safety and health plans, pollution prevention plans and the procedure for complaints and grievances. The SDPB website address is <a href="http://plantation.simedarby.com">http://plantation.simedarby.com</a> .
	1.1.2	Records of requests for information and responses shall be maintained. Major Compliance	YES	The CU had identified personnel responsible for handling of complaints. Records of communication were identified and maintained in different files, internal & external communication, depending on the stakeholder. Among the records inspected were correspondences with the authorities, local communities and employees. Both Estates and Mill continued to maintain the list of stakeholders which included the contractors, vendors/suppliers, government agencies, schools, local communities, etc.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1	Land titles/user rights	YES	Evidence of legal ownership of the land including history of land tenure was verified during this audit. This document was made available by all the Mill and individual estates.
		Occupational health and safety plans	YES	Both estates and the mill have established the Safety and Health plan. The SDPB OHS Policy is also available at all the operating units. The policy is available in Bahasa and English. The policy has been communicated to all level of employees through briefings and displayed at respective office's notice boards.
		Plans and impact assessments relating to environmental and social impacts	YES	Social and environmental impact assessments and its relevant plans continued made available.
		HCV documentation summary	YES	HCV documentation summary and HCV Assessment was publicly available at the estates and mill offices.
		Pollution prevention and reduction plans	YES	The CU continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records contained identification and evaluation of environmental impact of activities and processes related to the estate and mill operation. The Environmental Management Plan 2017 / 2018 has been established and reviewed in June 2017. The plan also includes elements of Pollution Prevention Plan. The status of the action taken were being monitored.



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		Details of complaints and grievances	YES	The details of complaints and grievances can be accessed by the public/stakeholders at estates and mill offices.
		Negotiation procedures	YES	Negotiation procedures for the SOU Selaba is as described in the "Flowchart and Procedures On Handling Land Dispute". This document reviewed by the audit team during the audit.
		Continual improvement plans	YES	Sime Darby Plantation Bhd. has committed to utilise the established system to regularly monitor and review their key activities at the mill and estates. Relevant action plans were initiated for continuous improvement in key areas of operations, environmental, safety, health and welfare of the workers as well as social contribution to the community. Details of the CU continual improvement plans have been reported in indicator 8.1. The continuous improvement plans was established and update accordingly.
		Public summary of certification assessment report;	YES	Public summary for RSPO certification assessment report can be assessed at SIRIM QAS Int. website.
		Human Rights Policy (Criterion 6.13).	YES	Human Rights policy for the CU is in the Sime Darby Plantations Bhd's Social & Humanity Policy dated January 2015. The policy among others state that business is carried out with a sense of humanity, ensuring they are socially beneficial and do not infringe on basic human rights. This policy is available at the respective notice boards of the mill and estates.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	The SOU 5 Selaba is following the Sime Darby Plantations Bhd's Code of Business Conduct. It contains, among others, the following aspects of business conduct: <ul style="list-style-type: none"> <li>- Equal opportunity and non-discrimination</li> <li>- Criminal activities</li> <li>- Harassment ad violence</li> <li>- Avoiding conflicts of interests</li> <li>- Guarding against bribery and corruption</li> <li>- Anti-money laundering and anti-terrorism financing</li> <li>- How to report a violation</li> </ul>

### Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	YES	Generally, SOU Selaba has continued to comply with all applicable local, national and ratified international laws and regulations. The last update of legal register was in July 2016. Relevant licences and permits were verified at SOU Selaba such as MPOB license, license from Suruhanjaya Tenaga and the Department of Environment, Fire Certificate, Diesel Permit, Weigh Bridge etc. Noted that the CU monitors it compliance with applicable laws and regulations. It is evident that the POM and both estates were complying with the relevant laws and regulations.
	2.1.2	A documented system, which includes written information on legal requirements shall be maintained. Minor Compliance	YES	SOU Selaba have identified, documented and maintained their legal register with written information on legal requirements which related to their operation in legal register. PSQM Department were responsible to track changes and the information was disseminated to all its plantations and Mill department.

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	2.1.3	A mechanism for ensuring compliance shall be implemented. Minor Compliance	YES	The CU had a documented system for identifying and updating the changes of legal requirements and to monitor the status of legal compliance. This was as documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual. PSQM Department and respective operating units have undertaken the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. The compliance to legal requirements was evaluated on an annual basis. These were carried out via Internal & External Audits, PA visits, RSPO Audits and by Preliminary Group Corporate Assurance Reports.																																																																																										
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	YES	PSQM department, which is based in Kuala Lumpur is responsible in tracking any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective SOUs.																																																																																										
C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights	2.2.1	Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised NCR land) and the actual legal use of the land shall be available. Major Compliance	YES	<div>Evidence of legal ownership of the land including history of land tenure was verified during this audit. The land was previous own by Golden Hope and after merged with Sime Darby, The Land Title was transferred under the name of Sime Darby Plantation Berhad. Each estate had legal use of the land through an Ownership and Country Lease signed by the Director of Lands and Surveys of Perak following the payment of premium and Land fee. Some of the land titles sighted were:</div> <table><tr><th>Estate</th><th>Area (Ha)</th><th>Ownership/Country lease</th><th>Period</th></tr><tr><td rowspan="10">Seri Intan Estate (Selaba Division)</td><td>331.0509</td><td>GRN 47899</td><td>-</td></tr><tr><td>153.6933</td><td>GRN 47832</td><td>-</td></tr><tr><td>114.3624</td><td>GRN 47833</td><td>-</td></tr><tr><td>24.4810</td><td>GRN 47834</td><td>-</td></tr><tr><td>115.7399</td><td>GRN 47836</td><td>-</td></tr><tr><td>0.2476</td><td>GRN 47024</td><td>-</td></tr><tr><td>0.1138</td><td>GRN 47027</td><td>-</td></tr><tr><td>2.2586</td><td>GRN 47028</td><td>-</td></tr><tr><td>182.3106</td><td>GRN 47709</td><td>-</td></tr><tr><td>138.0264</td><td>GRN 29354</td><td>-</td></tr><tr><td rowspan="18">Bikam Estate</td><td>91.8635</td><td>GRN 15972</td><td>-</td></tr><tr><td>132.3649</td><td>GRN 21352</td><td>-</td></tr><tr><td>25.0879</td><td>GRN15296</td><td>-</td></tr><tr><td>13.0511</td><td>GRN 46766</td><td>-</td></tr><tr><td>238.3848</td><td>GRN 52309</td><td>-</td></tr><tr><td>2.5268</td><td>GRN 61375</td><td>-</td></tr><tr><td>25.4952</td><td>GRN 46869</td><td>-</td></tr><tr><td>0.8489</td><td>GM 903</td><td>-</td></tr><tr><td>0.4047</td><td>GRN 47644</td><td>-</td></tr><tr><td>0.0146</td><td>GRN 61373</td><td>-</td></tr><tr><td>23.067</td><td>GRN 46762</td><td>-</td></tr><tr><td>0.8043</td><td>GM 901</td><td>-</td></tr><tr><td>9.0295</td><td>GRN 50071</td><td>-</td></tr><tr><td>19.07</td><td>GRN 129207</td><td>-</td></tr><tr><td>0.4983</td><td>GM 902</td><td>-</td></tr><tr><td>198.0933</td><td>GRN 47064</td><td>-</td></tr><tr><td>18.8001</td><td>GRN76369</td><td>-</td></tr><tr><td>207.8057</td><td>GRN53043</td><td>-</td></tr></table>	Estate	Area (Ha)	Ownership/Country lease	Period	Seri Intan Estate (Selaba Division)	331.0509	GRN 47899	-	153.6933	GRN 47832	-	114.3624	GRN 47833	-	24.4810	GRN 47834	-	115.7399	GRN 47836	-	0.2476	GRN 47024	-	0.1138	GRN 47027	-	2.2586	GRN 47028	-	182.3106	GRN 47709	-	138.0264	GRN 29354	-	Bikam Estate	91.8635	GRN 15972	-	132.3649	GRN 21352	-	25.0879	GRN15296	-	13.0511	GRN 46766	-	238.3848	GRN 52309	-	2.5268	GRN 61375	-	25.4952	GRN 46869	-	0.8489	GM 903	-	0.4047	GRN 47644	-	0.0146	GRN 61373	-	23.067	GRN 46762	-	0.8043	GM 901	-	9.0295	GRN 50071	-	19.07	GRN 129207	-	0.4983	GM 902	-	198.0933	GRN 47064	-	18.8001	GRN76369	-	207.8057	GRN53043	-
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				<table><tr><td>111.00</td><td>GRN129208</td><td>-</td></tr></table> <p>During ASA 1, it was noted that the Management of Selaba did not include their Workers Quarters, Temple, Mosque, Roads, Drains, School, Green House Project, Creche and Shop. During this audit, the auditor has noted the mistake as the certified area was not as same as the value in the Legal Land Title. The auditor sighted the total land area (as per land title) for Seri Intan Estate (Selaba Division) is 1,119.9891 ha. This contradicted with the past report which stated as 1,032.97 ha.</p> <p>It has been confirmed that the rest of 87.0191 ha is their Workers Quarters, Temple, Mosque, Roads, Drains, School, Green House Project, Creche and Shop, were not included in the certified area. The Management has misinterpreted the RSPO Standard requirement saying that the Certified Area is equal to hectarage of plantation that are certified which covers beyond production area i.e. immature areas (not yet producing fresh fruit bunches); non-plantable areas (swamps,slopes, etc.); infrastructure (offices; schools; employee centres, etc.); conservation area (set aside for High Conservation Value) etc. instead of only planted area.</p> <p>In the meantime, the total certified area was then reduced due to the Government's acquisition of 57.7046 from Seri Intan Estate (Selaba Division) for the purpose of 'Projek Perumahan Rakyat 1 Malaysia' PR1MA. The gazetting record for Lot 10093 (57.7046 ha) Gazette Notification No. PTHP 12/517 in the Perak State Government Gazette Land Acquisition Act 1960 [Section 16] was verified by the audit team. And further to this, the auditor has confirmed that during the consultation with the neighbouring villages, there was no conflict/dispute between the villagers with the estate with regards to the land title issue.</p> <p>Hence, the certified area for Seri Intan (Selaba Div) after the correction from land title and deduction of PRIMA project is 1,062.28 ha. And the total Certified area for the whole CU was determined as 4,689.31 ha. Value reported in the previous surveillance audit was not accurate.</p>	111.00	GRN129208	-
111.00	GRN129208	-					
	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. Minor Compliance	NO	In general, the estate boundaries were generally established. However at Bikam Estate it was found that the boundary between Bikam Estate at Sungai Klah Division and Private Oil Palm Plantation was not visibly mark. Therefore, Minor NCR MZK 01 2017 was raised.			
	2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, FPIC. Minor Compliance	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviewed with Representative of nearby villages.			

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	2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes are implemented and accepted by the parties involved. Major Compliance	YES	During this surveillance audit, there was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviewed with Representatives of nearby villages.
	2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties. Minor Compliance	YES	During this surveillance audit, there was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviewed with Representative of nearby villages.
	2.2.6	To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. Major Compliance	YES	The CU observed to maintain peace. No case of instigated violence and land conflict, as affirmed with interviewed of confirmed through interviewed with Representative of nearby villages and employees.
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	2.3.1	Maps of an appropriate scale showing the extent of recognised legal, customary or user rights shall be developed through participatory mapping involving affected parties. Major Compliance	YES	Not applicable for SOU Selaba since there was no land encumbered by customary rights or disputed from any stakeholder.
	2.3.2	Copies of negotiated agreements detailing the process of FPIC shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their	YES	Not applicable for SOU Selaba since there was no land encumbered by customary rights or disputed from any stakeholder.

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		consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance		
	2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. Minor Compliance	YES	Not applicable for SOU Selaba since there was no land encumbered by customary rights or disputed from any stakeholder.
	2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. Major Compliance	YES	Not applicable for SOU Selaba since there was no land encumbered by customary rights or disputed from any stakeholder.

### **Principle 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY**

Clause	Indicators		Comply Yes/No	Findings
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. Major Compliance	YES	The CU continued to make commitment to long-term economic and financial viability. The annual budgets for 2017/18 to 2021/2022 which included Capital and Operating Expenditures in addition to FFB yield/Ha, OER and CPO were sighted. The budget provisions cover activities for machinery and plant upkeep, expenditure for mature and immature oil palm upkeep, harvesting and evacuation, welfare, capital expenditure, RSPO compliance etc.
	3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see	YES	The long-range replanting programme (LRRP) until 2030/2031 were sighted for both Estates. This programme is reviewed once a year and is incorporated in the CU annual financial budget.

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		Criterion 4.3), with yearly review, shall be available. Minor Compliance		
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### **Principle 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS**

Clause	Indicators		Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently implemented and monitored	4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. Major Compliance	NO	SOU Selaba continued to use the documents established by the Sime Darby Plantation Bhd among others as follows; Plantations / Mill Quality Management System Manual, PQMS / MQMS Standard Operating Manual and Procedures, Sustainable Plantation Management System Manual, RSPO Supply Chain Manual, ESH Management System Manual etc. The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and the employees understood the requirements of the SOP. However it was found that: <ul style="list-style-type: none"> <li>a) At Seri Intan Estate (Selaba Division) –housekeeping of rubbish at line site was not in proper way. Sighted bottle and plastic bags inside a drainage system and not disposed accordingly.</li> <li>b) Application of effluent solids in Seri Intan Selaba Estate Division Field no P09 A. This is a new activity for the estate whereby effluent solids are collected in bags and stacked within the platform of the palms tree and there is no procedure for this activity.</li> </ul> Therefore Major NCR AB 01 2017 was raised.
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	NO	Selaba CU continued to implement the mechanism to ensure consistent implementation of activities / operation as per SOPs. The CU continued to use the above-mentioned established mechanism to ensure consistent implementation of good agricultural practices as per SOPs. Random interview with the estate workers showed that they understood the requirement stated in the SOPs. It was generally observed that harvesting standards and guidelines on chemicals usage had been properly understood and implemented by the estate harvesters and sprayers respectively. However, the following was observed during this visit: <ul style="list-style-type: none"> <li>A. The Standard operating procedure (SOP) for Pemandu Kendaraan (Traktor/Mini Kubota/Jamsa/KG) was not implemented.</li> <li>B. Section C1 of EQMS SOP was not complied with.</li> <li>C. Section 16 of the Agriculture Reference Manual on weeding was not complied with.</li> <li>D. Plan to avoid/reduce pollution was not effectively implemented.</li> </ul> Hence, the Major NCR STK 01 2017 was issued.
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	Records of monitoring and the actions taken by the CU continued to be maintained. This is to ensure that the established procedures were consistently implemented. Among the monitoring records sighted were: There were system of having Mill Advisor and Planting Advisor visit respectively to the mill and estate. However this system is intended to be gradually phased out as informed by the management. In replacement there were other audits by PSQM, Agronomist and GCAD to ensure compliance against Company policies and procedures in relation to operations, finance, safety, health and welfare

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				requirements. The Regional Head also performed unscheduled visits to the CUs. Performances are tabled and discussed in the monthly meeting, SOU meeting and Regional meetings.
	4.1.4	The mill shall record the origins of all third-party sourced FFB. Major Compliance	YES	All certified FFB came from Selaba SOU 5's estates and non-certified FFB from independent FFB suppliers. All delivery documents of third party FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill were properly recorded and monitored.
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	YES	Both Selaba Division and Bikam Estate practiced the maintenance of long-term soil fertility by annual application of fertilizers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and some EFB and compost application, water management and by maintaining soft weeds within interlines. Fertilizer application, which was of paramount importance for maintenance of soil fertility, was carried out based on the recommendation made by the agronomist from Sime Darby Research Sdn. Bhd. Annual fertilizer recommendations were made based on annual foliar sampling and 5 yearly soil sampling. Fertilizer application program was monitored using the program sheets, bin cards, field cost book, etc.
	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	YES	Fertilizer application program was monitored using the program sheets, bin cards, field cost book, Manuring Quality Assessment Reports, etc. Records of programs and applications of fertilizers were made available to auditors.
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	YES	From the Agronomist reports it was confirmed that both estates carried out periodic foliar and soil sampling to monitor changes in nutrient status which formed the basis for formulation of the fertilizer recommendation for 2018.
	4.2.4	A nutrient recycling strategy shall be in place, and may include use of EFB, POME, and palm residues. Minor Compliance	YES	Both estates had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and by EFB application. For EFB application on both estates, priority was given for application in young mature areas and replants. No compost and POME was applied in both estates.
C 4.3 Practices minimize and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	YES	Based on the Soil maps there was no peat and fragile soils in both Selaba Division and Bikam Estate.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. Minor Compliance	YES	SDPB had a management strategy in place for planting on slopes and to minimise and control erosion and degradation of soils. The strategy in place for plantings on slopes between 9 and 25 degrees was in Slope & River Protection Policy – Buffer Zone & 25 degree slope and Land Preparation for Terracing in ARM Manual. Both Estates had complied with this strategy. It was observed that practices to minimise and control erosion and degradation of soils were also advocated through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. It was observed in both mature and immature areas that slopes were terraced.

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	4.3.3	A road maintenance programme shall be in place. Minor Compliance	YES	During the field visit, it was noted that road conditions were well maintained in both Selaba Division and Bikam Estate. Accessibility were made possible by regular maintenance guided by its road maintenance programmes. The program had been supported by adequate provisions in the budgets. Surface run off water from roads were well directed into fields and drains with well cambered roads, road sided drains and silt pits.												
	4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. Major Compliance	YES	There was no peat soil in both Selaba Division and Bikam Estate.												
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	YES	NA as there was no peat soil in both Selaba Division and Bikam Estate.												
	4.3.6	A management strategy shall be in place for other fragile and problem soils. Minor Compliance	YES	There were no fragile and problem soils in both Selaba Division and Bikam Estate.												
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	An implemented water management plan shall be in place. Minor Compliance	YES	<div>Both estates and mill had in place and implemented water management plans. Plans for 2017/18 were sighted. The water management plans details are as follows;</div> <table><tr><td></td><td>Area / Incident</td><td>Action Steps</td></tr><tr><td>1</td><td>Water Shortage/Dry Spell</td><td>.To purchase water from LAP Lembaga Air Perak .To train staff/workers to conserve water</td></tr><tr><td>2</td><td>Severe water pollution/contamination</td><td>.Water supply to be purchased from lapLAP .To perform treatment of polluted water with assistance from LAP</td></tr><tr><td>3</td><td>Salt water intrusion</td><td>. Flushing out carried out during wet season . Construction of screw gate to prevent salt water inflow . Carry out inspection to identify any leakage off tide gate and flap door</td></tr></table>		Area / Incident	Action Steps	1	Water Shortage/Dry Spell	.To purchase water from LAP Lembaga Air Perak .To train staff/workers to conserve water	2	Severe water pollution/contamination	.Water supply to be purchased from lapLAP .To perform treatment of polluted water with assistance from LAP	3	Salt water intrusion	. Flushing out carried out during wet season . Construction of screw gate to prevent salt water inflow . Carry out inspection to identify any leakage off tide gate and flap door
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4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones shall be demonstrated	YES	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting along Sg. Bidor were verified at the Seri Intan Estate (Selaba Division) and stream in Block 15A of Bikam Estate. Auditor has also found that the Riparian buffer zones has been identified and demarcated in boundary mark (white paint).													



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		Major Compliance		
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations Minor Compliance	YES	Site visit to the effluent treatment plant and interview with PIC revealed that the treatment plant had been carried out in accordance with the established SOP. No sight of effluent over flow and flow meter reading was recorded daily. The results of the monitoring were compiled in the DOE ' <i>Borang Penyata Suku Tahunan</i> '. The reports were verified. It can be confirmed that all BOD results were between 23 –41 mg/l, far less than the 100mg/l requirement.
	4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. Minor Compliance	YES	Mill water usage per tonne of fresh fruit bunches (FFB) continued to be monitored on monthly basis. The average consumption was between 1.18 to 1.34 litre/MT FFB processed.
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	YES	As for all SDPB estates, both Selaba Division and Bikam Estate, had in place documented integrated pest management (IPM) systems. The procedure referred was in the Agricultural Reference Manual - Plant Protection. The IPM program among others includes pest management of rats, bagworms, nettle caterpillars, rhinoceros beetles and ganoderma. The IPM technique for rats includes rearing barn owls ( <i>tyto alba</i> ), bagworm control includes the planting of beneficial plants such as <i>Cassia cobanensis</i> , <i>Antigonon leptopus</i> and <i>Turnera sublata</i> and for rhino beetles is by using pheromone trap.
	4.5.2	Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	YES	In Selaba Division records of the latest training sighted was for Rat Baiting and on Barn Owl (in Nov 2017) and trainings on Bikam Estate P&D (Sept 2017), Rat baiting (Aug 2016) and IPM (July 2016).
C 4.6 Pesticides are used in ways that do not endanger health or the environment	4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. Major Compliance	YES	The written justification in Standard Operating Procedure of all agrochemical are available the Agricultural Reference Manual, SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Bhd. The selection is also evaluated by the agronomist during his visit to the estate through sighting of the chemical records applied in the estates. The purchase of agrochemicals are made on a centralised basis and monitored by the Planning & Monitoring Dept.
	4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. Major Compliance	YES	Both visited Estates had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and Ai/Ha. Pesticides are used only when justified and areas used were recorded in bin cards, program sheets, chemical register, field cost books and in progress reports. Both estates had documented programs for spraying pesticides and for rat baiting.
	4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice.	YES	As part of the IPM plans, the quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual. In the implementation of the IPM plans the following practices are adopted by both estates; a) established growth of beneficial plants ( <i>Cassia cobanensis</i> , <i>Antigonon leptopus</i> and <i>Turnera sublata</i> ) to attract natural predators and reduce use of insecticides. b) The estates in aim to reduce the use of rat baits to control rats, uses barn owls boxes. Census was conducted and recorded.

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		Major Compliance		<p>c) In immature and young fields prophylactic spraying using diluted cypermethrin are still practiced for the P &amp; D management. e.g. arrestment of Rhinoceros Beetle.</p> <p>However, in replants area prophylactic spraying using diluted cypermethrin for immature palms in zero burning of oil palm to oil palm replanting was carried out against Rhinoceros beetles as per SOP.</p>
	4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and/or eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). Minor Compliance	YES	Both estates only used pesticides that were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations 2000. From the review of the chemical register, it was noted that all pesticides used are of class III & class IV. The use of paraquat had been banned in all SDPB estates. There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions had been used. Methamidophos was used in 2015 for trunk injection to treat bagworm attack. For year 2016 SDPB was replaced usage of methamidhapos to Acephate which class III chemical. From records and interviews with workers, staff and estate assistants, found that they were trained, all precautions taken and all legal requirements met. Signboards indicated 'AWAS Dilarang Masuk', block, dates of operation, type of operation and chemical were used.
	4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). Major Compliance	NO	<p>Records showed that pesticides were handled, used and applied by trained persons and as per the MSDS of the pesticide. The staffs and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the workers through the MSDS/CSDS training. It was also noted that MSDS/CSDS are available at all sites during the audit. Training including refresher sessions were provided to the workers involved in such activities to ensure a continued understanding of chemicals / hazard. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issuance and replacement records were verified by the auditors. Workers observed carrying out circle spraying on both Estates were using all required PPE as per the recommendations in the CHRA. Personnel such as the storekeepers, sprayers, fertilizers and rat bait handlers were trained and were known to the potential hazards and methods the chemicals should be used in a safe manner.</p> <p>However, During site visit at Selaba POM an appropriate emergency equipment was not available at work units. It was sighted that emergency shower was not available at water treatment plant, chemical store, and water tube boiler. This was not an accurate information as per stated in CHRA 2015 assessment form F, existing measures no. 7 Emergency &amp; First Aid Procedures was stated that emergency shower was available at work site. Thus, #Major RAR 02 2017 has been raised.</p>
	4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide	YES	The storage of pesticides at both the estates was observed to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149) and Regulations. The wastewater from the washing of empty chemical containers and PPE, and chemical mixing was

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	containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations. Major Compliance		pumped to a storage tank for reuse in chemical mixing. This is to avoid any contamination of chemicals to the ground. Triple rinsing activities continued to be implemented for empty pesticide containers. The rinsed containers were pierced and stored prior disposing. SDP estates and mill have been exempted by DOE to categorise all tripled rinsed containers and pierced containers as non-scheduled waste.
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. Minor Compliance	YES	Pesticide applications were guided by SDPB's ARM, Pictorial Guide, CHRA and by MSDS supplied by the manufacturer. The quantity of agrochemicals required for various field conditions are also documented and justified in Sime Darby Plantation Agriculture Reference Manual.
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. Major Compliance	YES	Aerial spraying was not practiced by both Selaba Division and Bikam Estate. There was no evidence to show that any had been carried out.
4.6.9	Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available. (see Criterion 4.8).Minor Compliance	YES	The staffs and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. Records showed that training had been carried out. No associated smallholders at SOU Selaba. Employees demonstrated knowledge and skills on pesticide handling. MSDS/CSDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated.Minor Compliance		The Waste Management Plan for 2017/18 has been established. The practices in managing the waste are common to all the units in the SOU. Guidelines are assisted by PSQM personnel.
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.Major Compliance	YES	All sprayers, storekeepers and workers handling pesticides in both estates were sent for annual medical surveillance and the records presented to the auditors. The results confirmed that there was no evidence of toxicity both clinical and biochemically in all the workers tested. In addition to the medical surveillance made for the chemicals handlers there were also health surveillance(monthly check up) made monthly to all sprayers Sighted records maintained by the estate MA testing affection to BP/skin/eye/nail/lungs/pallor/oedema.

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	4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women Major Compliance	YES	Both Estates had Internal Memos "No Work with Pesticides for Confirmed Pregnant and Breast-Feeding Women" signed by the respective managers. List of sprayers were maintained by Medical Assistant (MA). List of sprayers were maintained by Medical Assistant (MA) and to ensure the rule being complied at all times. During the monthly check-up by the MA pregnancy status are remarked and if of any cases the worker will be withdrawn from spraying duties. Medical Assistants and workers confirmed this during interviews.
<p>C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p>The occupational health and safety plan shall cover the following:</p>	4.7.1	An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	YES	The CU maintained its Occupational Safety and Health policy. This OSH policy had been communicated to all employees through toolbox and standing meeting and were seen to be displayed on notice boards at the mill and estates. Generally, interview with workers and staffs revealed that awareness of OSH policy was good.
	4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. Major Compliance	YES	Most significant and routine activities for mill and estate were adequately covered including chemical usage, boiler operation, FFB sterilisation, kernel extraction and oil extraction and clarification in the mill. Appropriate risk control measures had been determined and implemented for the respective activities and operation in the mill. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative control was sighted with safety signages were displayed at all work stations including mill office and workshop. On overall performance, OSH administrative controls implementation as well as appropriate risk control measures were identified and a PIC was assigned to monitor the implementation of the control measures during field and site assessment. At Selaba POM, HIRARC has been reviewed in July 2017 by the OSH committee regarding accident happen at boiler station. All hazard and risks associated with their operations have been identified and documented. HIRARC for both estates are available and formalised in 2013. All the main activities were covered and Seri Intan (Selaba) Estate and Bikam Estate had an extra for the effluent land application furrow system. HIRARC for both estates are reviewed annually for the formalisation of the 2017/18 assessment. Changes are made in event of accidents, change of work method and introduction of new work/process.
	4.7.3	All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. Major Compliance	YES	Training and Briefing on the operations were provided for workers to educate them on safe working practices to ensure applicable precautions are adhered. Training for employees are conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc. The staff and workers such as the storekeepers, Mill workers, harvesters, pruners, field workers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. Based on the HIRARC carried out at both estates and POM, the PPE types for the various activity were identified. For the spraying activities it was observed that all sprayers were fully equipped with mask, rubber gloves, rubber boots & apron. Along the journey inside the field drivers and harvesters were noted to be in safety helmets and their sickle, harvesting knife covered with the approved type. Similarly, in the mill all employees adhered to the PPE requirement i.e. safety helmets, safety boots, ear plugs, safety vest and also gloves and eye protector glass mainly for the maintenance team. PPE records issuance was also sighted mainly distributed from the store. Individual issuance to the following workers

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				was recorded below. Trainings were provided during musters and also in session held in the estate community hall.
	4.7.4	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance	YES	Safety & Health Management Policy dated January 2015 endorsed by Datuk Franki Anthony Dass. Safety & Health committee has been established, verified the OSH safety committee org chart for 2017 / 2018. All the respective Managers and Senior Manager Estates and the Mill were appointed as the Chairman of their operating units ESH committee and also for PIC to handle issues related to Social. The letters of appointment dated in July 2016 was signed by the General Manager Perak South Zone was sighted The appointment for the newly transferred Senior Manager (Seri Intan Selaba) is in the interim phase. Safety meetings were done accordingly. Both estates will adopt a new guideline in the agenda as introduced by PSQM. This agenda list was sighted and adequate to discuss salient issues relating safety, environmental and health. Also inclusive is the safety programs, workplace inspection review and accident incidences review.
	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. Minor Compliance	YES	Accident and emergency procedures are available in adherence to the SPSB policy on 'Crisis Management & Emergency Response' plan PQMS, OSH manual and "Accident and Reporting and Investigation Procedure" in the same manual. During the site visit, it was sighted that First aid box was properly maintained at both estates and the mill, was located in critical area and record of usage was available. The items was follow the regulation and Workers trained in First Aid were found present in both field and mill operations. The interviewed First aider understood how to give first aid assistance.
	4.7.6	All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	YES	Estate workers are provided with Medical Care and covered by accident insurance. The following health facilities and periodically monitoring on chemical handling operator are made readily available to the workers; In-house estate clinic, on a 24 hour stand-by, manned by Health Care Assistant and District Hospital Teluk Intan, 2 km from Seri Intan Estate and Mill and 20 km (Bikam Estate). Local workers, covered by SOCSO while foreign workers were covered with foreign workers compensation scheme. All foreign workers were found have valid work permits and passes. The insurance, work permits and passports of the workers were checked accordingly.
	4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	YES	Both estates and the mill had monitored the occupational injuries using Lost Time Accident (LTA) metrics using an application GSQM ESH Monthly Performance Report. The records, JKKP 8, were available during the assessment and were verified by the auditor. At SPOM estate 1 accident with lost time accident 12 days has been reported for year 2016. At Seri Intan estate they have 4 cases with lost time accident more than 5 days mc. The report JKKP 6 have been made to DOSH department At Bikam estate only 3 cases accident has happened last year and only 1 case has been reported to DOSH with lost time accident more than 5days.
C 4.8	4.8.1	A formal training programme shall be in place that covers all	YES	Formal training programmes for 2017/2018 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were presented to auditors by both estates and mill. The

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All staff, workers, smallholders and contract workers are appropriately trained.		aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. Major Compliance		training programmes were also extended to contractors and suppliers. Trainings were either conducted internally by its own staff or by other department within the Sime Darby Group or consultant.
	4.8.2	Records of training for each employee shall be maintained. Minor Compliance	YES	Selaba SOU continued to train its executives, staff and workers. Records of training were kept in the training file. The records included information on the title of the training, name and signature of the attendees, name of the trainer, time and venue. Sighted all the records of training related to Social, Safety, Environment, GAP and related to RSPO has been successfully kept by the SOU Selaba.

### Principle 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY

Clause	Indicators		Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.1	An environmental impact assessment (EIA) shall be documented. Major Compliance	YES	The plans and impact assessments relating to environmental impacts based on documents for both estates and the mill are described in the following records: Environmental Aspect and Impact Evaluation Register, Environmental Aspect and Impact Identification form and Environmental Impacts Evaluation form. The register covers all estates and mill activities/operation. Documents are maintained as sighted above with latest review on Nov 2017.
	5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons. Minor Compliance	YES	There is no change in the existing practices required to mitigate negative effects based on identified impacts for both the mill and estates. a) The mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered. b) The mill and estates have continuously implemented annual programs that were established as part of its individual Pollution Prevention Plan. c) Managers and Assist Managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. d) Significant environmental aspect and impact was derived from the environmental impact evaluation (EIE). Those activities evaluated as significant were monitored using the mitigation measures established for each significant activity.
	5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. Minor Compliance	YES	An environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year to reflect the results of monitoring operational changes that may have positive and negative environmental impacts. Pollution prevention plan and waste management plan was reviewed on yearly basis and was verified at all visited operating units. FY2017/18 performance was verified and noted to be satisfactory

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<p>C 5.2 The status of rare, threatened or endangered species other than High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>	5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level consideration. Major Compliance	YES	SOU Selaba has reviewed their HCV with new assessment conducted in Feb 2014. The new HCV assessment titled 'HCV Re-Assessment For Strategic Operating Unit (SOU 5 – Seri Intan / Selaba'. Seri Intan (Selaba Division) Estate has identified Sg. Bidor (8.85 ha) as their HCV4 area. No HCV area sighted within the Bikam estate.
	5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	YES	No RTE species found in the SOU Selaba.
	5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance	YES	Although there was no RTE species found in the CU, Sime Darby still established their own disciplinary measures if any of their staff or workers found to capture, harm, collect or kill the RTE species. If found any activities to capture, harm, collect or kill RTE species, the estates will make a report to the Wildlife Department immediately.
	5.2.4	Where an action plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> <li>The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>Outcomes of monitoring shall be fed back into the action plan.</li> </ul> Minor Compliance	YES	Progress of implementation of the action plans 'HCV Management Plan FY: 2017/2018 Objectives & Target – for Seri Intan (Selaba Division) and Bikam Estate' were reviewed and verified on the ground. Seri Intan (Selaba Division) has conducted an on-going monitoring of their HCV4. No RTE species were found within the estates area. Noted the CU had continued to implement planned actions such as awareness to the staffs and public on enhancing biodiversity, posting of relevant information in the Sime Darby webpage and erection of signage at strategically locations.
	5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated	YES	Local communities that lived nearby to the CU did not depend on the HCV area for their living needs. Therefore, this indicator was not applicable to this Certification Unit.

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		agreement that optimally safeguards both the HCVs and these rights. Minor Compliance		
C 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	5.3.1	All waste products and sources of pollution shall be identified and documented. Major Compliance	YES	All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2017/2018. The compilation for Financial Year 2017/2018 was made at SOU level. Based on the reviewed information, it can be confirmed that the compliance to this criteria were adequately addressed.
	5.3.2	All chemicals and their containers shall be disposed of responsibly. Major Compliance	YES	On the scheduled waste management, the established procedures - Handling of Scheduled Waste has been implemented accordingly. Scheduled wastes were disposed through DOE's licensed contractors. The storage and disposal of the following scheduled waste were reviewed, noted to be satisfactory. For Empty chemical containers, the containers were triple rinsed, and disposed through approved licensed contractors a recycling program registered under the Ministry of Agriculture.
	5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. Minor Compliance	YES	For the identified waste and pollutants, there were procedures and guideline established as to guide the waste disposal activities and to reduce pollution on the routine operation.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	YES	A plan for improving the efficiency of the use of fossil fuels was established. It has been incorporated into the Environmental Aspect and Impact activities report for 2017 /18. The document was updated on every new Financial Year. Sighted monitoring of diesel consumption tabulated on monthly basis for both the estates and the mill. Ratio litres/mt FFB is calculated to analyse the usage to ensure it falls within the acceptable range.
C 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice	5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Major Compliance	YES	SDPB has a policy of no open burning. As advocated, both estates practiced Zero burning. In the 2015, 2016 replants visited during the audit in both estates, it was evident that all palms were felled, shredded, windrowed and left to decompose.
	5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Minor Compliance	YES	There was no evidence fire has been used for preparing land for replanting in both estates. The estates had adhered to the Zero Burning Policy of SDPB.
C 5.6 Preamble Growers and millers commit to reporting on	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous	YES	An assessment of all polluting activities has been conducted and monitored. This included the gaseous emissions, particulate / soot emissions and effluent. The CU has continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records which covers estate and mill activities / operation. 'Pollution Identification



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operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that it is not always feasible or practical to reduce or minimise these emissions.  Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO. Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		emissions, particulate / soot emissions and effluent (see Criterion 4.4).		Environmental Improvement Action Plan' is used to identify the waste products and sources of pollution, was in place and is reviewed accordingly.																																																		
	5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	YES	The CU has continued to maintain its documented plans to mitigate environmental pollution associated to its activities. The plan for GHG emissions reduction as documented by SOU Selaba among others was sighted.																																																		
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	YES	<p>The CU had used RSPO Palm GHG version 3.0.1 Calculator as a tool to calculate the GHG emissions. The SOU has used option 1 full version to calculate the data. Sighted report sends to RSPO on 25/04/2017. The input data was verified and the following were determined:</p> <p>Summary of Net GHG emission:</p> <table><tr><td>Emission sources</td><td>tCO2e/tonProduct</td></tr><tr><td>CPO</td><td>1.28</td></tr><tr><td>Fuel PK</td><td>1.28</td></tr></table> <table><tr><td>Extraction</td><td>%</td></tr><tr><td>OER</td><td>20.43</td></tr><tr><td>KER</td><td>5.05</td></tr></table> <table><tr><td>Production</td><td>t/yr</td></tr><tr><td>FFB processed</td><td>125087.37</td></tr><tr><td>CPO produced</td><td>25550.16</td></tr></table> <table><tr><td>Land use</td><td>Ha</td></tr><tr><td>OP planted area</td><td>15587.67</td></tr><tr><td>Op planted on peat</td><td>0</td></tr><tr><td>Conservation (forested)</td><td>0</td></tr><tr><td>Conservation (non forested)</td><td>0</td></tr><tr><td><b>total</b></td><td><b>15587.67</b></td></tr></table> <p>Mill emissions:</p> <table><tr><td>Emission sources</td><td>tCO2e</td><td>tCO2e/tFFB</td></tr><tr><td>POME</td><td>22557.7</td><td>0.18</td></tr><tr><td>Fuel consumption</td><td>51.51</td><td>0</td></tr><tr><td>Grid electricity utilisation</td><td>286.24</td><td>0</td></tr><tr><td>Export of excess electricity to housing</td><td>0</td><td>0</td></tr><tr><td>Sale of PKS</td><td>0</td><td>0</td></tr><tr><td>Sale of EFB</td><td>0</td><td>0</td></tr></table>	Emission sources	tCO2e/tonProduct	CPO	1.28	Fuel PK	1.28	Extraction	%	OER	20.43	KER	5.05	Production	t/yr	FFB processed	125087.37	CPO produced	25550.16	Land use	Ha	OP planted area	15587.67	Op planted on peat	0	Conservation (forested)	0	Conservation (non forested)	0	<b>total</b>	<b>15587.67</b>	Emission sources	tCO2e	tCO2e/tFFB	POME	22557.7	0.18	Fuel consumption	51.51	0	Grid electricity utilisation	286.24	0	Export of excess electricity to housing	0	0	Sale of PKS	0	0	Sale of EFB	0
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### Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	YES	A Social Impact Assessment (SIA) and records of meetings maintained by the CU. The assessment was conducted between Feb and Mar 2014 by the Social and Environment Projects Unit, PSQM Department. All data has been gathered with the participation of external and internal stakeholders. The assessment has reported sampling and data collection procedure, demographic information, issues, complaints, suggestion from workers, interview with stakeholders and summary analysis. Records of meeting were documented and made available.
	6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. Major Compliance	YES	Based on the records available, there is evidence that the assessment was done with the participation of affected parties, whose attendance was documented and sighted during the audit.
	6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts	YES	The CU continued to implement and review its social plan. The plan derived through the SIA and consultations with internal and external stakeholders during latest stakeholder meetings.

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demonstrate continual improvement.		identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Major Compliance		
	6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. Minor Compliance	NO	The SIA Action Plans are being updated every year, or sooner, such as when issues arise and are discussed with the affected parties. However it was found that, Stakeholder meeting at SOU Selaba was not enough due to : 1. Selaba POM - Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding. 2. Seri Intan Estate (Selaba Division) - Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since August 2017 and management did not include in the SIA plan. 3. Bikam Estate - Stakeholder meeting was not included Government agencies, Union, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since October 2017 and management did not include in the SIA plan. Thus, Minor NCR MZK 02 2017 was raised.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes. Minor Compliance	YES	Not applicable. There was no smallholder schemes included in the CU.
C 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	6.2.1	Consultation and communication procedures shall be documented. Major Compliance	YES	External and internal communication procedures developed by SDPB for the estates and mill maintained to be followed and available at the audited sites. Consultation and communications procedures for SOU 5 Selaba is documented in the Standard Operating Manual entitled "Procedure for External Communications". This document was sighted during the audit. An examination of the records kept in the internal and external communication files found that the estates and mill followed the procedures and manuals developed by the company. In the case of internal communications, records of meetings, briefings and memos were sighted. Notices and posters / pamphlets observed displayed on notice boards at the office and the muster ground were also used as a means of internal communication. Regular morning briefings were used by the management to communicate policies, procedures, rules and regulations and other information to its employees. In the case of external communications, they were mainly in the form of correspondence, which were kept in the External Communication File.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	Nominations of management official responsible for these issues were carried out via letters of appointment. Each appointment was for one year. The job scope of the appointee's state that among other things that they are to investigate complaints, counsel and advice on social issues, assist in carrying out programmes or trainings on social issues.

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	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance	YES	The list of stakeholders for SOU 5 Selaba are maintained, and made available during the audit. The stakeholders list at Selaba POM, Seri Intan (Selaba Division) Estate and Bikam Estate are include the contractors, vendors, neighbouring estates/smallholders, villagers and government agencies Records of communications are documented and filed. Records also show actions taken in response to inputs from stakeholders, and that efforts are made to ensure understanding by affected parties.
C 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	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 whistle blowers, where requested. Major Compliance	YES	The system used by the SOU 5 Selaba in resolving disputes exists in the procedure called "Tatacara Perundingan Dalam Menangani Masalah Sempadan". At the same time, when ensuring anonymity of complainants and whistleblowers, the Sime Darby Code of Business Conduct provides an avenue to direct the grievances to a Hotline number, toll-free numbers, email, fax, or letters to the Whistleblowing Unit at HQ. Sime Darby also maintained published guideline pertaining whistle blowing at <a href="http://www.simedarby.com/about-us/governance/whistleblowing">http://www.simedarby.com/about-us/governance/whistleblowing</a> .
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	YES	There were no complaints / disputes recorded from external stakeholders observed within the covered audit period, except previous complaint mentioned in 6.1.3, which had been resolved and updated (documented) in Action Plan. Complaints were mainly about request from employees related to house repairs. Complaints (request) and action taken were recorded in the Complaints Book.
C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Sustainable Plantation Management System document issued on 1 November 2008 (Version 1) entitled: "Procedures for Handling Boundaries Disputes", and "Procedures For Handling Squatters Dispute" (land issues or ex-workers who remain in housing complex). The procedure stipulates that ex-workers issues be handled by Employee Relations, and the land issues by the Land Management Department, at Head Office. Both procedures stipulate the negotiation procedures, calculation and distribution of compensation to affected parties.
	6.4.2	A procedure for calculating and distributing fair compensation shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups'	YES	In accordance with the Procedures for Handling Boundaries Disputes, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Sime Darby Head Office. The procedure stipulates for negotiation procedures to involve the respective estate management, Land Office, NGOs and the affected parties.

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		proof of legal versus communal ownership of land. Minor Compliance		
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. Major Compliance	YES	No case of compensation related to loss of legal or customary rights of indigenous peoples, local communities or external stakeholders was observed.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1	Documentation of pay and conditions shall be available. Major Compliance	YES	For the SOU 5 Selaba documentation of pay is in the form of monthly pay slips. Conditions of pay are contained in the workers' respective employment contracts. Samples of the monthly pay slips and employment contracts were made available and reviewed during the audit. Each pay slip documents the name of employee, month of pay, income, deductions, net salary, annual leave and medical leave taken, etc. Interview with workers reveal that they understand the contents of the pay slips and seeks explanation from the office whenever they needed any clarifications. Samples of payslips were also sighted and verified that workers are being paid in accordance with the requirements stipulated under the Minimum Wages Order 2016 and Employment Act 1955.
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment shall be available in the languages understood by the workers or explained carefully to them by a management official. Major Compliance	YES	Contracts for local and Indonesian foreign workers at Seri Intan (Selaba Div) Estate, Bikam Estate and Selaba Palm Oil Mill were sampled. The terms and conditions of employment are contained in the employment contracts and include duration of employment, place of work, salary, working hours, medical benefits, accommodation, annual leave, sick leave, termination of service, and other benefits provided (housing, employment cost, etc). For contracts that were prepared in English, explanation and briefing were given to the workers prior to signing. This was further confirmed by the workers during interviews.
	6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible. Minor Compliance	YES	Adequate housing is provided to all employees of Selaba Palm Oil Mill, Seri Intan Estate (Selaba Division) and Bikam Estate. Site visits were carried out at the workers' housing. The houses were generally in good conditions, and in a good state of repair. Each house has between 2 – 3 bedrooms, and furnished with bed and cupboard. All houses are provided with water and electricity supplies. While water is provided free for first 55 gallons. Water is from Lembaga Air Perak. A clinic which provides free medical treatment to all workers and their dependants is also available at Seri Intan Estate (Selaba Div) Estate and Bikam Estate. A Visiting Medical Officer visits the clinic once a week to review cases, and provide guidance to the medical assistants where necessary. Other amenities available are mosque, community hall, and playing field and grocery shops. There is no accumulation of domestic refuse. Workers interviewed confirmed that the houses and amenities provided are adequate, comfortable and requests for repairs are attended to in a timely manner.
	6.5.4	Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food.	YES	The CU located nearby urban areas which surrounded with local amenities, including access to adequate, sufficient and affordable food. Further, there is canteen inside the mill that enable workers to buy their meals. The mill management is monitoring the price of meals as the operator need to display and submit the declared selling price. For Bikam Estate sighted Book named 'Senarai Harga

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		Minor Compliance		Barang Kedai Runcit Ladang Bikam' and monitoring was done for every month, sighted latest monitoring on December 2017.
C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1	A published statement in local languages recognising freedom of association shall be available. Major Compliance	YES	Recognition of freedom of association is available in the Sime Darby Plantation Social Policy dated January 2015 which states that the company respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. This Social Policy is applicable throughout all operating units and is printed and translated in Bahasa Malaysia and exhibited on notice boards.
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	NO	The National Union Plantation Workers (NUPW) is the union that represents workers of SOU 5 Selaba. Union membership is open to both local and foreign workers. At Selaba Palm Oil Mill, the NUPW meeting was held in Oct 2017 attended by the Mill Management, and NUPW mill representatives of foreign and local workers. Among the issues raised were regarding the workers discipline and action measure from the management. However, it was found that, at Both Seri Intan (Selaba Div) and Bikam Estate, there is no meeting with local National Union Plantation of Workers (NUPW) or Workers Representative at both Estate. Thus Minor NCR MZK 03 2017 was raised.
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	YES	The policy on non-employment of children is contained in the The Sime Darby Social Policy dated January 2015. There is also no evidence that the Estates and Palm Oil Mill within SOU 5 Selaba employ anyone below the age of 18 years as verified by examining the Master Lists, or list of workers. Interviews with workers and staff, as well as observations made during field visits show that those employed are 18 years and above.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	YES	The equal opportunities policy is contained within the Sime Darby Social Policy dated January 2015, which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy is exhibited on notice boards in both Bahasa Malaysia and English.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	YES	Apart from the Social Policy which states that all employees shall be treated equally, there is also no evidence that there has been any form of discrimination against any employee, or group of employees. Payment of wages/salaries, provision of housing and access to benefits and amenities is fair based on observation, review of pay checks, contracts of employment, and interviews of staff, local and foreign workers. Foreign workers are also accorded the same living standards and accommodations as local workers.
	6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.	YES	Based on interviews with the estate and mill management and documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job. Interview of candidates will be done by Manager and the Assistant Managers where an evaluation form is filled up to determine the suitability of the candidate.

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		Minor Compliance		
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to prevent sexual and other forms of violence is contained in the Sime Darby Social Policy dated January 2015. It was evident that this policy is implemented and communicated to all levels of workforce.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to protect reproductive rights of women is contained in the Sime Darby Plantation Gender Policy. In addition, Gender Committees have been established at the Seri Intan (Selaba Div) Estate, Bikam Estate and Selaba Palm Oil Mill to implement and monitor the policy. The Gender Committee meetings and muster briefings are being used as an avenue to disseminate information to its members regarding reproductive rights.
	6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented & communicated to all levels of the workforce. Minor Compliance	YES	A grievance mechanism which respects anonymity and protects complaints is in place at SOU 5 Selaba, as per the Sime Darby Gender Committee Handbook 1st Edition 2014. Employees are aware of the avenue and mechanism for lodging a complaint. This was communicated to all staff during muster briefings and training.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Minor Compliance	YES	Current and past prices paid for FFB were displayed at the weighbridge counter. The Guideline for Price is printed from MPOB web site.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented. Major Compliance	YES	The pricing mechanism for FFB was found in the Third and Second Schedule attached to the contract between SDPB and the suppliers of FFB. The pricing of other inputs/services was also found in the respective contracts and quotations. In addition, according to FFB suppliers and hardware suppliers interviewed, this was explained to them by the mill management.
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Minor Compliance	YES	Based on interviews conducted with suppliers/contractors, there is evidence that they understand their legal obligations under the contractual arrangements, that it is fair, legal and transparent. The interviewees mentioned that due to tough competition, profit margin is low.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	YES	Interview with sampled contractors confirmed that payments were made in a satisfactory and timely manner, i.e. within less than 1 month. The MEX payment mechanism noted had been implemented accordingly, which shortened the timeframe of payment process. There was no case of delayed payments. An inspection of the invoices and payment records confirmed this.
C 6.11 Growers and millers contribute to local Sustainable	6.11.1	Contributions to local development that are based on the results of consultation with	YES	The CU continued to contribute to local communities. Interviewed with villages representative confirmed the CU continued to maintain good relationship with neighbouring villages. The Mill and both estate contribute almost RM 200 every month for temple inside the Estate. SOU Selaba also hire people nearby as their staff and workers as their CSR.

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development where appropriate.		local communities shall be demonstrated. Minor Compliance		
	6.11.2	There are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. Minor Compliance	YES	Not applicable. There were no smallholder schemes included in the CU.
C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	YES	Based on interview with workers, reviewing the employment contracts, records of wages, overtime payment, and rest day payments, there is no evidence of any forms of forced or trafficked labour within SOU 5 Selaba. In addition, Sime Darby Plantation Bhd also adopts the Social and Humanity Management Policy dated January 2015 which committed to safeguarding operations from employing forced labour. Foreign workers passports are kept at the respective Mill and Estate offices for safekeeping, and written consent for passport surrender are available and sighted. Workers are given a copy of their passports, with the original copies being kept at the Mill and Estate offices for safekeeping. Workers also informed that they can get back their passports should they need it to travel.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	YES	Based on interviews with foreign workers all of them were aware of the types of work they would be doing before they arrived in Malaysia. The actual job undertaken is the same as what they were informed about while they were still in their home country in Indonesia, Bangladeshi and India. No contract substitution has therefore occurred.
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	YES	The SOU 5 Selaba adopts the Social Policy dated January 2015 which stated that "All employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work and representation race, caste, nationality...". There is also a procedure entitled "Sourcing Process for Foreign Workers". Based on observations and interviews of foreign workers (harvesters, sprayers, mill operators), there is no evidence of contract substitution and no discriminatory practices against foreign workers. A post-arrival briefing is also given, on the contents of their employment contracts, safety, benefits, etc.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. Major Compliance	YES	The policy to respect human rights are documented in the Sime Darby Plantation's Social and Humanity Management Policy. This Policy states among others, that it will develop its businesses with a sense of humanity, ensuring that they are socially beneficial and do not infringe on basic human rights. This Policy is exhibited on notice boards (muster ground, AP post, nursery) of the Seri Intan Estate (Selaba Div), Bikam Estate Selaba Palm Oil Mill.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	YES	Not applicable. The CU located in Peninsular Malaysia.



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### Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Auditor has verified through [www.globalforestwatch.com](http://www.globalforestwatch.com) , google map and map provided by visited estate including site visit, there was no new planting at the SOU 5 Selaba. SOU Selaba has no plan for any new planting and no new development of area was observed. Thus Principle 7 is not applicable.

### Principle 8: COMMITMENT TO CONTINUOUS IMPROVEMENT IN KEY AREAS OF ACTIVITY

Clause	Indicators		Comply Yes/No	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: Major Compliance		
	a)	Reduction in use of pesticides(Criterion 4.6);	YES	Both estates have introduced a mechanized rotor slashing weeding in all young palms possible areas to reduce the use of chemicals for spraying. The estates continued to manage pests, disease and weeds using appropriate IPM techniques. In order to minimize use of insecticides, the estates had established nurseries for beneficial plants mainly <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> . This was to establish continuity in the planting of beneficial plants. In order to reduce the use of rat baits to control rats, Barn Owls was encouraged as indicated by Barn Owl census records. Until to-date occupancy rate for Barn Owl boxes were also sighted in the fields. The Estates aimed to establish more Barn Owl boxes to ultimately achieve a ratio of 1 box to every 10 Hectares. Both estates were committed to reduce using of chemicals and now have implemented and will continue to only spray Circles (Strip) and noxious weeds. Soft weeds and <i>Nephrolepis bisserata</i> were planted, maintained and encouraged in the inter rows. Where possible, harvester's paths were grass cut. The estates in replants with flat areas advocated that chipped palm materials be stacked in Close Ended Conservation Trenches (CECT), which will contain water, in order to minimise/prevent breeding of Rhinoceros Beetle, thus reducing chemical control. To further control the Rhinoceros

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				<p>Beetle, the estates used pheromone traps and had programs to cover trunk chips in replants with cover crops. EFB was applied in single layers and is not dumped in large amounts to prevent breeding of Rhinoceros Beetle.</p> <p>To control the Bagworm, the estates have planted more nectariferous beneficial plants. This was evident with the presence of polybag young plants in the nurseries. This actions have reduced the use of chemical.</p> <p>The CU also ensure efficient loose fruit collection and expedite circle raking to avoid VOPs.</p>
	b)	Environmental impacts (Criteria 4.3, 5.1 and 5.2);	YES	<p>The CU maintained efforts to improve continuously its environmental management. Environmental action plans were reviewed and implemented according. Details as elaborated in the following documents;</p> <ul style="list-style-type: none"> <li>(a) Pollution Prevention Plan – FY2017/18.</li> <li>(b) Waste management action plan - FY2017/18.</li> <li>(c) Water management plan – FY2017/18.</li> <li>(d) Environment action plan – FY2017/18.</li> <li>(e) Estate management plan to reduce diesel (fossil fuel) usage – FY2017/18.</li> <li>(f) Action plan to reduce fresh water usage</li> <li>(g) Contingency plan during water shortage</li> <li>(h) Estate management plan to reduce active ingredient (a.i) from chemical usage</li> </ul> <p>The improvement actions among others are as shown below;</p> <ul style="list-style-type: none"> <li>a) construction of sump at chemical mixing and washing to prevent ground or water contamination.</li> <li>b) Reuse fertiliser bags and allocate closed storage for prevention of misuse.</li> <li>c) change of work method for tractor lubricant refilling from pumping method to tap method to minimise spillage.</li> <li>d) domestic wastes disposal through local municipal instead of self-land filled.</li> <li>e) Practice path grass cutting to reduce usage of chemical.</li> <li>f) Use of tray for tractor to prevent leakage to ground/land.</li> </ul>
	c)	Waste reduction (Criterion 5.3);	YES	<p>SOU Selaba continued to practice the 3R (reduce, recycle, re-use) on waste management. Waste Management Plan has been established since 2016.</p>
	d)	Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	YES	<p>Pollution identification environmental improvement action plan' is used to identify waste products and sources of pollution. The plan has been reviewed accordingly. GHG Potential sources are being identified using data from SDPB Estates &amp; Mills Upstream Applications. The PSQM personnel from HQ use these data for the monitoring of GHG. Carbon Inventory Calculation Methodology used in the Palm GHG Summary Report was reviewed. Details as provided in 5.6.3 above.</p>
	e)	Social impacts (Criterion 6.1);	YES	<p>The SOU Selaba continued to improve the social impacts with activities like:</p> <ul style="list-style-type: none"> <li>• implementation of retention incentive for foreign workers.</li> <li>• constructing sheltered at morning muster area.</li> <li>• upgraded of <i>surau</i> and audio system.</li> <li>• organized social events for worker and communities, such Family Day.</li> </ul>

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	f)	Encourage optimising the yield of the supply base	YES	Both estates are committed to implement best agricultural practices which included the following : (a) timely and proper fertilizer application; (b) improve on accessibility to maximize crop evacuation. (c) maintaining harvesting interval below 12 days. (d) collect all loose fruit to minimize losses. (e) water bodies and water conservation pits were constructed to conserve moisture.
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### RSPO CERTIFICATIONS SYSTEMS FOR PRINCIPLES & CRITERIA JUNE 2017

Clause	Indicators		Comply Yes/No	Findings
4.5.3  Time-bound plan  Note:  Where there are isolated lapses in implementation of a time-bound plan, a minor non-compliance shall be raised. Where there is evidence of fundamental failure to proceed with implementation of the plan, a major non-compliance shall be raised;	(a)	As a minimum, all estates and mills shall be certified within 5 years after obtaining RSPO membership. Any new acquisitions shall be certified within a 3-year timeframe. Any deviations from these maximum periods requires approval by the RSPO Secretariat.	YES	SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. PT MAS in Indonesia has undergone RSPO Main assessment and was delayed due to some social disputes. The target date for certification was by 2017 subject to the progress of the matter being resolved. As at June 2017, 58% of smallholders land from the total land of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholder's areas was on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and out growers by end 2020. Liberia Preparation to undergo the RSPO Certification process was also in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. SDP continues to work on direct engagement with Project Affected Communities (PAC) – working towards a consensus with the PAC to resolve the issues. Further information can be obtained from <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a>
	(b)	Progress towards this plan shall be verified and reported on in subsequent annual surveillance audits by the CB. Where the CB conducting the surveillance audit is different from the CB which first accepted the time-bound plan, the later CB shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;		Time bound plan was verified by CB and it can be confirmed that there were no changes to the current time bound plan as verified during this audit.

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	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB. Changes to the time-bound plan are permitted only where the organization can demonstrate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent);	YES	There were no changes to the current time bound plan as verified during this audit.
	A positive assurance statement is made, based upon self-assessment (i.e. internal audit) by organization. This would require evidence of the self-assessment against each requirement:	No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. Any new plantings since 1 <sup>st</sup> January 2010 shall comply with the RSPO New Planting Procedure (NPP). For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB;	YES	Based on internal and external audit (ISPO certified) there was no replacement of primary forest or HCV areas in the uncertified management unit.
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6;	YES	Regular discussion was ongoing between Sime Darby Plantation and the group of community through bi-monthly meeting since November 2012; TKKP and the Kerunang & Ketapang team. The most recent one was held in Nov 2016. Issues related to the demands made by TKPP were closed except for two items related to land matters where SDP was engaging with the local authority on this matter together with TKPP. Current discussion was to moving forward especially on the replanting activities. SDP visited the second community group, the Kerunang & Entapang team in Aug 2014 to listen and have a better understanding on their requests. The subsequent meeting with the communities was held in Dec 2014.

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	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;	YES	Based on internal and external audit (ISPO certified) there was no labour disputed recorded at the CU.
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	SDP PT Mitral Austral Sejahtera already ISPO certified by MUTU Certification International on 30/11/2017 and there was no issue on legal non-compliance for all uncertified unit.
	(e)	The audit team shall assess compliance with these rules at each assessment of any of the applicable management units. Assessment of compliance with requirements 4.5.4 (a) – (d) above by the audit team based on self-declarations only by the company, with no other supporting documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:		-
		<ul style="list-style-type: none"> <li></li> </ul>	NO	During the audit, there was only progress report (dated in Sept 2017) to RSPO on complaint filed against PT Mitra Sejahtera, but no reports to show compliance for another requirement as required by this certification system document. NCR RAR 03 2017 was issued for further information on how SDP address this requirement. Records for internal audit was not available during the audit.
		<ul style="list-style-type: none"> <li>Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team.</li> </ul>	YES	It was evident that in handling uncertified management unit, SDP engaged with TuK-Indonesia and continued to work on direct engagement with PAC in order to achieve the consensus with the PAC to address all unresolved issues.
		<ul style="list-style-type: none"> <li>Desktop study e.g. web check on relevant complaints</li> </ul>	YES	Further information can be obtained from <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a>
		<ul style="list-style-type: none"> <li>If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements.</li> </ul>	YES	There was no non-compliance found for all requirements during this audit

Note:

- For requirements 4.5.4 (a)-(d) above, the definition of major and minor NC is stated in the RSPO P&C. For example, if an NC against a major indicator in a non-certified management unit is identified, the current certification assessment cannot proceed to a successful conclusion unless that is actively addressed;
- Failure to address any outstanding NC within uncertified unit(s) regarding 4.5.4 (a)-(d) may lead to certificate suspension(s) to the certified unit(s), in accordance with the provisions of these Certification Systems.

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Attachment 4

### Details of Non-conformities and Corrective Actions Taken

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
2.2.2 NCR MZK 01 2017	Minor	Findings: Physical markers along the legal boundaries not able to locate and visibly maintained. Objective evidence : Physical markers along the legal boundaries between Bikam Estate (Sungai Klah Division) and Risda Plantation and Kam Plantation was not maintained	The Estate management will make boundary survey by GPS team and marking back the boundary markers and management also will inform the Neighboring estate during stakeholder meeting with RISDA Plantation and Kam Plantation for new boundary marker. Target To Complete: July 2018	Corrective action plan accepted.  Status: Open the implementation will be verified next audit
4.1.1 NCR AB 01 2017	Major	Findings: a) Waste items was not disposed accordingly. b) Application of effluent solids in Seri Intan Selaba Estate Division Field no P09 A. This is a new activity for the estate whereby effluent solids are collected in bags and stacked within the platform of the palms tree. Objective evidence : a) At Seri Intan Estate (Selaba Divison) – housekeeping of rubbish at line site was not in proper way. Sighted bottle and plastic bags inside a drainage system b) There is no procedure for this activity.	a) Management will train and give more exposure to the workers regarding to hygiene and new procedure and management will create linesite checklist to monitor this issue. b) Management will developed SOP for application of effluent solids immediately.	a) Sighted the evidence that Training has been given dated 12/2/18 to all workers regarding the linesite cleanliness. b) Sighted evidence of new SOP for Application of effluent solids named Landfill management in the estate doc no SD/SDP/PSQM(ESH)/203-EN7 dated 13/3/17  Status Closed.

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<p>4.1.2 NCR STK 01 2017</p>	<p>Major (Recurrence Issue)</p>	<p>Findings:</p> <ul style="list-style-type: none"> <li>A. The Standard operating procedure (SOP) for Pemandu Kenderaan (Traktor/Mini Kubota/Jamsa/KG) was not implemented.</li> <li>B. Section C1 of EQMS SOP was not complied with.</li> <li>C. Section 16 of the Agriculture Reference Manual on weeding was not complied with.</li> <li>D. Plan to avoid/reduce pollution was not effectively implemented.</li> </ul> <p>Objective evidence :</p> <ul style="list-style-type: none"> <li>A. Selaba Division: Hydraulic Oil from Tractor No. BMH6710 carrying out spraying was found leaking and Wheel bolts missing from rear right tyre. Bikam Estate Hydraulic Oil from Tractor No. BKE6523 transporting FFB was found leaking and wheel bolts missing from Tractor No. BLX3495.</li> <li>B. Bikam Estate: Total number of bunches harvested and harvester identification was not recorded/marked on harvested FFB placed on platforms in field P05.</li> <li>C. Field P03K Bikam Estate looked scruffy with extensive woody growths and some VOPs that had not been eradicated.</li> <li>D. Bikam &amp; Selaba Division: Traces of oil spill at parking bays and the oil trap at the workshop was not properly designed and maintained (recurring issue). Bikam Estate, Gedong Division: The chemical mixing area and schedule waste store had been incorrectly located near the river Sungai Gedong.</li> </ul>	<p>A. the management will create the checklist regarding the tractor checking immediately and train the PIC regarding how to monitor the checklist.</p> <p>B. The management will train the Mandore and bunch Checker.</p> <p>C. The management will follow the program and clear Field P03K.</p> <p>D. The management will create the checklist regarding monitoring the oil trap and will construct the oil trap immediately. The management will relocate chemical mixing area and schedule waste store immediately.</p>	<p>A. Sighted evidence of checklist monitoring tractor and tractor driver training date 10/1/2018</p> <p>B. Sighted evidence of SOP bunchmarking training dated 15/2/18.</p> <p>C. Sighted The work program for spraying, and as per program The field P03K has been completely clear by the January 2018.</p> <p>D. Sighted evidence of Checklist to monitoring the oil trap and evidence of oil trap has been construct. And sighted also the picture evidence new chemical mixing area has completely construct.</p> <p>Status: Closed the implementation of some corrective action plan will be verified by next audit</p>
<p>4.6.5 NCR RAR 01 2017</p>	<p>Major</p>	<p>Finding: Appropriate emergency equipment was not available at work units.</p> <p>Objective evidence :</p>	<p>Mill will reconstruct the emergency showers at the designated areas and follow the guidelines by OSH. The mill management</p>	<p>Auditor has received picture evidence of all emergency shower has been done construct by the mill management.</p>

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		At Selaba POM –emergency shower was not available at water treatment plant, chemical store, and water tube boiler	also will monitor this issue. Estimated completion date: End of February 2018.	Status: Closed the implementation of corrective action will be verified by next audit
4.7.5 NCR STK 02 2017	Minor	Finding: Accident and emergency procedures was not clearly understood by some workers. Objective evidence : Bikam Estate: Workers interviewed in the field were not aware of accident and emergency procedures.	To evaluate each worker after training been given to the workers and to retraining them using their translator.  To erect ERP at general area and always remind the worker during morning muster. Target done by February 2018.	Corrective action plan accepted  Status: Open the implementation of corrective action plan will be verified by next audit
6.1.4 NCR MZK 02 2017	Minor	Finding: The review of the SIA plans was not including the participation of affected parties Objective evidence : 1. Selaba POM – Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding. 2. Seri Intan Estate (Selaba Division) - Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since August 2017 and management did not include in the SIA plan. 3. Bikam Estate - Stakeholder meeting was not included Government agencies, Union, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since October 2017 and management did not include in the SIA plan.	1. The management will invite all the stakeholders during next stakeholder meeting through a letter and will keep the evidence that all the stakeholders invited. 2. The management will trained all the Person In Charge Regarding the SIA Plan and make sure they understand, and how to resolve the complaint. Target to complete : July 2018	Corrective action plan accepted  Status: Open the implementation of corrective action plan will be verified by next audit
6.6.2 NCR MZK 03 2017	Minor	Finding: Minutes of meetings with NUPW and workers representatives was not available Objective evidence : Bikam Estate and Seri Intan Estate (Selaba Division) - There is no meeting with local National Union Plantation of Workers (NUPW) or Workers Representative at both Estate.	- The management will train new PIC regarding the recordkeeping. - The management will conduct new Meeting with NUPW and workers representatives to gather the info and is there any issue will resolved by the management.	Corrective action plan accepted  Status: Open the implementation of corrective action plan will be verified by next audit



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			- Target date : July 2018	
RSPO Certification System Document (2007) NCR MZK 04 2017	Major	<p>Finding:</p> <p>There was only progress report to RSPO on complaint filed against PT Mitra Sejahtera (PT Mas) dated 8 September 2017, but no reports to show compliance for another requirement.</p>	<p>Internal assessment to review the certification system requirement has been carried out on 9-10/11/2017.</p> <p>With regards to the land dispute issue, the RSPO Secretariat has been well informed on the progress through regular briefing and progress reports. The latest meeting with the RSPO Secretariat was held on 8/9/2016. As of to-date, nine progress reports were provided to RSPO, with the most recent report was submitted on 30th June 2016. Further information can be obtained from <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a></p>	<p>Internal assessment has been carried out on 9-10/11/2017 by PT Mas. SDP PT Mitral Austral Sejahtera was already ISPO certified by MUTU Certification International on 30/11/2017. It was concluded that there was no issue on HCV, legal non-compliance and labour disputes, for all uncertified units. With regards to the land disputes, the action to address the issues were on-going. Engagement between SDP and the two relevant communities and stakeholders were evident. Communication between SDP and RSPO EB was also reviewed and it can be confirmed that the process to remediation unresolved issues were in progress.</p> <p>Status : Annual updated report will be verified for next audit</p>

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## Attachment 5

### RSPO Supply Chain at the palm oil mill – Mass Balance Model – Module E

Item No	Requirement NOV 2014	Findings Standard Nov 2014
<b>E.1</b>	<b>Defination</b>	
E.1.1	<p>To verify :</p> <p>a) the volume of certified and uncertified FFB entering the mill</p> <p>b) the volume sales of RSPO certified</p> <p>The claim only the volume of oil palm products produced from processing of the certified FFB as MB</p>	<p><b>Actual (December 2016 – November 2017)</b></p> <p style="text-align: right;"><u>MT</u></p> <p>a) FFB Received <b>154,502.67</b></p> <p style="padding-left: 40px;">RSPO 45,401.79</p> <p style="padding-left: 40px;">Non-RSPO 109,100.88</p> <p>FFB Processed <b>154,502.67</b></p> <p style="padding-left: 40px;">RSPO 45,401.79</p> <p style="padding-left: 40px;">Non-RSPO 109,100.88</p> <p>CPO Production <b>30,578.59</b></p> <p>PK Production <b>7,800.02</b></p> <p>b) Delivery of CPO <b>14,752.67</b></p> <p style="padding-left: 40px;">RSPO(MB) 9,333.10</p> <p style="padding-left: 40px;">Non-RSPO 5,419.57</p> <p>Delivery of PK <b>3,631.74</b></p> <p style="padding-left: 40px;">RSPO (MB) 2,292.43</p> <p style="padding-left: 40px;">Non-RSPO 1,339.31</p>
<b>E 2</b>	<b>Explanation</b>	
E..2.1	Estimate total tonnage of CPO and PK potentially produce in a year	<p><b>Projection (December 2017 – November 2018)</b></p> <p style="text-align: right;"><u>MT</u></p> <p>(1) FFB Received <b>159,104.00</b></p> <p style="padding-left: 40px;">RSPO 80,270.67</p> <p style="padding-left: 40px;">Non-RSPO 78,833.33</p>

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		<div> <div>(2) FFB Processed</div> <div> <div>RSPO</div> <div>80,270.67</div> </div> <div> <div>Non-RSPO</div> <div>78,833.33</div> </div> </div> <div>159,104.00</div> <div>(3) CPO Production</div> <div>33,922.34</div> <div>(4) PK Production</div> <div>8,356.54</div> <div>(5) Delivery of CPO</div> <div> <div>RSPO(MB)</div> <div>16,805.84</div> </div> <div> <div>Non-RSPO</div> <div>17,116.50</div> </div> <div>33,922.34</div> <div>(6) Delivery of PK</div> <div> <div>RSPO (MB)</div> <div>4,215.87</div> </div> <div> <div>Non-RSPO</div> <div>4,140.67</div> </div> <div>8,356.54</div>
E. 2 E 2.2	<b>Explanation</b> 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>The mill observed met registration and reporting requirements for supply chain through the RSPO supply chain managing organization (RSPO IT platform). Among the registration information were:</p> <p>Name: Selaba Oil Mill – Sime Darby.  Country: Malaysia.  Member ID: RSPO_PO1000000195  Member Category: Oil Mil.  Issued on: 31/5/17.  Issued by: SIRIM QAS Intl. S/B.  Start date: 3/6/17.  End date: 2/3/18.  Products: CPO &amp; Palm Kernel  Program: MB</p>
E 3 E 3.1	<b>Documented procedures</b> 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: <ol style="list-style-type: none"> <li>Complete and up to date procedures covering the implementation of all the elements in these requirements</li> <li>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 facilities procedures for the implementation of this standard.</li> </ol>	<ol style="list-style-type: none"> <li>Selaba POM had revised their procedures titled '<i>Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability</i>', version 2, dated Oct 2016. The procedure described the following: <ul style="list-style-type: none"> <li>Clause 4.0 ~ the responsibility of for the implementation of RSPO SCC i.e. head of operating unit</li> <li>Clause 5.0 ~ Control of document &amp; records such as weighbridge tickets, consignment notes, training record &amp; contracts. Record retention for 10 years.</li> <li>Clause 6.0 ~ Delivery of FFB from the estate – relevant record involved, flowchart for crop diversion, list of mills and their supply chain model i.e. IP or MB</li> <li>Clause 7.0 ~ Receiving FFB at the mill – list of supply base, rules for determining diverted FFB destination</li> <li>Clause 8.0 ~ process monitoring</li> <li>Clause 9.0 ~ CPO and PK dispatch</li> <li>Clause 10.0 ~ Non-conforming material / product</li> </ul> </li> </ol>

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		<ul style="list-style-type: none"> <li>• Clause 11.0 ~ product claim – shall follow RSPO rules on market communication &amp; claim</li> <li>• Clause 12.0 ~ Outsourced contractor - the mill has established list of outsourced contractor.</li> <li>• Clause 13.0 ~ Training.</li> <li>• Clause 14.0 ~ Reclassification of mill's supply chain model.</li> <li>• Clause 15.0 ~ Production volume</li> </ul> <p>The procedure was kept in file RSPO Supply Chain Manual (SCM/RSPO/SD) Appropriate changes were also made in the change from the previous Segregation to Identity Preserved model.</p> <p>b) The Assistant Mill Manager has been appointed as the person having overall responsibility for and authority over the implementation of the supply chain requirements.</p>
<b>E 3.2</b>	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Selaba POM has implemented Clause 7.0 – Receiving FFB at the mill of Sime Darby Plantation, Plantation Quality Management System, Appendix 15 – “ <i>Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability</i> ” dated October 2016 for receiving and processing certified and non-certified FFBs.
<b>E.4</b> E.4.1	<b>Purchasing and goods in</b> The site shall verify and document the volumes of certified and non-certified FFBs received.	All certified FFB came from Selaba SOU 5's estates and non-certified FFB come from independent FFB suppliers. All delivery documents of certified FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill had been properly recorded and monitored. All purchasing and sales activities were handled by Global Trading Marketing (HQ).
<b>E 4.2</b>	The site shall inform the CB immediately if there is a projected overproduction.	There was no overproduction of certified CSPO during the period under review (Dec 2016 – Nov 2017).
<b>E.5</b> E.5.1	<b>Record keeping</b> a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short (i.e. product can be sold before it is in stock)	<p>a) Selaba POM had continued to keep record and balances all receipts of RSPO-certified FFBs and deliveries of RSPO-certified CPO and PK on a three-monthly basis in the table 'SCCS Mass Balance Sheet'.</p> <p>b) Based on SCCS Mass Balance Sheet, noted that the accounting records were found to be consistent with each other.</p> <p>c) The RSPO records for Selaba POM indicated both positive balances for the certified CPO and palm kernel.</p>
<b>E 5.2</b>	In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.	Not applicable – no out sources activity.

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Attachment 6

### VERIFICATION OF NON-CONFORMITIES DURING LAST SURVEILLANCE ASSESMENT AT SOU 5 Selaba

No.	NCR No. & Indicator	Specification Major/Minor	Non-conformances	Corrective Action	Status & Verification by Assessor
1	<b>RR 03</b> 2.1.1	Major	<p>Finding : There was evidence that the Selaba Certification Unit has not complied with Environmental Quality (Scheduled Wastes) Regulations 2005</p> <p>Objective evidence : At the Bikam Estate, the labelling of SW409 had not included the name of waste and date of first generation.</p>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To do immediate Labelling</li> <li>- To send store operator for schedule waste training or to request for qualified ESH representative to conduct such training</li> <li>- To make new monitoring book for schedule waste</li> <li>- To make sure competent person visit the estate and record in monitoring book.</li> </ul>	<p>Verification: Auditor has go to site review at POM, Selaba Div and Bikam Estate, noted that there were 8 types of SW generated (SW 102, SW110, SW305, SW306, SW322, SW409, &amp; SW410). Generally, the SW containers were labelled according to SW Regulation 2005.</p> <p>Status: Closed.</p>
2.	<b>RR 02 and STK-1.2016</b> 4.1.2	Minor	<p>#NCR No : RR02</p> <p>Finding : Plan to avoid or reduce pollution not effectively implemented.</p> <p>Objective evidence :</p> <ul style="list-style-type: none"> <li>• Traces of oil spills were sighted at Cluny Estate workshop.</li> <li>• Oil traps were not properly designed and maintained in Cluny Estate (at the parking bay and workshop) and in Selaba POM (at the ramp and decanter cake storage).</li> </ul>	<p>Corrective Action:</p> <p>NCR No : RR 02</p> <p>Cluny Estate</p> <ul style="list-style-type: none"> <li>- To provide adequate tray for vehicle maintenance work at workshop. To rebuild new oil trap and to construct sump as per recommendation target to completion month March 2017, Emergency Shower need to re-adjust the drain</li> </ul>	<p>Verification: Auditor had visited and observed the practice of reusing all water from washing of agrochemical containers, PPE and spraying equipment, spillage during chemical mixing and emergency showers was now observed to be reused.</p> <p>Sprayers were observed to be using all required PPE as recommended in the CHRA and Waste water from emergency showers were directed into sumps and reused. It was observed that beneficial plants had been planted in 2017.</p>

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			<ul style="list-style-type: none"> <li>At the Bikam and Cluny Estates, water from emergency showers was directed into field drains instead of sumps for reuse.</li> </ul> <p>#NCR No : STK-1.2016</p> <p>Finding:</p> <ol style="list-style-type: none"> <li>The recommendation for the use of goggles and respirators made in the CHRA (2015) for sprayers was not complied with.</li> <li>The recommendation to plant beneficial plants made under Item 4.3 in Section 15 of Agricultural Reference Manual was not complied.</li> </ol> <p>Objective evidence:</p> <ul style="list-style-type: none"> <li>Cluny Estate – Workers carrying out P&amp;D spraying in Field 2015A not using goggles and respirators.</li> <li>In both Bikam and Cluny Estates there were hardly any Beneficial Plant sighted in the young mature and immature areas.</li> </ul>	<p>system, target completion dated on (March 2017)</p> <p>Selaba POM</p> <ul style="list-style-type: none"> <li>To build new oil trap as per recommendation by April 2017</li> </ul> <p>Bikam Estate</p> <ul style="list-style-type: none"> <li>To build new oil trap as per recommendation by April 2017, Emergency Shower need to re-adjust the drain system, target completion dated on (April 2017)</li> </ul> <p>#NCR No : STK-1.2016</p> <p>Cluny Estate</p> <ul style="list-style-type: none"> <li>Mandores and staff to ensure each member of their gangs are provided with adequate PPE (during muster) and use while carrying out task and also stringent with the PPE monitoring form, target to completion month January 2017</li> </ul> <p>Bikam Estate</p> <ul style="list-style-type: none"> <li>To incorporate Beneficial Plant planting in the IPM Plan target to completion month January 2017</li> </ul>	<p>However, during visited at Bikam &amp; Selaba Division, sighted traces of oil spill at parking bays and the oil trap at the workshop was not properly designed and maintained.</p> <p>Status: Recurrence, upgraded to Major.</p>
3	<b>MZK 01 2016</b> 4.4.2	Major	<p><u>Finding:</u> Management did not maintain their buffer zones and prevent from any activities.</p> <p><u>Objective evidence:</u></p> <ul style="list-style-type: none"> <li>During site review at buffer zone for stream in Block 15A, Bikam Estate, auditor has found that boundary mark (white paint) was not maintained and there was a sign of palm tree planting there.</li> <li>Buffer Zone at Cluny Estate at Trolak Division and Sungai Bil Division auditor</li> </ul>	<p>Corrective Action:</p> <p>Bikam &amp; Cluny Estate</p> <ul style="list-style-type: none"> <li>Not to conduct any chemical activities such as spraying and manuring in the buffer zone area.</li> <li>To include in biodiversity plan</li> <li>To do remarking the buffer zone and peg the signboard back immediately</li> </ul>	<p>Verification: Auditor has visited along Sg. Bidor, at the Seri Intan Estate (Selaba Division) and also stream in Block 15A of Bikam Estate, auditor has found that Riparian buffer zones has been identified and demarcated with boundary mark (white paint). and no tracing of any chemical activities.</p> <p>Status: Closed</p>

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			has found that boundary mark (white paint) was not maintained.	<ul style="list-style-type: none"> <li>- To include monitoring of demarcation (signage/pegging/white paint in the monitoring form target to completion month January 2017)</li> <li>- To establish Do's and Don'ts and to be briefed to the contractor</li> </ul>	
4	<b>STK-2.2016</b> 4.5.2	Minor	<p>Finding: 1. Training of those involved in IPM implementation was not demonstrated.</p> <p>Objective evidence: Cluny Estate – There were no evidence to show that training of those involved in IPM was conducted.</p>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To brief staff and new staff that is responsible of maintaining the record on documentation and filing to ensure easy retrieval target to completion in month of January 2017.</li> <li>- To carry out training target to completion month January 2017</li> </ul>	<p>Verification: Auditor has sighted at Selaba Division records of the latest training Rat Baiting and on Barn Owl (15.11.2017) and trainings on Bikam Estate P&amp;D (05.09.2017), Rat baiting (05.08.2016) and IPM (11.07.2016).</p> <p>Status: Closed</p>
5	<b>STK-3.2016</b> 4.7.2	Major	<p>Finding: The HIRARC was not assessed for bee stings as per item 8, Chapter 6 PQMS-OSH Manual.</p> <p>Objective evidence: Bikam Estate –The HIRARC was not reassessed for Bee Stings after a worker was stung by bees while working on de-creeping of covers on oil palms in Field 2015C on 19.10.2016.</p>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To re-assess immediately Bee Stings in the HIRARC</li> <li>- Assistant Manager will do the HIRARC and will be verify by the manager each time it has been reviewed.</li> <li>- To refer JKPP form and past incident or accident records when updating HIRARC.</li> <li>- To do HIRARC Immediately when Accident occurred.</li> </ul>	<p>Verification: Auditor has verified the HIRARC at POM, Selaba Div and Bikam Estate, sighted that HIRARC at both Estate and POM was updated on 1/7/17, and sighted also management commitment to update the HIRARC if accident or near miss happen.</p> <p>Status: Closed</p>
6	<b>RR 01</b> 4.7.5	Minor	<p>At Bikam Estate:</p> <ul style="list-style-type: none"> <li>• First aid box not maintained for future emergency use.</li> <li>• No record of usage was available.</li> <li>• First aid box content was not in accordance with 4th schedule of Safety Health &amp; Welfare Regulation 1970. It was found that only 9 items were inside the</li> </ul>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To establish First Aid Box Monitoring Checklist and to do monitoring as per scheduled</li> <li>- To paste list of item in every First Aid Box</li> </ul>	<p>Verification: Auditor has sighted during the site visit that First aid box was properly maintained at both estates and the mill, Sighted the first aid box was located in critical area and maintained, record of usage was available. The items was follow the regulation and and Workers trained in First Aid were found present in both field and mill operations. The interviewed First aider understood how to give first aid assistance.</p>

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			box instead of 17 items as per requirement.	<ul style="list-style-type: none"> <li>- To brief staffs and workers on how to maintain the first aid box.</li> <li>- HA to conduct first aid checking periodically</li> <li>- To send HA or other relevant staff for first aider training</li> </ul>	Status: Closed
7	<b>MRS 01 2016</b> 4.8.2	Minor	<p>Finding : Record of training on GAP, HCV and social were not maintained.</p> <p>Objective evidence : Record of training on GAP, HCV and social aspect at visited estate was not evident:</p> <ul style="list-style-type: none"> <li>• Bikam Estate did not maintain record of training on riparian buffer zone, sexual harassment, reproductive rights, human rights policy and equal opportunities policy.</li> <li>• Cluny Estate did not maintain record of training on GAP.</li> </ul>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To brief staff that is responsible of maintaining the record on documentation and filing to ensure easy retrieval. Target to completion by end of January 2017</li> <li>- Labelling to be done on the files as part of easy retrieval. File master list to be developed and displayed at each filing cabinet</li> </ul>	<p>Verification: Auditor has verified all the records of training related to Social, Safety, Environment, GAP and related to RSPO has been successfully kept by the SOU Selaba, Therefore Past NCR MRS 01 2016 was successfully closed. More evidence see indicator 4.8.2.</p> <p>Status: Closed.</p>
8	<b>MRS 02 2016</b> 6.2.3	Minor	<p>Finding : Records of all communication with affected parties / stakeholders, and records of actions taken in response to input from stakeholders was not evident during the audit.</p> <p>Objective evidence : Stakeholders meeting at Selaba CU for 2016 did not include all affected parties:</p> <ul style="list-style-type: none"> <li>• Selaba POM only conducted stakeholders meeting with non-certified FFB producer (Kuala Perak, Bagan Pasir, Perniagaan Sinaran Mewah Sdn Bhd, Gan Kim Teik, Sawit Teluk Baru &amp; Tan Hing) on 5 September 2016 .</li> <li>• Record of stakeholders meeting was not available for 2016 at Cluny Estate. Last stakeholders meeting was conducted with local communities on 11 December 2015.</li> </ul>	<p>Corrective Action:</p> <ul style="list-style-type: none"> <li>- To re-identify stakeholder and update stakeholder list periodically</li> <li>- To conduct new stakeholder meeting covering all affected parties target to completion Month January 2017.</li> <li>- Annual Plan and Meeting schedule will be prepared and monitor by RSPO unit.</li> </ul>	<p>Verification: Auditor has verified the list of stakeholders for SOU 5 Selaba and find the list are maintained, and made available during the audit. The stakeholders list at Selaba POM, Seri Intan (Selaba Division) Estate and Bikam Estate are include the contractors, vendors, neighbouring estates/smallholders, villagers and government agencies.</p> <p>Status: Closed.</p>
9	<b>MZK 02 2016</b>	Minor	<p><u>Finding:</u> Bikam and Cluny estate management did not</p>	<p>Corrective Action:</p>	<p>Verification: Auditor has verified the mill management is monitoring the price of meals as the</p>



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	6.5.4		<p>monitor the price of raw material for food.</p> <p><u>Objective evidence:</u></p> <ol style="list-style-type: none"> <li>1. No records of monitoring the price of raw material for food from Grocery Shop inside Cluny and Bikam Estate.</li> </ol>	<ul style="list-style-type: none"> <li>- To brief worker on how to channel their complaints.</li> <li>- Estate manager to have a discussion with shop owner on item price and come to mutual agreement at least once a year target to completion month January 2017</li> </ul>	<p>operator need to display and submit the declared selling price, i.e. "Senarai Barang Makanan dan Minuman serta Sebut Harga". For Bikam Estate sighted Book named 'Senarai Harga Barang Kedai Runcit Ladang Bikam' and monitoring was done for every month, sighted latest monitoring on December 2017</p> <p>Status: Closed.</p>
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### Attachment 7

#### Time bound plan – Sime Darby Plantation Berhad

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

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

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9a	Sepang	Sepang, Selangor	19 May 10	NA	NA	
10	Bukit Puteri	Raub, Pahang	7 Jul 11	6 Jul 21	CU-RSPO-815147, 18502206 001, 824 502 14020	
11	Kerdau	Temerloh, Pahang	7 Jul 11	6 Jul 21	CU-RSPO-819155, 18502207 001, 824 502 14019	
12	Jabor	Kuantan, Pahang	7 Jul 11	6 Jul 21	CU-RSPO-819156, RSPO 928288, 824 502 16049	
13	Labu	Nilai, Negeri Sembilan	30 Dec 11	29 Dec 21	CU-RSPO-819163, SGSRSP/PM/MY13/01284, 824 502 16039, SGS- RSPO/PC1700004	
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May 10	18 May 20	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18 Feb 14	17 Feb 19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul 11	6 Jul 21	CU-RSPO-819157, RSPO 928188, 824 502 16051	
17	Kempas	Jasin, Melaka	19 May 10	18 May 20	RSPO 005	
18	Diamond Jubilee	Jasin, Melaka	5 Oct 11	4 Oct 21	CU-RSPO-819146, RSPO 591224	
19	Pagoh	Muar, Johor	28 Jan 14	27 Jan 19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct 10	19 Oct 15	RSPO 550182	
20	Chaah	Chaah, Johor	18 Nov 10	17 Nov 20	RSPO 548299	

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21	Gunung Mas	Kluang, Johor	19 May 10	18 May 20	RSPO 901888	
22	Bukit Benut	Kluang, Johor	5 Oct 11	4 Oct 21	CU-RSPO-819147, RSPO 591229	
23	Ulu Remis	Layang-layang, Johor	11 Apr 11	10 Apr 21	SGS-RSPO/PM-00722, 824 502 16042	
24	Hadapan	Layang-layang, Johor	29 Mar 11	28 Mar 21	SGS-RSPO/PM-00715, 824 502 16040, BVC-RSPO20170623-01	
25	Segaliud	Sandakan, Sabah	20 May 10	19 May 15	RSPO 547123	
26	Sandakan Bay	Sandakan, Sabah	1 Oct 08	30 Sep 18	RSPO 537872	
27	Melalap	Tenom, Sabah	21 Jan 11	20 Jan 21	RSPO 547124	

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

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

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5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	16-Mar-17	MUTU-RSPO/014	Recertification of Bebunga POM is in progress.
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	
7	PT BAHARI GEMBIRARIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	9-Jul-17	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/016	Recertification of Pondok Labu POM is in progress.
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/017	Recertification of Rantau Panjang POM is in progress.
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	05-Feb-22	MUTU-RSPO/009	
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	Recertification of Selabak POM is in progress.

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16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	11-Sep-17	MUTU-RSPO/020	
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16 1 April 2014	30-Nov-21 1 April 2019	MUTU-RSPO/008	
19		MANDAH				MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	10-Jul-17	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab. Sanggau, Kalimantan Barat	NA	NA	NA	

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