



**PUBLIC SUMMARY  
STAGE 2 (FIRST CYCLE) AUDIT  
FOR RSPO P&C CERTIFICATION**

**SIME DARBY PLANTATION SDN BHD  
RSPO MEMBERSHIP NO: 1-0008-04-000-00  
SOU 28 BINUANG CERTIFICATION UNIT**

**Kunak, Sabah, Malaysia**

**Certificate Number: RSPO 0026  
Date of First Certification: January 2009  
Audit Date : 1 – 4 December 2014**

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**6 July 2015**

**Contents**

EXECUTIVE SUMMARY .....3

1.0 Scope of Audit .....3

1.1 National Interpretation Used.....3

1.2 Certification Scope .....3

1.3 Location (map and GPS), mill and or hectarage statement .....4

1.5 Date of plantings and cycle .....5

1.6 Other certification held (ISO etc.) .....6

1.7 Organisational information / contact person.....7

1.9 Time Bound Plan (TBP).....8

2.0 AUDIT PROCESS .....8

2.1 Audit Methodology and Programme.....8

2.2 Date of Next Audit .....9

2.3 Qualification of Lead Assessor and Audit Team .....9

2.4 Certification Body .....10

2.5 Stakeholder Consultation and List of Stakeholders Contacted .....11

3.0 AUDIT FINDINGS.....13

3.1 Summary of Findings.....13

3.2 Identified Non-conformance and Noteworthy Positive Components.....47

4.0 ORGANIZATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY .....47

4.1 Formal Sign-off Audit Findings .....47

Attachment 1 Location Map of SOU 28 Binuang Certification Unit, Kunak, Sabah, Malaysia .....49

Attachment 2 Audit Programme .....51

## **EXECUTIVE SUMMARY**

This public certification summary provides the general information on the SOU 28 Binuang Certification Unit (SOU 28 Binuang CU) of the Sime Darby Plantation Sdn Bhd, the audit process, the findings of the Stage 2, Non-Conformity Reports (NCRs), verification of corrective actions on the NCRs raised during the previous Stage 2 as well as the decision on the continued certification of the CU against the requirements of the Malaysian National Interpretation RSPO Principles & Criteria for Sustainable Palm Oil Production: 2010,

This audit on the SOU 28 Binuang CU was conducted on 1 – 4 December 2014. SIRIM QAS International Sdn. Bhd. (SIRIM QAS International) was contracted by SDPSB to conduct this audit. SIRIM QAS International is the leading testing, inspection and certification body (CB) in Malaysia having provided its services to all sectors of the business and industry for over 30 years. SIRIM QAS International, as an accredited CB by the United Kingdom Accreditation Service (UKAS) and STANDARDS MALAYSIA provides a comprehensive range of management system certification services on quality, environment, and health and safety.

SIRIM QAS International has wide experience in conducting audits on palm oil mills and oil palm estates for certification of management system against the requirements of the ISO 14001 and OHSAS 18001. SIRIM QAS International was approved as a CB by RSPO on 21 March 2008. Since then, it has conducted many audits on RSPO sustainable production of palm oil in Malaysia.

The 6 Major non conformities (NCRs) raised during this Stage 2 audit has been adequately addressed and therefore closed out. The corrective action plans sent to address the 3 Minor NCRs has been accepted. Verification and monitoring on effectiveness of corrective actions taken against the NCRs raised will be made during the next audit.

Based on the findings of the Stage 2 audit, it could be concluded that SOU 28 Binuang CU has continued to comply with the requirements of the MYNI RSPO P&C : 2010. The audit team therefore recommends the SOU 28 Binuang CU to maintain its certification against the MYNI RSPO P&C : 2010.

### **1.0 Scope of Audit**

#### **1.1 National Interpretation Used**

The operations of the SOU 28 Binuang Palm Oil Mill (Binuang Mill) and its supply bases of oil palm fresh fruit bunches (FFBs) were assessed against the requirements of the MYNI RSPO P&C : 2010.

#### **1.2 Certification Scope**

The scope of certification is the sustainable production of crude palm oil and palm kernel using the Segregation model.

### 1.3 Location (map and GPS), mill and or hectarage statement

SOU 28 Binuang is situated in Kunak, Sabah, Malaysia. The location map of the CU is shown in Attachment 1.

### 1.4 Description of Supply base ( Fruit Sources)

The FFBs were sourced from the CU's owned estates . The details of the FFB contribution from each estate to Binuang Palm Oil Mill are shown in Tables 1 to 3.

**Table 1: Actual FFB received from supplying estates by Binuang POM since date of last reporting period FY (July 2013 - June 2014)**

Estates	FFB Production	
	Tonnes	Percentage (%)
Binuang	47,191.40	23
Sungang	37,511.11	19
Tingkayu	46,018.98	23
Jeleta Bumi	71143.68	35
Outside	0	0
<b>Total</b>	<b>201,865.17</b>	<b>100</b>

**Table 2: Projected FFB received from supplying estates by Binuang POM for next reporting period FY (July 2014-June 2015)**

Estates	FFB Production	
	Tonnes	Percentage (%)
Binuang	51,752.38	25.49
Tingkayu	47,267.09	23.28
Sungang	36,524.87	17.99
Jeleta Bumi	67,481.54	33.24
Outside	0	0
<b>Total</b>	<b>203,025.88</b>	<b>100</b>

**Table 3: Planted and certified area of Binuang CU**

Estate	Planted (ha)	Certified (ha)
Binuang	3,008.72	3,271.08
Sunggang	1,959.62	2,786.41
Tingkayu	2,371.08	2,546.98
Jeleta Bumi	2,817.49	3,099.44
<b>Total</b>	<b>10,156.91</b>	<b>11,703.91</b>

## 1.5 Date of plantings and cycle

The dates of planting and age profiles for each estate under Binuang CU are detailed in the following tables.

**Table 4: Percentage of planted area in Binuang Estate by age and planting cycle**

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1978	1 <sup>st</sup>	Mature	172.75	5.74
1979	1 <sup>st</sup>	Mature	129.7	4.31
1987	1 <sup>st</sup>	Mature	67.72	2.25
1991	1 <sup>st</sup>	Mature	171.22	5.69
1992	1 <sup>st</sup>	Mature	275.01	9.14
2002	2 <sup>nd</sup>	Mature	377.62	12.55
2005	2 <sup>nd</sup>	Mature	305.59	10.16
2007	2 <sup>nd</sup>	Mature	503.54	16.74
2009	2 <sup>nd</sup>	Mature	471.85	15.68
2010	2 <sup>nd</sup>	Immature	191.87	6.38
2011	2 <sup>nd</sup>	Immature	115.7	3.85
2012	2 <sup>nd</sup>	Immature	149.04	4.95
2013	2 <sup>nd</sup>	Immature	77.11	2.56
<b>Total</b>			<b>3,008.72</b>	<b>100.00</b>

**Table 5: Percentage of planted area in Jeleta Bumi Estate by age and planting cycle**

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2014	2 <sup>nd</sup>	Immature	281.07	9.97
1993	1 <sup>st</sup>	Mature	652.11	23.15
1994	1 <sup>st</sup>	Mature	676.42	24.01
1995	1 <sup>st</sup>	Mature	1198.15	42.52
2002	1 <sup>st</sup>	Mature	9.74	0.35
<b>Total</b>			<b>2,817.49</b>	<b>100.00</b>

**Table 6: Percentage of planted area in Tingkayu Estate by age and planting cycle**

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2003	2 <sup>nd</sup>	Mature	157.73	6.65
2004	2 <sup>nd</sup>	Mature	128.70	5.43
2005	2 <sup>nd</sup>	Mature	357.37	15.07
2007	2 <sup>nd</sup>	Mature	360.50	15.21
2008	2 <sup>nd</sup>	Mature	251.50	10.61
1993	1 <sup>st</sup>	Mature	139.19	5.87
1996	1 <sup>st</sup>	Mature	323.03	13.62
2009	2 <sup>nd</sup>	Immature	219.49	9.26
2010	2 <sup>nd</sup>	Immature	242.84	10.24
2014	2 <sup>nd</sup>	Immature	190.73	8.04
<b>Total</b>			<b>2,371.08</b>	<b>100.00</b>

**Table 7: Percentage of planted area in Sungang Estate by age and planting cycle**

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2014	2 <sup>nd</sup>	Immature	222.83	11.37
2013	2 <sup>nd</sup>	Immature	143.00	7.30
2012	2 <sup>nd</sup>	Immature	110.80	5.65
2011	2 <sup>nd</sup>	Immature	177.27	9.05
*2008	1 <sup>st</sup>	Mature	2.36	0.12
2002	1 <sup>st</sup>	Mature	237.72	12.13
1994	1 <sup>st</sup>	Mature	964.63	49.23
1991	1 <sup>st</sup>	Mature	101.01	5.15
<b>Total</b>			<b>1,959.62</b>	<b>100.00</b>

Note:

\*2008 new planting was a former old housing area.

#### 1.6 Other certification held (ISO etc.)

The CU also holds ISCC certification. In addition, the mill holds ISO 9001 certification.

## 1.7 Organisational information / contact person

SOU 28 is championed by an Estate Manager who is also the contact person. The details of the contact persons for SOU 28 are shown below:

Name: Mohd Safirus Hailani  
Designation: Manager  
Address: Ladang Binuang, P.O Box 130, 91207 Kunak, Sabah.  
Phone #: 089-855197  
Fax #: 089-855190  
E-mail: [ldg.binuang@simedarby.com](mailto:ldg.binuang@simedarby.com)

## 1.8 Tonnage certified

Details of the actual and projected FFB processed, and CPO & PK delivered by Binuang POM for the SOU 28 (Binuang CU) were shown in the following tables:

**Table 8: Actual FFB received and CPO & PK delivered by Binuang POM since date of last reporting period FY (July 2013-June 2014)**

	<b>Total (MT)</b>
FFB Received	201,865.170
FFB Processed	201,765.424
CPO Production	45,803.216
PK Production	10,017.313
CPO delivered as Segregation	45,240.42
CPO delivered as non-RSPO certified (To TSH Wilmar)	584.41
PK delivered as Segregation	NIL
PK delivered as non-RSPO certified	9,978.840

**Table 9: Projected FFB received and CPO & PK delivered by Binuang POM for next reporting period FY (July 2014-June 2015)**

	<b>Total (MT)</b>
FFB Received	200,689.90
FFB Processed	200,689.90
CPO Production	45,666.83
PK Production	9633.12
CPO delivered as Segregation	45,666.83
CPO delivered as non-RSPO certified	-
PK delivered as Segregation	9633.12
PK delivered as non-RSPO certified	-

### **1.9 Time Bound Plan (TBP)**

The Sime Darby Plantation Group has been a member of RSPO since 8 Sep 2004 and is committed to full compliance with the RSPO P&C and full certification in all aspects of its operations. Sime Darby Plantation Sdn Bhd (SDPSB) owns and operates 62 palm oil mills (Strategic Operating Unit – SOU) and 202 estates (as per update on 31 Mar 2012), throughout Malaysia and Indonesia which has completed its RSPO certification audits in year 2011.

Based on the due diligence conducted on SDPSB, there were no significant land conflicts, no replacement of primary forest or any area containing HCVs since November 2005, no labour disputes that are not being resolved through an agreed process, no evidence of non-compliance with law in any of the non-certified holdings. Sime Darby has complied with the RSPO requirement for partial certification and has justified the revision to TBP. In conclusion,

1. There is no any other isolated lapse in Time Bound Plan.
2. No systematic failures to proceed with implementation of the Time Bound Pan since first certified.
3. The changes in the Time bound Plan was justified and found to be adequate

## **2.0 AUDIT PROCESS**

### **2.1 Audit Methodology and Programme**

The planning for this Stage 2 audit was guided according to the RSPO Annual Stage 2 Audit Document. The Stage 2 audit was guided by the sampling formula of  $0.8 \sqrt{y}$ . However after studying the document of previous audit, it was decided that the sampling formula of  $0.8 \sqrt{y}$  to determine the number of supply bases to be audited would not be used as each supplying base selected has its own issues related to the requirements of the RSPO MYNI. Each of site were assessed, namely SOU 28 Binuang oil mill Binuang estate, Sungang estate, Tingkayu estate, and Jeleta Bumi estate.

The audit team carried out field and office audits for conformance against the RSPO-MY principles and criteria. The visit has covered mill operation, estate agriculture practise, HCV habitats, labour lines, chemical storage areas and other workplaces.



Common systems were identified and specific evidences were recorded for individual estates as well as smallholders. Interviews, particularly those with employees, local communities and suppliers were conducted formally as well as informally, without the presence of company management personnel. In addition to that, related records and documentation were inspected.

Detail of area coverage during this audit is highlighted in the Stage 2 audit programme refer **Attachment 2**.

## 2.2 Date of Next Audit

The next audit will be conducted within 12 months but not sooner than 9 months from this audit

## 2.3 Qualification of Lead Assessor and Audit Team

The audit team consisted of four assessors. The details of the assessors and their qualification are detailed below:

Audit Team	Role / Area Covered	Qualification
Hazani Othman	Audit Team Leader / Conservation and Social scopes	<ul style="list-style-type: none"> <li>• An associate SIRIM's Lead Auditor (ISO 14001, ISO 9001, FSC &amp; MTCC FMC and CoC, RSPO P&amp;C).</li> <li>• Approximate 20 years total working experience. Approximate 16 years experiences in management systems and sustainability auditing / certification.</li> <li>• Over 400 auditor days of auditing experience of various scheme and industry</li> <li>• Successfully completed SCS/FSC Forest Assessor Course - 2000.</li> <li>• Successfully completed MTCC/Smartwood/GTZ endorsed Forest Certification Assessor Course - 2000.</li> <li>• Successfully completed IRIM / FDPM / UPM / FRIM / APAFRI endorsed Forest and Environmental Audit Course – 2000.</li> <li>• Successfully completed EARA ISO 14001 approved Lead Assessor Course - 2000.</li> <li>• Successfully completed IRCA ISO 9001 approved Lead Assessor Course - 2005.</li> <li>• Successfully completed MTIB / Sarawak Planted Forest - Forest Plantation Development Course – 2010.</li> <li>• Successfully completed RSPO endorsed Lead Assessor Course - 2013.</li> <li>• Successfully completed MTCC endorsed Auditor Course for Natural and Plantation Forests - 2013.</li> <li>• Hold Bachelor of Forestry Science and Diploma in Forestry, Universiti Putra Malaysia.</li> </ul>

		<ul style="list-style-type: none"> <li>• Freelance consultant on environmental, quality and social management</li> </ul>
Valence Shem	Auditor / Environmental and Supply Chain scopes	<ul style="list-style-type: none"> <li>• Collected more than 250 Auditor days in auditing ISO 14001 and RSPO</li> <li>• Nine years' experience in Oil Palm Plantation management</li> <li>• Successfully completed IEMA accredited Lead Assessor training for ISO 14001: 2004</li> <li>• B.Tech. (Hons) Industrial Technology</li> <li>• Successfully completed and passed the RSPO Lead Assessor Course – 2011.</li> </ul>
Mohamed Hidhir Zainal Abidin	Auditor / Good Pilling Practices and Occupational Health & Safety scopes	<ul style="list-style-type: none"> <li>• 4 years' experience in palm oil milling</li> <li>• Collected 150 auditor days in auditing for RSPO</li> <li>• Collected more than 100 auditing days for OHSAS 18001, ISO14001 and ISO 9001</li> <li>• Successfully completed IRCA/RABQSA accredited Lead Assessor training for ISO 9001, ISO14001 &amp; OHSAS 18001 in 2012</li> <li>• Successfully completed RSPO Lead Assessor Course in 2013</li> <li>• B.Sc. (Hons) Chemical Engineering, Universiti Kebangsaan Malaysia (UKM)</li> </ul>
Hj. Mohd Norddin Abd. Jalil	Auditor / Good Agricultural Practices	<ul style="list-style-type: none"> <li>• Thirty five years' experience in plantation management covering rubber and oil palm.</li> <li>• Attended a training on RSPO P &amp; C and certification requirements in December 2012</li> <li>• 14 days auditing experience in RSPO P &amp; C</li> <li>• Plantation Advisor to TDM Plantation Sdn. Bhd.</li> <li>• B.Sc. Agriculture (weed management)</li> </ul>

## 2.4 Certification Body

SIRIM QAS International Sdn. Bhd. is the oldest and 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 recognised 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), the International Automotive Task Force (IATF), and the Executive Board of the United Nations Framework Convention for Climate Change (UNFCCC). 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 as a RSPO certification body on 21st March 2008.

## **2.5 Stakeholder Consultation and List of Stakeholders Contacted**

There were various stakeholders interviewed during this audit comprising of workers, surrounding villagers and contractors. Generally, all of the stakeholders had given positive feedback towards SOU 28 Binuang CU.

### Government Agencies & Statutory Bodies

1. Balai Bomba Kunak
2. Balai Polis Kunak
3. Hospital Daerah Kunak
4. Hospital Daerah Tawau
5. Hospital Lahad Datu
6. Jabatan Air Daerah Kunak
7. Jabatan Alam Sekitar Negeri Sabah, Kota Kinabalu
8. Jabatan Alam Sekitar, Tawau
9. Jabatan Hidupan Liar, Lahad Datu
10. Jabatan Imigresen Sabah, Tawau
11. Jabatan Kerja Raya, Kunak
12. Jabatan Keselamatan Dan Kesihatan Pekerjaan, Kota Kinabalu
13. Jabatan Kesihatan Daerah Kunak
14. Jabatan Pendaftaran Malaysia Daerah Kunak
15. Jabatan Pengangkutan Jalan Cawangan Tawau
16. Jabatan Perhutanan Daerah Kunak
17. Jabatan Perkhidmatan Haiwan dan Perusahaan Ternak, Kunak
18. Jabatan Pertanian Daerah Kunak
19. Jabatan Tenaga Kerja Daerah Kunak
20. Jabatan Tenaga Kerja Daerah Tawau
21. Klinik Kesihatan Ibu Dan Anak
22. Kumpulan Wang Simpanan Pekerja (KWSP) Daerah Tawau
23. Pejabat Daerah Kunak
24. Pejabat Pelajaran Daerah Kunak
25. Pejabat Perdagangan Dalam Negeri, Koperasi Dan Kepenggunaan Cawangan Lahad Datu
26. Pejabat Pos Malaysia Daerah Kunak
27. Pertubuhan Keselamatan Sosial, Tawau

28. Telekom Malaysia Bhd Daerah Kunak
29. Jabatan Hal Ehwal Agama Islam Negeri Sabah
30. Bahagian Kawalan Racun Perosak Jabatan Pertanian Malaysia
31. MPOB Daerah Lahad Datu
32. Klinik S.K.Lo Sdn Bhd
33. Klinik Mansor Sdn Bhd

#### Non-Government Stakeholder

1. Kulumpang Development Corporation Sdn Bhd
2. Securicor (Malaysia) Sdn Bhd
3. Sabah Plantation Industry Employee Union
4. Sinoh Environmental Sdn Bhd
5. Agensi Pekerjaan Emcojuta Sdn Bhd, Tawau
6. Embassy Filiphine
7. Embassy Indonesia
8. Growarisan Sdn Bhd
9. Konsulat Tawau

#### Local Communities & Other Interested Parties

1. Ladang Giram
2. Ladang Mostyn
3. SK Ladang Binuang
4. Binuang Estate - Hj Jufri Beddu
5. Binuang Estate – Huzain Lamma
6. SMK Madai, Kunak
7. SMK Kunak
8. SMK Kunak Jaya
9. Yuwang Mill, Kunak
10. Sungang Estate Sime Darby Plantation
11. Tingkayu Estate Sime Darby Plantation
12. Binuang Mill Sime Darby Plantation
13. Lembaga KOKO, Kunak
14. IOI Plantation, Kunak
15. Ladang Tanduk, Tawau
16. Sunpia Sdn Bhd
17. Simpang Kunak Plantation Sdn Bhd
18. Regional Office Tawau
19. Ladang Tingkayu

20. Ladang Jeleta Bumi

21. Kilang Kelapa Sawit Giram

### 3.0 AUDIT FINDINGS

#### 3.1 Summary of Findings

The 6 Major NCR raised during this Stage 2 audit has been adequately addressed and therefore closed out. 2 corrective actions on Minor NCR taken has been monitored and the effectiveness of corrective action taken will be verified during next audit.

Details of the audit findings (evidences) has been accordingly addressed in full detailed report.

#### Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 1.1 Oil palm growers and millers provide adequate information to other 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	Records of requests and responses must be maintained. <i>Major.</i>	No	<b><u>Major NCR MH1/2014</u></b> <b>Binuang CU continued to implement the procedure for responding to any communication as outlined in their Estate/Mill Quality Management System documents. The records of communication were identified and maintained in different files depending on the stakeholder. Each record stated the date of communication received, response and remarks whether requests have been addressed. Among the records inspected were correspondences with the authorities, local communities and employees. However, observed there were no evidence of response with regards to few matters concerning DOSH and BOMBA requests.</b> <b>The matters had been addressed accordingly.</b> <b>Status: Closed</b>
C 1.2 Management documents are publicly available, except where this is prevented by commercial	1.2.1	Land titles / user rights (C 2.2)	Yes	Publicly available. Cross refer to C2.2.
	1.2.2	Safety and health plan (C 4.7)	Yes	Publicly available. Cross refer to C4.7.

<p>confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p><i>Minor</i></p> <p>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Documents that must be publicly available include, but are not necessarily limited to:-</p>	1.2.3	Plans and impact audits relating to environmental and social impacts (C 5.1, 6.1, 7.1, 7.3)	Yes	Publicly available. Cross refer to C5.1 and C6.1.
	1.2.4	Pollution prevention plans (C 5.6)	Yes	Publicly available. Cross refer to C 5.6.
	1.2.5	Details of complaints and grievances (C 6.3)	Yes	Publicly available. Cross refer to C6.3.
	1.2.6	Negotiation procedures (C 6.4)	Yes	Publicly available. Cross refer to C6.4.
	1.2.7	Continuous improvement plan (C 8.1)	Yes	Publicly available. Cross refer to C8.1.

**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 legal requirements. <i>Major</i>	No	<p>The existing SOU 28 supply base continued to comply with most of the applicable local, national and ratified international laws and regulations. Relevant licences and permits such as MPOB license, Trading Licence, Energy Commission and Domestic Trade Ministry for diesel and fertilizer storage were found valid.</p> <p>Person In Charge Regulations 1970 (amendment 2014), observed fulfilled by Binuang POM. The requirement has been downgraded where the available person in charge is sufficient to monitor and manning the operation of boilers and gensets.</p> <p>Based on the 'Kebenaran Bertulis' by DOE, the Quarterly Return Form, is being generated and forwarded to DOE in a timely manner.</p> <p>Areas with noise level exceeding equivalent continuous sound level of 90 dB (A) are positively identified and appropriate ear protection have been prescribed (mill are included in this monitoring).</p>

				<p>Positive Noise Exposure Monitoring - Report found to be at satisfactory level and in line with requirement</p> <p>Record of PPE provided confirm that worker has receive appropriate PPE (ear plug and ear muff) and training was conducted sufficiently.</p> <p>Boundary Noise Monitoring Report -- verified and found to be sufficient.</p> <p><b><u>Major NCR MH2/2014</u></b></p> <p><b>i) No evidence of 5 years inspection records available during the audit</b></p> <p><b>ii) Linesite inspection was not carried out on weekly basis at Tingkayu Estate.</b></p> <p><b>Newly appointed Hospital Assistant (HA) now assigned to ensure implementation be conducted accordingly.</b></p> <p><b>Status: Closed</b></p>
2.1.2	A documented system, which includes written information on legal requirements. <i>Minor</i>	Yes	However, the existing operating units continued to implement and maintain the established documented system for identifying, accessing, tracking and monitoring of compliance with the legal requirements that are applicable to the CU operation. Each office of the operating unit (mill and estates) has its own Legal and Other Requirements Register (LORR) and were being evaluated individually annually for compliance.	
2.1.h 2014 2013	A mechanism for ensuring that they are implemented. <i>Minor</i>	Yes	A mechanism to ensure compliance to legal and other requirement observed maintained as per documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 28. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance, as referred to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	
2.1.4	A system for tracking any changes in the law. <i>Minor</i>	No	<p>A system for tracking any changes in the law observed maintained as described in the above-mentioned company's procedure.</p> <p><b><u>Minor NCR MH3/2014</u></b></p> <p>However, at all of the visited operating units, the Legal and Other Requirements Register (LORR) has yet to be updated based on the current changes in the law. Some examples of the legal requirements which were still not included are:</p> <p>i) Environment Quality Act 1974, 49A on</p>	

				<p>competence person (amendment 2012)</p> <p>ii) Industrial Code of Practice Confined Space 2010</p> <p>iii) CLASS(Classification, Labelling and Safety Data Sheet) Regulation 2013</p> <p>iv) Medical Assistant (Registration) Act 1977</p> <p>v) FMA1967, Person in Charge Regulations (Amendment) 2014</p> <p>vi) Labour Ordinance Cap67</p> <p>vii) Child Care Centre Act, 1984</p> <p>viii) Immigration Act, 1975</p> <p>ix) Industrial Relation Act, 1956</p> <p>x) Electricity Regulations 1994</p> <p>PSQM Department (HQ) undertaking updating the company-wide legal register.</p> <p>Status: Corrective action plan accepted. Follow up for closing will be carried out in the next audit.</p>
<p>C 2.2</p> <p>The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.</p>	2.2.1	<p>Evidence of legal ownership of the land including history of land tenure.</p> <p><i>Major</i></p>	Yes	<p>The copy of legal ownership of the estates under the CU land had been provided and verified. There are numbers of land titles involved, which were previously owned by few owners, then taken over by Sime Darby Plantation (Sabah) Sdn. Bhd., a subsidiary fully owned by Sime Darby Plantation Sdn Bhd. The documentation of change of ownership name in the land title was observed in the process. The process is handled by Land Management Department in HQ, which then outsourced to an appointed legal firm to liaise with the land authority.</p>
	2.2.2	<p>Growers must show that they comply with the terms of the land title. [This indicator is to be read with Guidance 2]</p> <p><i>Major</i></p>	Yes	<p>The CU observed maintain to comply with the terms of the land title. Among other, annual payment of Quit Rent and land-use type.</p>
	2.2.3.1	<p>Evidence that boundary stones along the perimeter adjacent to state land and other reserves are being located and visibly maintained.</p> <p><i>Minor</i></p>	Yes	<p>The boundary stone along the perimeter adjacent to a smallholdings and other reserves were available, as observed in the audited estates.</p>



	2.2.3.2	Where there are, or have been, disputes, proof of resolution or progress towards resolution by conflict resolution processes acceptable to all parties are implemented. Cross ref. to 2.3.3, 6.4.1 and 6.4.2. <i>Minor</i>	Yes	There were no disputes observed.
C 2.3 Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.	2.3.1	Where lands are encumbered by customary rights, participatory mapping should be conducted to construct maps that show the extent of these rights. <i>Major</i>	Yes	No lands encumbered by customary rights were observed.
	2.3.2	Map of appropriate scale showing extent of claims under dispute. <i>Major</i>	Yes	Not applicable. There were no disputes observed.
	2.3.3	Copies of negotiated agreements detailing process of consent (C2.2, 7.5 and 7.6). <i>Minor</i>	Yes	Not applicable. There were no disputes observed.

**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	Annual budget with a minimum 2 years of projection <i>Major</i>	Yes	SOU 28 continued to commit on long-term economic and financial viability. Annual budget covering the period of 2014/2015 to 2016/2017 had been prepared and made available. Beside, a long-term projection until 2020 also prepared. Among other, the budget includes crop forecast, profit and loss, infra-structure development (roads, houses etc.). The document also include a replanting program, immature and mature area, also the expected FFB production per hectare.
	3.1.2	Annual replanting programme projected for a minimum of 5 years with yearly review. <i>Minor</i>	Yes	The replanting programme for the next five years had been prepared as sighted in the "Replanting programme 2014/15 to 2015/2016" for Tingkayu Estate. This programme would be reviewed once a year and incorporated in their annual financial budget. The programme was being implemented as scheduled.

#### **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 and consistently implemented and monitored.	4.1.1	Documented Standard Operating Procedures (SOP) for estates and mills. <i>Major</i>	Yes	<p>SOU 28 operations continued be guided by the established Plantations / Mill Quality Management System (PQMS / MQMS). Manual, PQMS / MQMS Standard Operating Manual and Procedures (SOP) and Sustainable Plantation Management System (SPMS) Manual, RSPO Supply Chain Manual, ESH Risk Management System Manual, Occupational Safety and Health Manual, Pictorial Safety Standards, Laboratory Process Control Manual and Security Guidelines.</p> <p>It include operation activities in the estates and the mill from seedlings in nursery to planting of young palms and plantation upkeep to mill FFB receipt, grading, processing, quality analysis and despatch of CPO, PK and PKO as well as security of the SOU. For the estates, on top of the PQMS, technical guidelines as listed in the Agricultural Reference Manual (ARM) were also referred. Relevant contents of the documents were disseminated to the workers through morning roll call and trainings. The</p>

			<p>documents are also kept in the administration office where everyone can refer to. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural / Mill Practice and the care for their safety and health and the environment. It was also seen that relevant SOPs, sometimes and abridged version, were displayed at various work station for easy reference.</p> <p>Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011 addressed adequate safe working practices and application of pesticides by sprayer.</p> <p>The SOP has among others, the Permit to Work System (Safety and Health Manual – 2nd Rev, 12/12/ 2011 - Chap 10 – Permit to Work System. – covered hazardous task, such as confined spaces, hot work, electrical repairs and work at height has been covered in details. Safety induction training to sprayer has been hold sufficiently and pre-job discussion and competence evaluation was conducted upon issuing this permit.</p> <p>Safety and Health Manual – 2nd Rev, 12/12/ 2011 - Chap 7 – Handling Agriculture Chemical – Standard and Safe Operating procedure. – described.</p> <p>SOP for safe agrochemicals usage have been established, the safety aspects and the precaution that needs to be practiced are incorporated in the respective SOPs, the following reviewed:</p> <p>Safe working SOPs for the mill floor are in place.</p> <p>Based on the HIRARC carried out the PPE types for the various station are identified using the ' PPE usage form'.</p> <p>'Personnel Protective Equipment Matrix' used to identify the applicable PPE required for a particular station.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective station.</p> <p>Based on the HIRARC carried out the PPE types for the various station are</p>
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				<p>identified using the ' PPE Distribution Records'</p> <p>Permit to Work at the Mill and the estates are being used.</p> <p>The use of Permit to Work in Confined space (PTW CS) to inform external Contractors of the Safe practices and precautions to be adhered has been verified and found to be adequate.</p> <p>The Mill uses a Segregation System – Module D</p> <p>As such the processing and storage methods used for FFB from its internal or External sources were physically separated and the identity found to be traceable</p> <p>The processing of FFB is done in a manner as guided by its SOP [Mill Quality Management System, version 1, Issue 1, dated 1/11/2008] which covers the entire operation from receiving of FFB until dispatch of CPO &amp; PK.</p>
	4.1.2	<p>Records of monitoring and the actions taken are maintained and kept for a minimum of 12 months.</p> <p><i>Minor</i></p>	No	<p>The CU continued maintains and keep records related to operation and monitoring for a minimum of 12 months. Some of the relevant records sighted in the estates were field cost book, chemical usage, mature oil palm work programme for fertiliser application, manuring, herbicide spraying and replanting, etc. Mill related operation and monitoring records were also seen and verified.</p> <p><b><u>Minor NCR MH4/2014</u></b></p> <p><b>It was found that some of the monitoring records related to drinking water analysis could not made available.</b></p> <p><b>QA Officer now assigned to ensure implementation be conducted accordingly.</b></p> <p><b>Status: Closed</b></p>
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained	4.2.1	<p>Monitoring of fertilizer inputs through annual fertilizer recommendations.</p> <p><i>Minor</i></p>	Yes	<p>The existing operating unit of Binuang CU continued to monitor their fertilizer inputs as recommended by their agronomist at Sime Darby Research Sdn. Bhd. The recommendations were made on annual basis as sighted in the 'Agronomic &amp; Fertilizers Recommendation Reports – Oil Palm 2014/2015.</p>
	4.2.2	<p>Evidence of periodic tissue and soil sampling to monitor changes in nutrient</p>	Yes	<p>Periodic foliar and soil sampling were continued carried out by the existing operating unit of Binuang CU, and its result formed part of the basis for the</p>

yield.		status. <i>Minor</i>		fertilizers input recommendation. Soil sampling were carried out every five years and is the last was done on 14/03/2014 in both Tingkayu and Sungang Estate.
	4.2.3	Monitor the area on which EFB, POME and zero-burn replanting is applied. <i>Minor</i>	Yes	In addition to fertiliser application, Tingkayu and Sungang Estates also continued carry out application of compost to the recommended fields and EFB application around palm circles in the replants of 2014A and 2014B.
C 4.3 Practices minimise and control erosion and degradation of soils.	4.3.1	Documented evidence of practices minimizing soil erosion and degradation (including maps). <i>Minor</i>	Yes	Binuang CU continued the practices to minimize and control erosion and degradation of soils. Pruned fronds were stacked along terraces in the undulating and hilly areas, while in flat areas U-shape stacking was practiced. In general, the soil and water conservation practices include constructing terraces on hilly to steep terrains, L-shape frond stacking and contour stacking of the pruned fronds were clearly advocated in line with the SOP and other biomass retention in the field were consistently implemented.
	4.3.2	Avoid or minimize bare or exposed soil within estates. <i>Minor</i>	Yes	It was observed that generally the estates had been well protected from soil erosion by natural vegetation. Circle weeding observed been implemented. Ground cover had been a standard requirement with <i>Mucuna bracteata</i> as cover crop being extensively planted in exposed slopes. In matured planted area, frond stacking (one stack with 4 palms) was observed. This had helped to further reduce the incidences of erosion.  Both Tingkayu and Sungang Estate continued to practice only circle and path spraying for field maintenance in the mature areas as stipulated in their SOP. For replanting areas, Binuang CU continued to plant and maintains leguminous cover crops. Soft vegetation especially <i>Nephrolepis bisserata</i> and soft grasses had significantly minimized the occurrence of bare ground, soil erosion and surface runoff.
	4.3.3	Presence of road maintenance programme. <i>Minor</i>	Yes	It was observed that the main and field roads of Binuang CU were in satisfactory condition and accessibility were made possible by regular maintenance. There was evidence of road maintenance programmes, which consist of road resurfacing with stockpile of crusher runs, grading & compaction and culvert maintenance. Roadside pits were seen strategically located along the road to

				collect diverted road runoff to further minimize road rutting.
	4.3.4	Subsidence of peat soils should be minimised through an effective and documented water management programme.  <i>Minor</i>	Yes	No peat soils were found during the field visit in Binuang CU.
	4.3.5	Best management practices should be in place for other fragile and problem soils (e.g. sandy, low organic matter and acid sulphate soils).  <i>Minor</i>	Yes	There were no fragile and problem soils within the Binuang CU.
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting along all natural waterways within the estate.  <i>Major</i>	No	<p>Generally, Binuang CU continued to protect water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting along all natural waterways within the estate.</p> <p>In Tingkayu and Sungang Estates, observed the 20m buffer zone boundary were identified with signboard (Photo 3) erected along its rivers. The oil palm trees in the buffer zone were ring sprayed with white paint at the trunk to differentiate them with the other non-riparian zone oil palm trees. The boundary markers for the buffer zones were sufficient and maintained. This practice was in accordance with the Riparian Zones Management Guidelines (Sabah Water Resources Enactment (1998).</p> <p>It was also sighted in the latest replant Field 2014A, Sungang Estate, where the buffer palms were left untouched during the replanting activities along the Sungang River to maintain the buffer zone. Interviews with the workers revealed that they understood the requirement of keeping the riparian zones free from any agricultural activities.</p> <p><b><u>Major NCR # MN4</u></b></p> <p><b>In addition, at Binuang Estate, it was also observed the buffer zone of waterways alongside the main road leading to Binuang Mill office in 2013 Replant were not retained, which palms were felled during the replanting activities.</b></p>

				<p><b>The CU had cut the plant and gave instruction and awareness training, which no spraying or manuring activities in the area.</b></p> <p><b>Status: Closed</b></p>
4.4.2	<p>No construction of bunds/weirs/dams across the main rivers or waterways passing through an estate.</p> <p><i>Major</i></p>	Yes	There has been no construction of bunds, weirs or dams across the main rivers or waterways in any of the Binuang CU estates.	
4.4.3	<p>Outgoing water into main natural waterways should be monitored at a frequency that reflects the estates and mills current activities which may have negative impacts (Cross reference to C 5.1 and 8.1).</p> <p><i>Major</i></p>	Yes	Binuang CU continued to conduct periodical water quality monitoring in their natural waterways as per the SOP, Sustainable Plantation Management System, Appendix 7, and dated 1/4/2008. Water samples were taken at specified sampling points, that is, upstream, midstream and downstream along the main rivers in all the estates. The water analysis reports done by Sime Darby Research Sdn. Bhd. were made available for verification. Among the parameters tested were pH, BOD, COD, total solids, suspended solids, oil and grease, ammoniacal nitrogen.	
4.4.4	<p>Monitoring rainfall data for proper water management.</p> <p><i>Minor</i></p>	Yes	Binuang CU continued monitor the rainfall data as well as their water consumption. Daily records of rainfall data for each estate were made available for inspection. The data were then used to develop the water management plan for the worker activities in the estates such as manuring and herbicide spraying.	
4.4.5	<p>Monitoring of water usage in mills (tonnage water use/tonne FFB processed).</p> <p><i>Minor</i></p>	Yes	The mill continued monitor water consumption and been reported monthly against per ton FFB processed. Records for FY 13/14 and FY 14/15 were available for verification.	
4.4.6	<p>Water drainage into protected areas is avoided wherever possible. Appropriate mitigating measures will be implemented following consultation with relevant stakeholders.</p> <p><i>Minor</i></p>	Yes	Based on location map, there is no water drainage going into protected areas at Binuang Estate.	
4.4.7	<p>Evidence of water management plans.</p> <p><i>Minor</i></p>	Yes	Binuang CU continued committed to its water management plan. Among the content of water management plan are: i) reduce usage of fresh water and recycling the sterilizer condensate liquor	

				<p>for oil dilution (in the mill).</p> <p>ii) placement of container in the identified area for rain water harvesting.</p> <p>iii) reduce treated water usage.</p> <p>iv) contingency plan for water shortage.</p> <p>The collection tank for rainwater harvesting noted had been installed at the line sites and estate complexes.</p> <p>All water supplies obtained from river or pond were treated prior to usage or analyzed to ensure it is fit for human consumption prior to distribution.</p>
<p>C 4.5</p> <p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>	4.5.1	<p>Documented IPM system.</p> <p><i>Minor</i></p>	Yes	<p>Binuang CU-continued to manage pests such as rats, rhinoceros beetle, nettle caterpillars and bagworms through the documented IPM techniques, including use of owl. Use of IPM is documented in SOP/Section B13/Pest &amp; diseases and ARM/Section B15/Plant Protection.</p> <p>Usage of pesticides noted justified and monitored.</p>
	4.5.2	<p>Monitoring extent of IPM implementation for major pests. <i>Minor</i></p>	Yes	<p>Noted the IPM techniques being used include detection, census and treatment controls to be applied when pests population or crop damages has reached the threshold level. There was no prophylactic application observed in the estates. The control of rat and other pest would only be implemented when census had shown 5% damage. Chemical control using rat baits to maintain a low population of rats through the implementation of calendar baiting and the biological control with the experimental use of Barn Owl.</p> <p>In addition, Binuang CU had encouraged the planting of beneficial plants from the three major species namely <i>Tunera subulata</i>, <i>Cassia cobanensis</i>, and <i>Antigonon leptopus</i>, hence, reduces the need to use chemical treatment.</p>
	4.5.3	<p>Recording areas where pesticides have been used.</p> <p><i>Minor</i></p>	Yes	<p>Binuang CU continued to record areas where pesticides had been used. Pesticides are used only when justified and areas used are recorded in Field Cost books, bin cards and in program sheets.</p>
	4.5.4	<p>Monitoring of pesticide usage units per hectare or per ton crop e.g. total quantity of active ingredient (a.i.) used/tonne of oil.</p>	Yes	<p>Records showing the agrochemicals active ingredient (ai) used per hectare and per metric tonne basis were seen in Tingkayu and Sungang Estates Likewise, records of location where pesticides had been used were also available.</p>



		<i>Minor</i>		
<p>C 4.6</p> <p>Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.</p>	4.6.1	<p>Written justification in Standard Operating Procedures (SOP) of all agrochemicals use.</p> <p><i>Major</i></p>	Yes	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd.</p>
	4.6.2	<p>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).</p> <p><i>Major</i></p>	Yes	<p>It was confirmed at all stores visited that pesticide used for field operation were those registered under the Pesticide Act 1974. Records of spraying are kept in files. Among the pesticide used were: Behn Mayer Glyphosate (Glyphosate Isopropylamine 40%), Ally 20DF (Metsulfuron Methyl), Kenlon (Triclopyr Butoxyl Ethyl Ester), Wet &amp; Stick (Surfactant) and Sodium Chlorate.</p>
	4.6.3	<p>Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations.</p> <p><i>Major</i></p>	Yes	<p>All pesticides were stored in accordance with the legal requirement as well as recommendation by manufacturer as stated in MSDSs. The stores are equipped with ventilation fan, showers, wash area and PPE storage area. Adequate safety signage posted at the storage area with the colour code used to distinguish the chemical class. For emergency preparedness, eye wash and shower were available as well as the spill kit to handle emergencies.</p> <p>Empty pesticides containers were triple rinsed, pierced and stored in the schedule waste store at all estate. Triple rinsing activities was continually implemented and disposed to the appointed DOA contractor in Sabah.</p>
	4.6.4	<p>All information regarding the chemicals and its usage, hazards, trade and generic names must be available in language understood by workers or explained carefully to them by a plantation management official at operating unit level.</p> <p><i>Major</i></p>	Yes	<p>All information regarding the chemicals and its usage, hazards, trade and generic names were available in both English &amp; Bahasa Malaysia. Relevant information of the agrochemical used by estate, disseminated largely via morning muster and by the use of Safety Pictorial poster. Workers interviewed during the spraying activities and fertilizer application learnt that they understood the information. It was also verified in the training records that training in chemical handling especially to the sprayers, had been conducted with the aim of disseminating the correct information and ensuring understanding regarding the usage and hazards of the agrochemicals.</p>
	4.6.5	<p>Annual medical surveillance as per</p>	Yes	<p>Annual medical surveillance continued conducted for personnel handle</p>

	CHRA for plantation pesticide operators. <i>Major</i>		pesticides and manuring. Store keeper, chemical mixer, sprayer and manurer are among the personnel sent for medical surveillance. Their medical report by the Occupational Health Doctor was sighted, which showed their exposure level was below permissible exposure limit and were reported as fit to work.
4.6.6	No work with pesticides for confirmed pregnant and breast-feeding women. <i>Major</i>	Yes	Pregnant and breast-feeding women remain not allowed to work with pesticides. Medical Assistant (MA) continued checks and determined whether female workers were pregnant using Urine Pregnancy Test (UPT). Interviews conducted in the fields with sprayers revealed that they fully understood that pregnant and breast-feeding women should not carry out any work with pesticides.  Based on the medical records, confirmed there was no pregnant and breast-feeding women been assigned as pesticides operator.
4.6.7	Documentary evidence that use of chemicals categorised as World Health Organisation Type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions and paraquat, is reduced and/or eliminated. Adoption of suitable economic alternative to paraquat as suggested by the EB pending outcome of the RSPO study on IWM. <i>Minor</i>	Yes	During the audit, it was noted that the CU had not used chemicals categorized as World Health Organization (WHO) type 1A or 1B or listed by the Stockholm or Rotterdam Conventions. All pesticides used were those officially registered under the Pesticide Act 1974, The CU had used only class III & class IV pesticides. No illegal agrochemicals (stated by local and international laws) in particular paraquat were used or found. Paraquat was totally replaced by a systemic herbicide, glufosinate ammonium.
4.6.8	Documented justification of any aerial application of agrochemicals.  No aerial spraying unless approved by relevant authorities. <i>Major</i>	Yes	No aerial application of agrochemical at SOU 28 was observed.
4.6.9	Evidence of chemical residues in CPO testing, as requested and conducted by the buyers. <i>Minor</i>	Yes	There was no request from buyer for chemical residues in CPO testing.
4.6.10	Records of pesticide	Yes	Records of pesticides use including active

		<p>use (including active ingredients used, area treated, amount applied per ha and number of applications) are maintained for either a minimum of 5 years or starting November 2007.</p> <p><i>Minor</i></p>		<p>ingredients used, area treated, and amount applied per ha and number of applications were maintained and kept up-to date.</p> <p>The annual Medical Surveillance for Pesticides Sprayers includes Cholinesterase level. Which is an inverse indicator for harmful cholinesterase inhibitors present in</p> <ul style="list-style-type: none"> <li>• Organophosphate pesticides</li> <li>• Carbamate pesticides</li> </ul> <p>During the Site visit (Audit ) there was no treatment of highly toxic pesticide and no balance of used Pesticides, however necessary provisions for the safe keeping balance pesticides were in place</p> <p>There was no balance of used Pesticides, however necessary provisions for the safe keeping balance pesticides were in place.</p> <p>Local workers affected by occupational diseases like sprayers and mill workers in high noise levels are covered by the Social Security Organisation (SOCSO) insurance scheme to ascertain the occupational disease and for possible compensation. Foreign workers are covered with the compensation insurance scheme by RHB Insurance Berhad.</p>
<p>C 4.7</p> <p>An occupational health and safety plan is documented , effectively communicated and implemented .</p>	4.7.1	<p>Evidence of documented Occupational Safety Health (OSH) plan which is in compliance with OSH Act 1994 and Factory and Machinery Act 1967 (Act139).</p> <p><i>Major</i></p> <p><u>The safety and health (OSH) plan shall cover the following</u></p>		
	a)	<p>A safety and health policy, which is communicated and implemented</p>	Yes	<p>SOU 28 continued to adopt the SDPSB's Occupational Safety and Health (OSH) policy. The policy had been communicated to all levels of the organization through briefings and they were also being displayed prominently in Bahasa Malaysia and English on notice boards at mill, estate offices and Muster Ground. Interviews with employees showed that they were aware of the policy requirements, i.e. to work safely, comply with legal requirements, and follow established procedures and instructions from management.</p>

				Occupational Safety and Health (OSH) management plan for each operating unit had been established. The ESH management plan sighted had addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings and etc.
	b)	All operations have been risk assessed and documented.	Yes	<p>SOU 28 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk audit and risk control (HIRARC) records, as well as CHRA reports were verified during the audit.</p> <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p>For Binuang POM, all key activities identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities.</p>
	c)	<p>An awareness and training programme which includes the following specifics for pesticides:</p> <ul style="list-style-type: none"> <li>i. to ensure all workers involved have been adequately trained in a safe working practices (See also C 4.8)</li> <li>ii. All precautions attached to products should be properly observed and applied to the workers.</li> </ul>	Yes	<p>OSH awareness and various OSH training courses had been identified for each category of workers. This to ensure all workers involved have been adequately trained in safe working practices.</p> <p>Some of training identified were:</p> <ul style="list-style-type: none"> <li>a) Hearing Conservation Programme</li> <li>b) PPE training and demonstration</li> <li>c) AESP and AGT refresher training</li> <li>d) Safe Sterilizer Operation Training</li> <li>e) Safe Chemical Handling Training</li> <li>f) SOP refresher training for all station</li> <li>g) SW handling and E-Consignment Training</li> <li>h) Fire Extinguisher Demonstration and Fire Drill Training</li> <li>i) Handling and Maintenance of Hand Pump for Sprayer</li> <li>j) Tractor Driver and Loaders Safety Training</li> </ul>

				<p>k) RSPO Awareness Training</p> <p>Those who worked with chemicals had been trained on the use of PPE, material safety data sheet (MSDS) and safe work practices. Field inspection and observation of spraying tasks confirmed chemicals being applied were in accordance with the product safety precautions and workers of its risks. MSDSs were made available at point of use – for example, at mill’s water treatment plant, boiler chemical dosing area and chemical mixing area and at the chemical store of each estate. The appropriate personal protective equipment (PPE) were seen used by workers for each risk assessed operation in all estates visited.</p>
	d)	<p>The appropriate personal protective equipment (PPE) are used for each risk assessed operation.</p> <p>i. Companies to provide the appropriate PPE at the place of work to cover all potentially hazardous operations such as pesticide application, land preparation, harvesting and if used, burning.</p>	Yes	<p>Suitable PPE has been provided to the workers based on the information in the MSDS/CSDS and CHRA assessor’s recommendation. Hazard signage were posted at the suitable locations to remind workers to wear PPE. Workers interviewed learnt that they were understood the reasons and the importance why they required to wear the PPE.</p> <p>Personal Protective Equipment (PPE) observed provided, which relevant to respective station (job), such as:</p> <p>ii) Sterilizer and boiler/power station – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff</p> <p>iii) Lab – Respirator (double Cartridge) 3M 6003, Nitrile Glove (chemical penetration ), safety boots, Ear plug 3M 1271 (NRR = 24 dB)</p> <p>iv) Field workers (sprayer, manurer &amp; harvester) – 3M 8210 @ N95 respirator, anti-Mist goggles, wellington boots, apron and sickle cover.</p> <p>Areas with noise level exceeding equivalent continuous sound level of 90 dB (A) e.g. the Boiler Station and Sterilization are positively identified and signage’s placed at each respective entrance and clearly indicate that these areas is high noise area.</p> <p>Appropriate ear protection (ear muff &amp; ear plug) have been prescribed.</p>

				There is compliance to the Factories and Machinery (Noise Exposure) Regulations 1989. Areas with noise level exceeding equivalent continuous sound level of 90 dB (A) are positively identified and appropriate ear protection have been prescribed.
e)	The responsible person (s) should be identified.	Yes		The CU maintained to appoint respective responsible person at each operating units, which indicated in Safety and Health Committee organization chart of the respective operating unit.
f)	There are records of regular meetings between the responsible person(s) and workers where concerns of workers about health and safety are discussed.	Yes		<p>Quarterly Safety &amp; Health Committee meeting held at the respective unit in the CU chaired by respective manager (mill or estates). Improvement was noted on the comprehensive meeting minutes compared to the previous audit. Noted the new format introduced by PSQM-ESH, which include other pertinent issues with regards to legal compliance issue, HIRADC, PSQM-OSH evaluation, GCAD-ESH audit, Safety compliance for the contractors, safety and health training, JKKP compliance visit, OSH related programme and etc.</p> <p><b><u>Major NCR MH6/2014</u></b></p> <p><b>However, observed the meeting was not conducted as per required frequency. Further, implementation of workplace inspection was not consistently implemented.</b></p> <p><b>The matters had been implemented accordingly.</b></p> <p><b>QA Officer now assigned to ensure implementation be conducted accordingly.</b></p> <p><b>Status: Closed</b></p>
g)	Accident and emergency procedures should exist and instructions should be clearly understood by all workers.	Yes		<p>Emergency Response Plan (ERP) remain as defined in the established procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008.</p> <p>Emergency response activities were also included in the ESH plan FY14/15. The following were Emergency Response Plan addressed, such as Fire Outbreak, Accident and Incident occurrence, Oil Spillage etc.</p> <p>Information to response potential emergencies had been disseminated. This included emergency contact number,</p>

				<p>site plan showing evacuation route to assembly point and location of firefighting equipment and action to be taken during emergency by staff and contractors. Instructions to respond to accident and emergency found to be clearly understood by all workers interviewed both at the mill and field.</p>
	h)	Workers trained in First Aid should be present in both field and mill operations.	Yes	<p>Trained first aider was available at all work areas both in the estate and mill. Cross checked with training records found that most of the estate mandores and department head has been trained on first aid. Interviews with First Aiders found that they were aware of their duties and responsibility.</p>
	i)	First Aid equipment should be available at worksites	Yes	<p><u>Major NCR MH6/2014</u></p> <ul style="list-style-type: none"> <li>i. Safety and health committee meetings were not conducted in timely manner. Last conducted on July 2014</li> <li>ii. Workplace inspection activity was not consistently implemented at Tingkayu estate</li> <li>iii. First aid box content was not in accordance with 4<sup>th</sup> schedule of safety Health and Welfare Regulation 1970. It was found out that only 9 items inside the box instead of 17 items as per requirement</li> </ul> <p>The matter has been implemented accordingly.</p> <ul style="list-style-type: none"> <li>i. Estate management already conducted the safety meeting accordingly. Estate also already prepare proper schedule</li> <li>ii. Estate already conduct a proper work[place inspection and will implement it consistently</li> <li>iii. Estate will ensure all 17 items will be in place in the first aid box as per requirement</li> </ul> <p>Status: Closed</p>
	4.7.2	Records should be kept of all accidents and periodically reviewed at quarterly intervals.  <i>Major</i>	Yes	<p>Accident statistics are being maintained and periodically reviewed during safety and health committee meeting. Internal reporting for accident will go through ESH/PSQM and DOSH will be notified if there is an accident with more than 4 days of MC using JKKP 6 form and annual accident statistic using JKKP 8 form.</p>

				Accident investigation has been carried out to all accident cases for internal reporting as well as 3 <sup>rd</sup> party reporting to DOSH. New IT system reporting named SMS IT was used for incident investigation and online reporting to PSQM-ESH. Records of accident investigation including meeting minute, accident chronology, sketch of accident area, personal information including training records, corrective action were properly kept for future reference. It was also verified that lesson learned from all accident cases were discussed in the Safety and Health Committee meeting.
	4.7.3	Workers should be covered by accident insurance.  <i>Major</i>	Yes	SOU 28 continued to ensure all workers working in the premise (both mill and estates) covered by insurance. All local workers were covered by SOCSO as required under Employee's Social Security Act 1969. Foreign workers were covered by insurance as per Workmen Compensation Act 1952. Verified policies found still valid. There was fatal case involving foreign workers at Tingkayu Estate, which the management has submitted the compensation claim for the deceased worker to the insurer and in the midst of completion. Status of compensation will be verified in the next audit.
C 4.8 All staff, workers, smallholders and contractors are appropriately trained.	4.8.1	A training programme (appropriate to the scale of the organization) that includes regular audit of training needs and documentation, including records of training for employees are kept.  <i>Major</i>	Yes	Training plan for FY2014/205 continued been established with target dates for the training identified. Among the training program includes: <ul style="list-style-type: none"> <li>• Hearing Conservation Programme</li> <li>• PPE training and demonstration</li> <li>• AESP and AGT refresher training</li> <li>• Safe Sterilizer Operation Training</li> <li>• Safe Chemical Handling Training</li> <li>• Scheduled Waste handling and E-Consignment</li> <li>• Fire Extinguisher Demonstration and Fire Drill Training</li> <li>• Handling and Maintenance of Hand Pump for Sprayer</li> <li>• Tractor Driver and Loaders Safety Training</li> <li>• RSPO Awareness Training</li> </ul>



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

Clause	Indicators		Comply Yes/No	Findings
<p>C 5.1</p> <p>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 continuous improvement.</p>	5.1.1	<p>Documented aspects and impacts risk audit that is periodically reviewed and updated.</p> <p><i>Major</i></p>	Yes	<p>The CU continued review annually the environmental aspects and impacts risk audit for activities related to their operation. Sample of the activities assessed related to mill operation were cleaning activities in the mill, engine repair/servicing and starting, chemical mixing for raw water treatment, boiler operation and discharge of effluent. For estate operation, among the activities identified were road maintenance, Harvesting and Collection, FFB transportation, Field Weeding, Pest and Disease Treatment, diesel consumption, and management of empty chemical containers.</p>
	5.1.2	<p>Environmental improvement plan to mitigate the negative impacts and promote the positive ones, is developed, implemented and monitored.</p> <p><i>Minor</i></p>	Yes	<p>The mill and estates had prepared its Environmental Management Plan (EMP) for FY2014/15 that included action plan for current significant impact to the operation.</p> <p><u>Minor NCR VS01/2014</u></p> <p>However, in Biniang Mill, observed inadequate mitigation measure / improvement plan to mitigate the negative impacts from the following aspects was developed, implemented and monitored:</p> <ul style="list-style-type: none"> <li>• Incompliant release of dark smoke in the month of October 2014.</li> <li>• High BOD and SS of monsoon drain discharge in September 2014 [Test report No.: IE737/2014].</li> <li>• Leachate release from the EFB dumping area.</li> <li>• Effluent discharge from the effluent treatment plant.</li> </ul>

				<p>The matters had been addressed accordingly.</p> <p>Status: Corrective action plan found to be acceptable.</p> <p>Verification of the effectiveness will be verified during next audit</p>
<p>C 5.2</p> <p>The status of rare, threatened or endangered species (ERTs) and high conservation value habitats, if any, that exists in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.</p>	5.2.1	<p>Identification and audit of HCV habitats and protected areas within landholdings; and attempt audits of HCV habitats and protected areas surrounding landholdings.</p> <p><i>Major</i></p>	Yes	<p>The audited estate observed maintained the identified conservation areas. The conservation areas in the Binuang Estate are Mud Pool (HCV 4) and steep area.</p>
	5.2.2	<p>Management plan for HCV habitats (including ERTs) and their conservation.</p> <p><i>Major</i></p>	Yes	<p>The estate management continued to implement the action plan for conserving the areas, which maintenance of signage of prohibition of illegal activities, demarcation, awareness of conservation areas and monitoring.</p>
	5.2.3	<p>Evidence of a commitment to discourage any illegal or inappropriate hunting fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts.</p> <p><i>Minor</i></p>	Yes	<p>Generally, commitment to discourage illegal or inappropriate activities continued observed. Among the evident observed were signage of prohibition concerning illegal or inappropriate activities, awareness and training program related to conservation, areas demarcation etc.</p>
<p>C 5.3</p> <p>Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>	5.3.1	<p>Documented identification of all waste products and sources of pollution.</p> <p><i>Major</i></p>	Yes	<p>Waste product and sources of pollution within certified unit was identified and documented accordingly</p>
	5.3.2	<p>Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.</p> <p><i>Minor</i></p>	Yes	<p>Operational plan to avoid or reduce pollution has identified wastes ad pollutants</p>
	5.3.3	<p>Evidence that crop residues / biomass are recycled (Cross ref. C 4.2).</p> <p><i>Minor</i></p>	Yes	<p>Recycling of crop residues generated from the replanting activities were fully exploited by Binuang CU. It was observed that crop residues such as EFB were recycled as</p>

				mulching in the replants. Apart from that, the estates continued to practice chipping of oil palm trunks and returned to the soils via decomposition during replanting activities. Palm fronds were stacked and left at the field.  Shell and fibre continued used for boiler fuel. Usage records were observed updated.
C 5.4 Efficiency of energy use and use of renewable energy is maximized.	5.4.1	Monitoring of renewable energy use per tonne of CPO or palm product in the mill. <i>Minor</i>	Yes	Monitoring of renewable energy, shell and fiber (RE) per CPO was observed continued.
	5.4.2	Monitoring of direct fossil fuel use per tonne of CPO or kW per tonne palm product in the mill (or FFB where the grower has no mill). <i>Minor</i>	Yes	Monitoring of direct fossil fuel per ton CPO was observed continued.
C 5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN Guidance or other regional best practice.	5.5.1	No evidence of open burning. Where controlled burning occurs, it is as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003. <i>Major</i>	Yes	No open burning observed during the visit.
	5.5.2	Previous crop should be felled/mowed down, chipped/shredded, windrowed or pulverized/ ploughed and mulched. <i>Minor</i>	Yes	Binuang CU continued to chip/shred and windrow the previous felled palms within the plantation during replanting development. The palm biomass was left to rot naturally.  The replanting practice was verified on site at Sunggang Estate where there was no trace of open burning. Instead, palms were felled, chipped/shredded and windrowed within the plantation during replanting development. The palm biomass was left to rot naturally.
	5.5.3	No evidence of burning waste (including domestic waste).	Yes	No burning of domestic wastes was observed. It was observed that a clear signage had been erected at the line

		<i>Minor</i>		site on the prohibition of this activity
C 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.	5.6.1	Documented plans to mitigate all polluting activities (Cross ref to C 5.1). <i>Major</i>	Yes	Cross refer to C5.1. The CU also noted continued to reduce greenhouse gases emission.
	5.6.2	Plans are reviewed annually. <i>Minor</i>	Yes	Plan observed reviewed annually. Observed the CU plan to setup of bio-gas plant. The submission of GHG emission report using the RSPO Palm GHG calculator will only imposed in the new standard (MY-NI 2014). This audit was conducted on December 2014 before the endorsement of new standard. The certification unit found to be aware with the requirement and has bring this to management for discussion on future planning. Thus, the implementation will be verified during next audit
	5.6.3	Monitor and reduce <b>peat</b> subsidence rate through water table management. (Within ranges specified in C 4.3). <i>Minor</i>	Yes	Not applicable as there was no peat soil in the estates

**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, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous	6.1.1	A documented social impact audit including records of meetings. <i>Major</i>	Yes	The CU had updated and made available the documented social impact audit, including records of meetings. The document entitled "Social Impact Audit (SIA), SOU 28 Binuang", September 2013.
	6.1.2	Evidence that the audit has been done with the participation of affected parties. <i>Major</i>	Yes	The CU observed continue to involve affected parties in their audit and consultation process. List of attendance of affected parties were maintained.

improvement.	6.1.3	A timetable with responsibilities for mitigation and monitoring is reviewed and updated as necessary. <i>Minor</i>	Yes	The CU continued to review its respective operating unit timetables. Status of previous action determined, implemented and new actions planned were updated.
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	Documented consultation and communication procedures. <i>Major</i>	Yes	Generally, the CU maintained its documented "Procedure for External Communication". Communication with external parties observed continued filed and made available. Internal communication also continued implemented via various means, such as briefings and meetings, notice boards, emails, letters, and so on. The morning briefings continued appear to be most popular channel through which the management communicates whatever policies to the workers.
	6.2.2	A nominated plantation management official at the operating unit responsible for these issues. <i>Minor</i>	Yes	Management officials responsible for social issues at respective operating units observed maintained appointed.
	6.2.3	Maintenance of a list of stakeholders, records of all communication and records of actions taken in response to input from stakeholders. <i>Minor</i>	Yes	The CU maintained the list of its stakeholders, records of communication and actions taken in response to input from stakeholders.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	6.3.1	Documentation of the process by which a dispute was resolved and the outcome. <i>Major</i>	Yes	There was no dispute observed.
	6.3.2	The system resolves disputes in an effective, timely and appropriate manner. <i>Minor</i>	Yes	There was no dispute observed.
	6.3.3	The system is open to any affected parties. <i>Minor</i>	Yes	There was no dispute observed. Nevertheless, the CU maintained affirms that its dispute system is open to any

				affected parties. Relevant policy and procedures were observed maintained available for sighted.
<p>C 6.4</p> <p>Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	6.4.1	<p>Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.</p> <p><i>Major</i></p>	Yes	<p>The procedure concerning legal and customary pertaining land issues, including compensation remain to be handled by Land Management Department of Sime Darby headquarter, if any, as stated in their procedure 'Appendix 3 - Flowchart and Procedures on Handling Land Disputes'. This procedure is applicable to all Sime Darby's CUs.</p> <p>Meanwhile, compensation concerning employee issues to be handled by human resources department in headquarter.</p>
	6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented. This takes into account gender differences in the power to claim rights, ownership and access to land; and long-established communities; differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p><i>Minor</i></p>	Yes	<p>The compensation procedure maintained as described in SDPSB's SOP 'Appendix 3 - Flowchart and Procedures on Handling Land Disputes'. Compensation on loss of legal rights will be determined according to the land authority.</p>
	6.4.3	<p>The process and outcome of any compensation claims is documented and made publicly available.</p> <p><i>Minor</i></p>	Yes	<p>There was no case of compensation observed.</p>
<p>C 6.5</p> <p>Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>	6.5.1	<p>Documentation of pay and conditions.</p> <p><i>Major</i></p>	Yes	<p>Pay and condition for employees and contractors of the CU maintained documented in their employment contract and contract respectively. Wages maintained comply with industry minimum standard of wages. Workers pay slip showed basic pay, attendance incentive, afternoon work,</p>

				transport allowance, phone allowance, wage rate, work benefits, overtime, annual leave and public holidays etc.
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) are available in the language understood by the workers or explained carefully to them by a plantation management official in the operating unit.  <i>Minor</i>	No	<p><u>Minor NCR HO-2014-04</u></p> <p>Workers employment contract maintained contain information pertaining work terms such as working hours, service period, medical facilities, housing, transportation allowance, maternity leave, entitle for sick leave, annual leave etc. Briefing on understanding about payment and calculation were observed and found out that there are employees not aware of their employment categories and content of union agreements.</p> <p>No evidence labour laws, union agreements or direct contract of employment detailing payment and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reason for dismissal, period of notice, etc.) are available in the language understood by the workers or explained carefully to them by a plantation management official in the operating unit.</p> <p>There are employees at Binuang Mill not aware of their employment categories and content of union agreements, particularly their benefits and rights.</p> <p>Employees had been informed their employment benefits and conditions. Evidence submitted has been verified and found to be acceptable.</p> <p>Status: verification on the effectiveness of corrective action taken will be verified during next audit</p>
	6.5.3	Growers and millers provide adequate housing, water supplies,	Yes	All employees of the CU maintained provided with accommodation, domestic

		<p>medical, educational and welfare amenities 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 (not applicable to smallholders).</p> <p><i>Minor</i></p>		<p>water supply, and electricity, clinic and welfare amenities such as mosque, community hall, crèche, kindergarten and playground for children and workers, and HUMANA school for schooling kids of Indonesian foreign workers.</p>
<p>C 6.6</p> <p>The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>	6.6.1	<p>Documented minutes of meetings with main trade unions or workers representatives.</p> <p><i>Major</i></p>	Yes	<p>The CU maintained to retain its documented minutes of meeting with trade unions as well as other routine management minutes of meeting that concerning their employee rights.</p>
	6.6.2	<p>A published statement in local languages recognizing freedom of association.</p> <p><i>Minor</i></p>	Yes	<p>Freedom of association policy maintained in the documented Social Policy established by HQ. The policy was written in Bahasa and English languages, and publicly displayed outside and inside the operating unit offices.</p>
<p>C 6.7</p> <p>Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</p>	6.7.1	<p>Documented evidence that minimum age requirement is met.</p> <p><i>Major</i></p>	Yes	<p>Documented list of employees had been verified. No employee below minimum age observed had been employed by the CU.</p>
<p>C 6.8</p> <p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>	6.8.1	<p>A publicly available equal opportunities policy.</p> <p><i>Major</i></p>	Yes	<p>The CU maintained its documented Social Policy that contain about equal opportunities policy. The policy observed displayed inside and outside the operating unit office.</p>
	6.8.2	<p>Evidence that employees and groups including migrant workers have not been discriminated against.</p> <p><i>Minor</i></p>	No	<p><u>Minor NCR HO-2014-09</u></p> <p>Interviewed with local and foreign workers in the CU observed no complaint about discrimination issues between races, ethnics and religious, except workers were charged</p>



				<p>for electricity usage, whereby only executive group was given free electricity, despite their employment contracts and union agreements with Binuang Mill and Binuang Estate specify that they shall be provided free electricity that self-generated by the CU.</p> <p>Status: Follow up for closing will be carried out in the next audit.</p>
<p>C 6.9</p> <p>A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.</p>	6.9.1	<p>A policy on sexual harassment and violence and records of implementation.</p> <p><i>Major</i></p>	Yes	<p>The company maintained its Gender Policy that covers sexual harassment and violence cases against women, workers and communities. Gender and Child Committee maintained active to oversee any issues on sexual and violence. Periodical meetings were conducted and minutes were made available.</p>
	6.9.2	<p>A specific grievance mechanism is established.</p> <p><i>Major</i></p>	Yes	<p>The specific grievance mechanism maintained by the CU. Chairman of Gender and Child Committee at each operating units responsible in handling and channelling issue to the respective management, if any.</p>
<p>C 6.10</p> <p>Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>	6.10.1	<p>Pricing mechanisms for FFB and inputs/services shall be documented.</p> <p><i>Major</i></p>	Yes	<p>The CU maintained to source FFB from its own certified supply base only. Thus, no pricing mechanism for FFB is necessary. Meanwhile any services obtained were based on suppliers' quotation, prior to select and award.</p>
	6.10.2	<p>Current and past prices paid for FFB shall be publicly available.</p> <p><i>Minor</i></p>	Yes	<p>The CU maintained to source FFB from its own certified supply base. Thus, there was no pricing involve.</p>
	6.10.3	<p>Evidence that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p><i>Minor</i></p>	Yes	<p>The suppliers/contractors and tenant interviewed mentioned that they understand their contracts and they have been dealing for quite long time. They were happy with their business relation. Supplier / contractors affirm that usually received their payments in the form of cheque the following month after they had completed their job / order.</p>

	6.10.4	Agreed payments shall be made in a timely manner. <i>Minor</i>	Yes	Payments observed were paid in timely manner, which were within 10 days of next month upon completed their job / order.
C 6.11 Growers and millers contribute to local sustainable development wherever appropriate.	6.11.1	Demonstrable contributions to local development that are based on the results of consultation with local communities. <i>Minor</i>	Yes	The CU continued to contribute to local development needs. Among the contribution observed were: a) Continued bus transportation for secondary school, which outside the CU. b) Continued financial support for HUMANA School. c) Continued support for powder milk for crèche. d) Cooperation with Health Department Office on health awareness campaign. e) Accommodation for HUMANA's teacher. f) maintenance of school facilities and landscape;

**Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS**

No new planting was observed. Thus, this principle 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 continuous improvement in key operations.  MY NIWG commits to demonstrate progressive improvement to the	8.1.1	Minimise use of certain pesticides (C4.6). <i>Major</i>	Yes	Generally, Binuang CU had established continuous improvement plans for all the indicators. An Integrated Pest Management Programme (IPMP) had also been practiced in all estates through the planting of beneficial plants. GAP practices had satisfactory been maintained within the industry norm. Mill wastes had been re-cycled and used as soil supplement, and EFB used as fertilizer in the field. Most of the plans had been implemented through the requirement of their internal integrated management system. Among the improvement plans were to minimize chemical

following but not limited to:				usage by substituting through the planting of cover crops in the immature fields rather than using herbicides for field upkeep.
	8.1.2	Environmental impacts (C5.1). <i>Major</i>	Yes	Identification and evaluation of environmental impact audit has been carried annually as to identify other aspect and activities that can impact the environment. With the comprehensive audit of impact, appropriate mitigation measure can be determined for continual improvement.
	8.1.3	Maximizing recycling and minimizing waste or by-products generation. <i>Major</i>	Yes	Programs for maximizing recycling and minimizing waste or by-products generation observed continued implemented, which include commitment to zero waste, use of by-products such as EFB and POME in the fields and also increasing the awareness of workers on 3R's initiatives.
	8.1.4	Pollution prevention plans (C5.6). <i>Major</i>	Yes	Pollution prevention plans were available and had been reviewed annually for the mill and estates
	8.1.5	Social impacts (C6.1). <i>Major</i>	Yes	Annual social management and action plan were maintained established, implemented, reviewed and updated by the CU.
	8.1.6	A mechanism to capture the performance and expenditure in social and environmental aspects. <i>Minor</i>	Yes	The CU continued to capture the expenditure in social and environmental aspects in its annual and five-year budget program.

**RSPO Supply Chain at the palm oil mill – Segregation Model –Module D**

Item No	Requirement	Findings
D.1 D.1.1	<p><b><u>Documented procedures</u></b></p> <p>The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements</p> <p>b) The 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.</p>	<p>Procedure is available, i.e. SOP for RSPO Supply Chain Certification System and Traceability, Version 1, Issue 1, dated March 2013. It was prepared by PSQM. The procedure covers handling RSPO certified products under Segregation model.</p> <p>Binuang Mill Manager (Mr. Cheek Sing Chia) has been appointed to be the person having overall responsibility for and authority over the implementation of the supply chain requirements.</p>
D.1.2	<p>The facility shall have documented procedures for receiving and processing certified and noncertified FFBs.</p>	<p>Mechanism for receiving and processing certified and noncertified FFBs is stated in the procedure, Clause 5.1 and 5.2.</p> <p>For receiving, two documents involved i.e.:</p> <ol style="list-style-type: none"> <li>1) Consignment Note (DO) from the estate brought by lorry driver – to indicate the Field No., No. of bunch, date harvested, vehicle no and name of driver</li> <li>2) Consignment Note from the mill (weighbridge ticket) – to indicate the mill weight, estate estimated weight, estate's consignment no.</li> </ol> <p>For processing:</p> <p>Refer to clause 5.2.1.3 of the procedure. Since Binuang POM is not allowed to accept non-certified FFB, processing of FFB is done in normal way as guided by its SOP [Mill Quality Management System, version 1, Issue 1, and dated 1/11/2008] which covers the entire operation from receiving of FFB until dispatch of CPO &amp; PK.</p>
D.2 D.2.1	<p><b><u>Purchasing and goods in</u></b></p> <p>The facility shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Binuang POM will only accept the RSPO certified FFB. Its supply bases are Sime Darby's own estates i.e. Binuang Estate, Jeleta Bumi Estate, Sungang Estate, Tingkayu Estate.</p>

		The volume of its suppliers' contribution is verified and documented on daily basis by Binuang POM.
D.2.2	The facility shall inform the CB immediately if there is a projected overproduction.	Binuang RSPO certificate has been expired since 15/1/2014. However, the RSPO e-Trace license has been extended until 14/1/2015. Hence the delivery of certified CPO continued.  In the period of e-Trace been extended until the point of audit, Binuang POM has delivered 36,567.89 mt of certified CPO. There has been no sales of RSPO certified PK. PK were delivered to TSH Wilmar, Cacao Paramount and KLK Premier.
D.3	<b><u>Record keeping</u></b>	<u>Records of receiving FFB:</u>
D.3.1	The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.	<ul style="list-style-type: none"> <li>• Dispatch chit</li> <li>• Weighbridge ticket</li> </ul> <u>Records of CPO dispatch:</u> <ul style="list-style-type: none"> <li>• Binuang Weighbridge ticket</li> <li>• Transporter's DN</li> <li>• <i>Borang MPOB L3</i></li> <li>• Gate Pass</li> <li>• KBI's Goods Receipt Note</li> </ul>
D.3.2	Retention times for all records and reports shall be at least five (5) years.	Requirement maintain as stated in the procedure Clause 5.2.1.1 to retain all records for at least 5 years which includes: <ul style="list-style-type: none"> <li>1) Weighbridge ticket</li> <li>2) FFB Consignment Note</li> <li>3) FFB Receive Note</li> <li>4) CPO Dispatch Note</li> <li>5) MPOB L3 form</li> <li>6) CPO Dispatch Authorization Note</li> <li>7) Other (e.g. production report, logistic report, etc.)</li> </ul>
D.3.3	The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	Records of FFB received and CPO & PK dispatch were recorded on daily basis and available for three monthly compilation.
D.3.4	The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/SG or Segregated. The supply chain model used should be clearly indicated.	The trade names were stated in the sales contract and relevant delivery documents, but not in KBI's GRN.
D.4	<b><u>Sales and good out</u></b>	CPO:
D.4.1	The facility shall ensure that all sales invoices issued for RSPO certified products delivered	100% sent to SDPSB, Kunak Bulking Installation.

	<p>include the following information:</p> <ol style="list-style-type: none"> <li>The name and address of the buyer;</li> <li>The date on which the invoice was issued;</li> <li>A description of the product, including the applicable supply chain model (Segregated)</li> <li>The quantity of the products delivered;</li> <li>Reference to related transport documentation.</li> </ol>	<p>PK:</p> <p>100% sent to TSH Wilmar, Cacao Paramount and KLK Premier.</p> <p>All sales and purchase were managed by Global Trading Marketing (GTM) unit, of Sime Darby Berhad.</p>
D.5	<b><u>Processing</u></b>	
D.5.1	<p>The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non-certified material including during transport and storage and be able to demonstrate that it has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material<sup>9</sup>; up to 5 % contamination is allowed.</p>	<p>Procedure found maintain adequate. Since Binuang POM will not accept any RSPO non-certified FFB, its processing activity can guarantee the minimum standard of 95% segregation physical material.</p>
D.5.2	<p>The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.</p>	<p>All FFB received were recorded appropriately in daily basis. Cross checking with the summary report and samples of weighbridge chits, confirmed that all FFB were sourced from certified estates.</p>
D.5.3	<p>In cases where a mill outsources activities to an independent 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:</p> <ul style="list-style-type: none"> <li>The crush operator conforms to these requirements for segregation</li> <li>The crush is covered through a signed and enforceable agreement</li> </ul>	<p>Outsource observed only for CPO &amp; PK Transportation, which contracts handled by GTM. Before taking the CPO or PK, the AP will check the transport by using “<i>Pemeriksaan Lori Tangki Minyak</i>” and “<i>Pemeriksaan Lori Produk Kernel</i>” in term of cleanliness, fitness of the lorry and opportunity to manipulate the weight.</p> <p>There is no outsourcing activity with regards of processing the material or product.</p>
D.6	<b><u>Training</u></b>	
D.6.1	<p>The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.</p>	<p>Last training conducted was on 11/12/2012, entitled SCCS Training by Sheuh Su Sin &amp; Nurulashida Mohd. Saad (PSQM) at Merotai POM. Attended by 3 trainees i.e. Mr. Cheok (Mill Manager), Zuwainah Spedy (QA) and Anuar Ramano (Lab Supervisor).</p> <p>Binuang POM has planned to conduct training on SC in December 2014 as included in their training matrix.</p>

D.7	<b><u>Claims</u></b>	RSPO Trademark has not been used for the certified product.
D.7.1	The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communication and Claims.	

### 3.2 Identified Non-conformance and Noteworthy Positive Components

The 6 Major NCR and 2 Minor NCR raised during this Stage 2 audit has been adequately addressed and therefore closed out. The level of awareness among the workers on the RSPO implementation was found to be improving. They are able to explain not only the operating procedure related to their work but also the impact of its deviation, the consequence for not following them and the importance in achieving conformity to the RSPO requirements.

### 3.3 Issues raised by stakeholders

Among the stakeholder consulted during the assessment were:

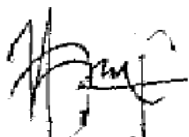
- Workers from different group of tasks
- Management staff
- Union representatives
- Local community
- Female worker representatives
- Suppliers
- Contractor

Generally, all stakeholder consulted give positive remarks that they have no significant issue on dealing / working with the SOU. They acknowledged had noticed improvements been made by the CU since the implementation of the RSPO Certification Scheme.

## 4.0 ORGANIZATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

### 4.1 Formal Sign-off Audit Findings

I, the undersigned, on behalf of SIRIM QAS International Sdn. Bhd. Acknowledge and confirm the contents of the audit report and findings of the audit.



Hazani Othman

Lead Assessor

Date: 6 July 2015

I, the undersigned, on behalf of SIRIM QAS International Sdn. Bhd. Acknowledge and confirm the contents of the audit report and findings of the audit.

SIME DARBY PLANTATION (SABAH) SDN. BHD.  
Bintang Estate



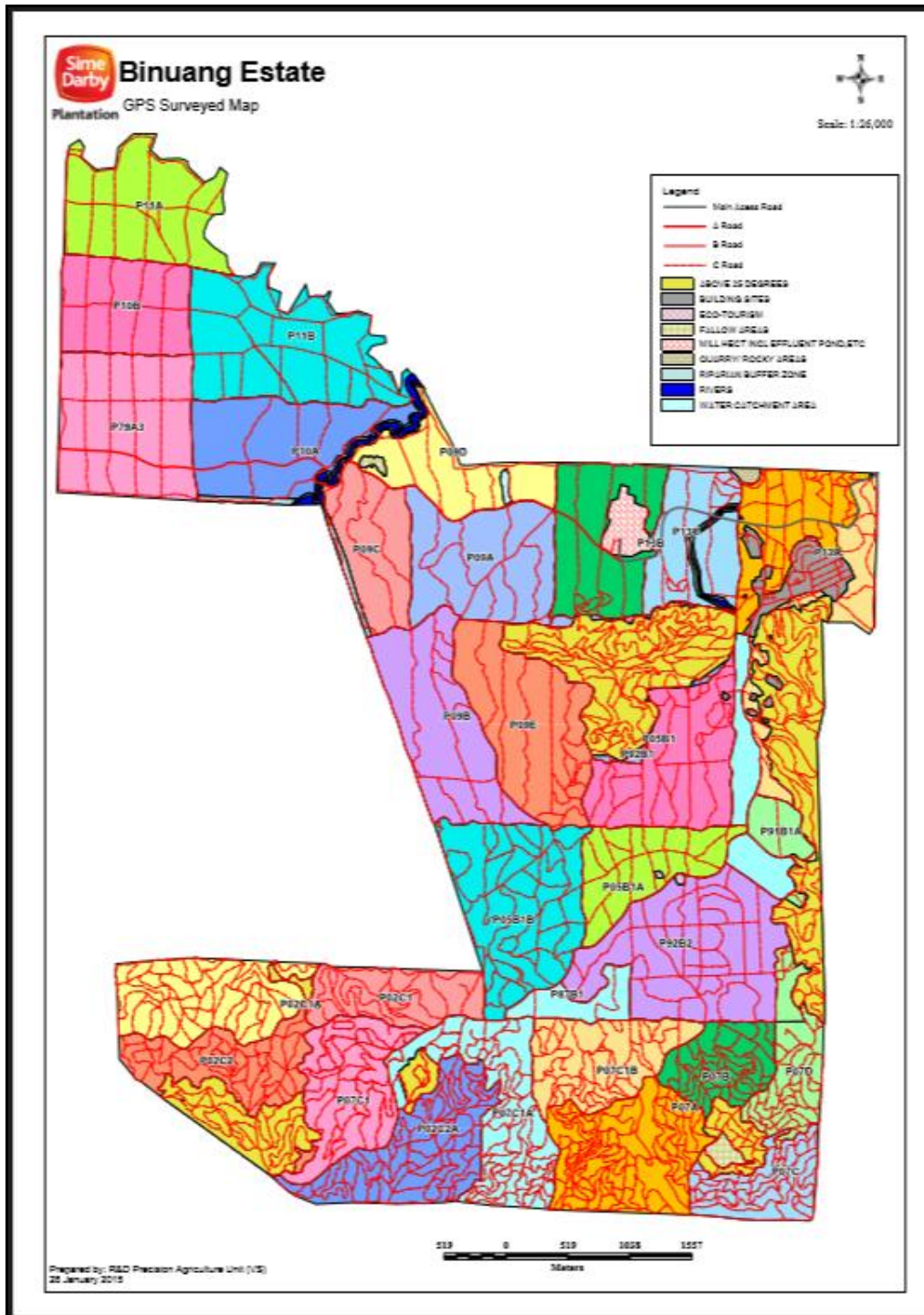
.....  
MOHD SAFIRUS BIN HAILANI  
Manager

Mohd Safirus Hailani  
Manager  
Date: 6 July 2015

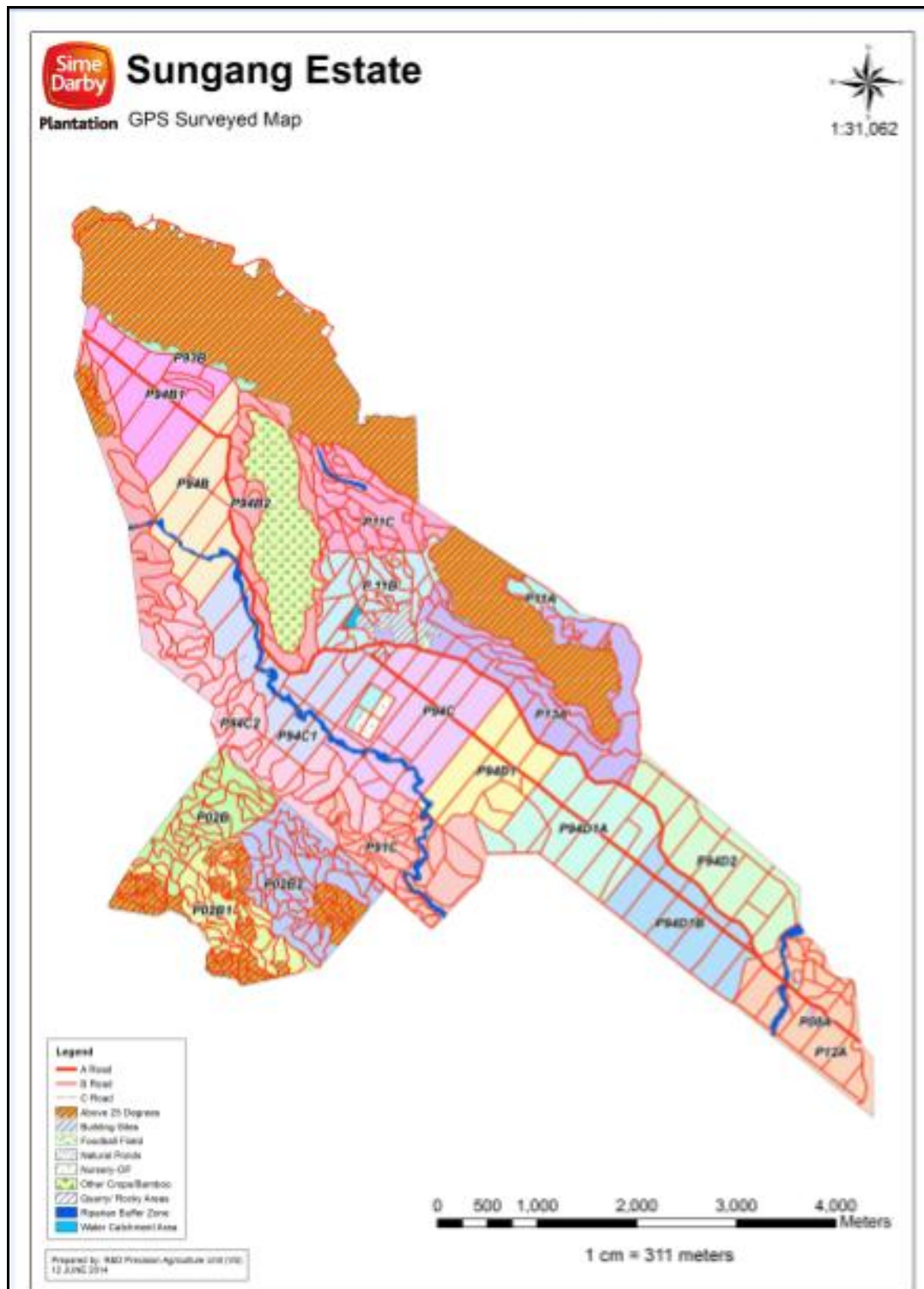


Attachment 1 Location Map of SOU 28 Binuang Certification Unit, Kunak, Sabah, Malaysia

Binuang estate



# Sunggang estate



## Attachment 2 Audit Programme

### Day 0: 30 November 2014 (Sunday)

Time	Hazani	Hidhir	Hj. Norddin	Valence	Auditee
Whole day	<ul style="list-style-type: none"> <li>• Travelling from KLIA to Tawau Airport.</li> <li>• Travel from Tawau Airport to Hotel</li> </ul>				PIC

### Day 1: 1 December 2014 (Monday)

Time	Hazani	Hidhir	Hj. Norddin	Valence	Auditee
0830-0900	Opening Meeting, audit team introduction and briefing on audit objectives, scope, methodology, criteria and programmes by Lead Assessor.				Top Management & Committee Member
0900-0930	Briefing on the CU background, profile (including number of employee, hectareage, smallholder involvement) implementation of RSPO.  <i>(Please provide map of CU, which indicates mill &amp; its supply base, conservation areas, and surrounding neighbour e.g. other plantations, wetland, forest, kampong etc., if any)</i>				Management Representative
0930-1300	Audit of <b>Binuang Estate</b> , its <b>amenities</b> and associated <b>smallholder</b> relating to HCV and social issues, and stakeholders consultation, which may include: <ul style="list-style-type: none"> <li>• Plantation boundary</li> <li>• HCV and SIA management and action plan</li> <li>• Water supply</li> <li>• Interviews with employee and committees</li> </ul>	Audit of <b>Binuang POM</b> , its <b>amenities</b> and associated <b>smallholder</b> related to good milling practices, safety and health, which may include: <ul style="list-style-type: none"> <li>• Mill operation</li> <li>• Oils and Chemicals store</li> <li>• WTP and Water management</li> <li>• Boiler</li> <li>• Engine room</li> <li>• Workshop</li> <li>• Interviews with employee and committees</li> </ul>	Audit of <b>Tingkayu Estate field</b> and associated <b>smallholder</b> , related to Good Agricultural Practices, which may include: <ul style="list-style-type: none"> <li>• Verification of CU's hectareage, yield and GPS maps (KML / KMZ / Shack file)</li> <li>• Estate and planting profile</li> <li>• Nursery</li> <li>• Water management</li> <li>• Projection and actual yield</li> <li>• Replanting</li> </ul>	Audit of <b>Binuang Estate</b> , its <b>amenities</b> and associated <b>smallholder</b> related to environmental practices, which may include: <ul style="list-style-type: none"> <li>• Oils and Chemicals store</li> <li>• Scheduled wastes store</li> <li>• Workshop</li> <li>• Genset</li> <li>• WTP</li> <li>• Interviews with employee and committees</li> </ul> Audit on related indicators of P1, P2, P4, P5, P7, P8.	Guide/PIC

	<ul style="list-style-type: none"> <li>• Consultation with union representative's contractors, relevant government agencies, local peoples.</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P6, P7, P8.</p>	<p>Audit on related indicators of P1, P2, P3, P4.</p>	<p>programme</p> <ul style="list-style-type: none"> <li>• EFB, POME application, if applicable</li> <li>• Road maintenance</li> <li>• IPM application, if any.</li> <li>• Steep area</li> <li>• Riparian zone</li> <li>• Sensitive area, if any.</li> <li>• Interview with employees</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P7, P8.</p>		
1300-1400	Lunch Break				
1400-1700	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Relevant PIC

**Day 2: 2 December 2013 (Tuesday)**

Time	Hazani	Hidhir	Hj. Norddin	Valence	Auditee
0830-1300	<p>Audit of <b>Binuang Estate</b>, its <b>amenities</b> and associated <b>smallholder</b> relating to HCV and social issues, and stakeholders consultation, which may include:</p> <ul style="list-style-type: none"> <li>• Plantation boundary</li> <li>• HCV and SIA management</li> </ul>	<p>Audit of <b>Binuang POM</b>, its <b>amenities</b> and associated <b>smallholder</b> relating to good milling practices, safety and health, which may include:</p> <ul style="list-style-type: none"> <li>• Mill operation</li> <li>• Oils and Chemicals store</li> <li>• WTP and</li> </ul>	<p>Audit of <b>Tingkayu Estate field</b> and associated <b>smallholder</b>, related to Good Agricultural Practice, which may include:</p> <ul style="list-style-type: none"> <li>• Verification of CU's hectarage, yield and GPS maps (KML / KMZ / Shack file)</li> <li>• Estate and</li> </ul>	<p>Audit at <b>Binuang POM</b> related to Supply Chain implementation and the model used, which include:</p> <ul style="list-style-type: none"> <li>• General requirements</li> <li>• Documented procedures</li> <li>• Purchasing and goods in</li> <li>• Outsourcing activity</li> </ul>	Guide/PIC

	<p>t and action plan</p> <ul style="list-style-type: none"> <li>• Water supply</li> <li>• Interviews with employee and committees</li> <li>• Consultation with union representative's contractors, relevant government agencies, local peoples.</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P6, P7, P8.</p>	<p>Water management</p> <ul style="list-style-type: none"> <li>• Boiler</li> <li>• Engine room</li> <li>• Workshop</li> <li>• Interviews with employee and committees</li> </ul> <p>Audit on related indicators of P1, P2, P3, P4.</p>	<p>planting profile</p> <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Water management</li> <li>• Projection and actual yield</li> <li>• Replanting programme</li> <li>• EFB, POME application, if applicable</li> <li>• Road maintenance</li> <li>• IPM application, if any.</li> <li>• Steep area</li> <li>• Riparian zone</li> <li>• Sensitive area, if any.</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P7, P8.</p>	<ul style="list-style-type: none"> <li>• Sales and goods out</li> <li>• Processing</li> <li>• Records keeping</li> <li>• Registration</li> <li>• Training</li> <li>• Claims</li> <li>• Interview with relevant personnel</li> </ul>	
1300-1400	Lunch Break				
1400-1700	<p>Audit of <b>Binuang POM</b>, its <b>amenities</b> and associated <b>smallholder</b> relating to HCV and social issues, and stakeholders consultation, which may include:</p> <ul style="list-style-type: none"> <li>• Plantation boundary</li> <li>• HCV and SIA management and action plan</li> </ul>	<p>Audit of <b>Tingkeyu Estate</b>, its <b>amenities</b> and associated <b>smallholder</b> related to safety and health, which may include:</p> <ul style="list-style-type: none"> <li>• Mill operation</li> <li>• Oils and Chemicals store</li> <li>• WTP and Water management</li> </ul>	<p>Audit of <b>Sunggang Estate field</b> and associated <b>smallholder</b>, related to Good Agricultural Practices, which may include:</p> <ul style="list-style-type: none"> <li>• Verification of CU's hectarage, yield and GPS maps (KML / KMZ / Shack file)</li> <li>• Estate and planting profile</li> </ul>	Continue with unfinished audit	Guide/PIC

	<ul style="list-style-type: none"> <li>• Water supply</li> <li>• Interviews with employee and committees</li> <li>• Consultation with union representative's contractors, relevant government agencies, local peoples.</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P6, P7, P8.</p>	<ul style="list-style-type: none"> <li>• Boiler</li> <li>• Engine room</li> <li>• Workshop</li> <li>• Interviews with employee and committees</li> </ul> <p>Audit on related indicators of P1, P2, P3, P4.</p>	<ul style="list-style-type: none"> <li>• Nursery</li> <li>• Water management</li> <li>• Projection and actual yield</li> <li>• Replanting programme</li> <li>• EFB, POME application, if applicable</li> <li>• Road maintenance</li> <li>• IPM application, if any.</li> <li>• Steep area</li> <li>• Riparian zone</li> <li>• Sensitive area, if any.</li> <li>• Interview with employees</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P7, P8.</p>		
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**Day 3: 3 December 2014 (Wednesday)**

Time	Hazani	Hidhir	Hj. Norddin	Valence	Auditee
0830-1300	<p>Audit at <b>Binuang POM</b> and its amenities relating to HCV and social issues, which may include:</p> <ul style="list-style-type: none"> <li>• HCV and SIA management and action plan</li> <li>• Water</li> </ul>	<p>Audit of <b>Tingkayu Estate, its amenities</b> and associated <b>smallholder</b> related to safety and health, which may include:</p> <ul style="list-style-type: none"> <li>• Mill operation</li> <li>• Oils and Chemicals</li> </ul>	<p>Audit of <b>Sunggang Estate field</b> and associated <b>smallholder</b>, related to Good Agricultural Practices, which may include:</p> <ul style="list-style-type: none"> <li>• Verification of CU's hectarage, yield and GPS maps (KML / KMZ)</li> </ul>	<p>Audit of <b>Binuang POM</b> and its <b>amenities</b> related to environmental practices, which may include:</p> <ul style="list-style-type: none"> <li>• Oils and Chemicals store</li> <li>• Scheduled waste store</li> <li>• WTP</li> <li>• Genset</li> </ul>	Guide/PIC

	<p>supply</p> <ul style="list-style-type: none"> <li>• Interviews with employee and committees</li> <li>• Consultation with union representatives contractors, relevant government agencies, local people, indigenous people (if applicable and any)</li> <li>• Verification of previous issues (if applicable)</li> </ul> <p>Audit on related indicators of P1, P2, P3, P4, P5, P6, P7, P8.</p>	<p>store</p> <ul style="list-style-type: none"> <li>• WTP and Water management</li> <li>• Boiler</li> <li>• Engine room</li> <li>• Workshop</li> <li>• Interviews with employee and committees</li> </ul> <p>Audit on related indicators of P1, P2, P3, P4.</p>	<p>/ Shack file)</p> <ul style="list-style-type: none"> <li>• Estate and planting profile</li> <li>• Nursery</li> <li>• Water management</li> <li>• Projection and actual yield</li> <li>• Replanting programme</li> <li>• EFB, POME application, if applicable</li> <li>• Road maintenance</li> <li>• IPM application, if any.</li> <li>• Steep area</li> <li>• Riparian zone</li> <li>• Sensitive area, if any.</li> <li>• Interview with employees</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P7, P8.</p>	<ul style="list-style-type: none"> <li>• Domestic wastes collection and disposal</li> <li>• Interview with employees</li> </ul> <p>Audit on related indicators of P1, P2, P4, P5, P7, P8.</p>	
1300-1400	Lunch Break				
1400-1700	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Guide/PIC

**Day 4: 4 December 2014 (Thursday)**

Time	Hazani	Hidhir	Hj. Norddin	Valence	Auditee
0830-1300	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Continue with unfinished audit	Guide/PIC
1300-1400	Lunch Break				
1400-1530	Assessor team discussion, concluding and preparation for verbal reporting of audit findings, and writing and issuance of NCR (if any)				
1530-1700	Closing Meeting				Top Management & Committee Member
1700	Travel to Hotel				