



**PUBLIC SUMMARY  
SURVEILLANCE 04 ASSESSMENT (FIRST CYCLE)  
FOR RSPO P&C CERTIFICATION**

**SIME DARBY PLANTATION SDN BHD  
RSPO MEMBERSHIP NO: 1-008-04-000-00  
SELABA STRATEGIC OPERATING UNIT (SOU 5) CERTIFICATION UNIT**

**Teluk Intan, Perak Darul Ridzuan, Malaysia**

**Certificate Number: RSPO 0016  
Date of First Certification: 3 March 2011 (by Control Union)  
Audit Date : 19 – 22 January 2015**

**Prepared by:**

Food, Agriculture and Forestry Section  
SIRIM QAS International Sdn. Bhd.  
Block 4, SIRIM Complex 1, Persiaran Dato' Menteri Section 2,  
P.O. Box 7035 40000 Shah Alam, Selangor  
MALAYSIA  
Tel : 60-3-5544 6400/5544 6448  
Fax : 60-3 5544 6763  
Website : [www.sirim-qas.com.my](http://www.sirim-qas.com.my)

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## **EXECUTIVE SUMMARY**

This public certification summary provides the general information on the Selaba Strategic Operating Unit (SOU 5) Certification Unit (Selaba Strategic Operating Unit (SOU 5) CU) of the Sime Darby Plantation Sdn Bhd (SDPSB), the assessment process, the findings of the surveillance, Non-Conformity Reports (NCRs), verification of corrective actions on the NCRs raised during the previous surveillance as well as the decision on the continued certification of the CU against the requirements of the RSPO Principles & Criteria for Sustainable Palm Oil Production, Malaysian National Interpretation Working Group (MY-NI) :2010.

This assessment on the Selaba Strategic Operating Unit (SOU 5) CU was conducted on 19-22 January 2015. SIRIM QAS International Sdn. Bhd. (SIRIM QAS International) was contracted by SDPSB to conduct this assessment. 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 assessments 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 assessments on RSPO sustainable production of palm oil in Malaysia.

The 2 Major NCR raised during this surveillance assessment has been adequately addressed and therefore closed out. 4 corrective actions on Major NCR and 1 corrective actions on Minor NCR taken from previous assessment (2014) has been monitored and re-verified and found to be implemented effectively and complied with the assessed standard requirement.

Based on the findings of this surveillance, it could be concluded that the Selaba Strategic Operating Unit (SOU 5) CU has continued to comply with the requirements of the RSPO MY-NI: 2010. The assessment team therefore recommends the Selaba Strategic Operating Unit (SOU 5) CU to maintain its certification against the RSPO MY-NI: 2010.

### **1.0 Scope of Assessment**

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

The operations of the Selaba Strategic Operating Unit (SOU 5) Palm Oil Mill (Selaba Palm Oil Mill) and its supply bases of oil palm fresh fruit bunches (FFBs) were assessed against the requirements of the RSPO MYNI: 2010. For RSPO supply chain certification, the assessment on RPOM was conducted against the requirements of the Segregation (MB) module of the RSPO Supply Chain Standard, November 2011.

#### **1.2 Certification Scope**

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

### 1.3 Location of Mill and Supply Base

Selaba Strategic Operating Unit (SOU 5) CU covers one palm oil mill and six oil palm estates, all located at Teluk Intan, Perak Darul Ridzuan, Malaysia. The locations and area details of the mill and estates are shown in Table 1.

**Table 1: Location Coordinates and Area of Selaba Strategic Operating Unit (SOU 5) CU**  
**(Mill and Estates)**

Mill / Supply Bases	GPS Location		Location Address
	Latitude	Longitude	
Selaba Oil Mill	3° 59' N	101° 04' E	36000 Teluk Intan, Perak Darul Ridzuan, Malaysia
Bikam Estate	3° 45' N	101° 15' E	35600 Sungkai, Perak Darul Ridzuan, Malaysia
Cluny Estate	3° 32' N	101° 09' E	35800 Slim River, Perak Darul Ridzuan, Malaysia
Sogomana Estate (Cashwood & Sg. Beruas Division)	4° 24' N	100° 42' E	32500 Changkat, Kruing, Perak Darul Ridzuan, Malaysia
Seri Intan Estate (Selaba Division)	4° 02' N	101° 01' E	36009 Teluk Intan, Perak Darul Ridzuan, Malaysia

The location map of the CU is shown as in **Attachment 1**.

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

Details of the supply bases are as per the following:

**Table 2: Certified Supply Bases**

Supply Bases <i>(from this certified PMU)</i>	Year of Establishment	Plantation Area	Certified Area (ha)
Bikam	1927	1,991.82	2,077.17
Cluny	1906	1,486.71	1,578.09
Cashwood & Sg. Beruas (Division of Sogomana)	1926	1,014.54	1,014.54
Selaba (Division of Seri Intan)	1946	1,125.02	1,232.61
<b>Total</b>		<b>5,618.09</b>	<b>5,902.41</b>

The date of planting and age profiles for each estate in the SOU is detailed in the following tables.

**Table 3: Percentage of planted area in Bikam 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 (%)
1999	2	Mature	74.16	3.72
1990	2	Mature	32.31	1.62
2005	2	Mature	18.73	0.94
2002	2	Mature	50.65	2.54
2001	2	Mature	122.84	6.17
2000	2	Mature	98.83	4.96
2008	2	Mature	101.43	5.09
2004	2	Mature	0.69	0.03
1993	2	Mature	120.37	6.04
2010	3	Mature	51.78	2.60
2010	3	Mature	91.03	4.57
2010	3	Mature	35.84	1.80
2011	3	Mature	57.26	2.87
1999	2	Mature	65.97	3.31
1997	2	Mature	58.65	2.94
1993	2	Mature	70.87	3.56
1992	2	Mature	20.97	1.05
2005	2	Mature	31.84	1.60
2003	2	Mature	104.87	5.27
2001	2	Mature	20.08	1.01
2001	2	Mature	67.63	3.40
1999	2	Mature	41.17	2.07
1997	2	Mature	56.10	2.82
1995	2	Mature	17.85	0.90
1992	2	Mature	41.00	2.06
2007	2	Mature	136.58	6.86
2003	2	Mature	82.30	4.13
2001	2	Mature	22.62	1.14
2009	3	Mature	53.57	2.69
2010	3	Mature	35.96	1.81
2011	3	Immature	68.93	3.46
2011	3	Immature	138.94	6.98
Total			1991.82	100.00

**Table 4: Percentage of planted area in Cluny 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 (%)
2013	2 <sup>nd</sup>	Immature	81.70	5.50
1989	1 <sup>st</sup>	Mature	62.18	4.18
1991	1 <sup>st</sup>	Mature	48.02	3.23
1995	1 <sup>st</sup>	Mature	105.56	7.10
1997	1 <sup>st</sup>	Mature	40.73	2.74
1998	1 <sup>st</sup>	Mature	166.87	11.22
1999	1 <sup>st</sup>	Mature	277.79	18.68
2000	1 <sup>st</sup>	Mature	421.91	28.38

2001	1 <sup>st</sup>	Mature	69.53	4.68
2005	2 <sup>nd</sup>	Mature	37.89	2.55
2008	2 <sup>nd</sup>	Mature	104.02	7.00
2012	2 <sup>nd</sup>	Mature	70.51	4.74
Total			1486.71	100.00

**Table 5: Percentage of planted area in Cashwood & Sg Beruas Division of Sogomana 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 (%)
<b>Cashwood Division</b>				
1998	1st	Mature	65.15	8.73
1998	1st	Mature	52.93	7.09
1998	1st	Mature	71.78	9.61
1998	1st	Mature	95.15	12.74
1999	1st	Mature	108.65	14.55
1999	1st	Mature	99.12	13.28
1999	1st	Mature	120.79	16.18
1999	1st	Mature	133.03	17.82
Total			746.60	100.00
<b>Sg. Beruas Division</b>				
1990	1st	Mature	75.63	28.23
1988	1st	Mature	62.34	23.27
1986	1st	Mature	79.77	29.77
1985	1st	Mature	50.20	18.74
Total			267.94	100.00

**Table 6: Percentage of planted area in Selaba Division of Seri Intan 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 (%)
1990	2 <sup>nd</sup>	Mature	65.22	5.80
1991	2 <sup>nd</sup>	Mature	84.55	7.52
1996	2 <sup>nd</sup>	Mature	118.26	10.51
2000	2 <sup>nd</sup>	Mature	103.46	9.20
2001	2 <sup>nd</sup>	Mature	76.13	6.77
2005	2 <sup>nd</sup>	Mature	60.47	5.38
2007	2 <sup>nd</sup>	Mature	67.19	5.97
2007	2 <sup>nd</sup>	Mature	86.40	7.68
2007	2 <sup>nd</sup>	Mature	65.58	5.83
2007	2 <sup>nd</sup>	Mature	75.62	6.72
2008	2 <sup>nd</sup>	Mature	70.62	6.28
2009	2 <sup>nd</sup>	Mature	64.05	5.69
2009	2 <sup>nd</sup>	Mature	68.79	6.11
2009	2 <sup>nd</sup>	Mature	90.19	8.02
2013	3 <sup>rd</sup>	Immature	28.49	2.53
Total			1125.02	100.00

**Table 7: Actual & Projection FFB contribution by each Estate and other sources to Selaba Strategic Operating Unit (SOU 5) POM**

Supply Bases <i>(from own CU)</i>	Actual (Jan 2014 – Dec 2014)		Projection (Jan 2015 – Dec 2015)	
	Mt	%	mt	%
Bikam	23,255.18	19.50	26,740.00	22.38
Cluny	23,264.71	19.51	24,295.20	20.33
Cashwood & Sg. Beruas (Division of Sogomana)	21,988.10	18.44	21,439.75	17.94
Selaba (Division of Seri Intan)	23,207.55	19.46	22,547.55	18.87
<b>Total</b>	<b>91,715.54</b>		<b>95,022.50</b>	
<b>Other Supply Bases</b> <i>Diversion: (from Seri Intan CU. Certified by SQASI. Transfer from initially certified by Control Union on 3<sup>rd</sup> March 2011).</i>				
Sabrang Estate	3,553.54	2.98	477.5	0.40
Smallholder (outgrower)	24,000	20.12	24,000	20.08
<b>Grand Total</b>	<b>122,822.62</b>	<b>100.00</b>	<b>119,977.50</b>	<b>100.00</b>

### 1.5 Other Certification Held

The Selaba Palm Oil Mill and all Estates do not hold any other form of third-party certification of their management systems

### 1.7 Organisational Information/Contact Person(s)

Certification Unit: Selaba Strategic Operating Unit (SOU 5)  
 Parent company: Sime Darby Plantation Sdn. Bhd.  
 RSPO membership number: 1-0008-04-000-00  
 Certification date: 2 August 2013  
 Name of contact person: Mr Balachandrun Madhavan  
 Designation: General Manager, Perak South Zone  
 Address: Perak South Zone Office, c/o Ladang Sungai Wangi, 32000 Sitiawan, Perak Darul Ridzuan  
 Phone: 05-6221477  
 Fax: 05- 6222434

## 1.8 Time Bound Plan for other Management Units

**Table 8: RSPO Certification Progress against Time-bound Plan: Certification Units in Malaysia**

No.	Certification Unit	Location	Date of certification	Valid until	Certificate No./Remarks
1.	Sungai Dingin	Karangan Kedah	12/8/2010	11/8/2015	SPO 550179
2.	Chersonese	Kuala Kurau, Perak	5/10/2011	4/6/2016	SPO 590800
3.	Elphil	Sg. Siput, Perak	18/6/2011	17/6/2016	SPO 550180
4.	Flemington	Teluk Intan, Perak	5/10/2011	4/10/2016	SPO 590802
5.	Seri Intan	Teluk Intan, Perak	3/3/2011	2/3/2016	RSPO 0016
6.	Selaba	Teluk Intan, Perak	3/3/2011	2/3/2016	RSPO 0015
7.	Tennamaram	Bestari Jaya, Selangor	3/3/2011	2/3/2016	RSPO 0014
8.	Bukit Kerayong	Kapar, Selangor	15/4/2011	14/4/2016	SPO 550181
9.	East	Carey Island, Selangor	19/5/2010	18/5/2015	SPO 543543
10.	West	Carey Island, Selangor	19/5/2010	18/5/2015	SPO 543594
11.	Bukit Puteri	Raub, Pahang	7/7/2011	6/7/2016	18502207 001
12.	Kerdau	Temerloh, Pahang	7/7/2011	6/7/2016	18502207 001
13.	Jabor	Kuantan, Pahang	7/7/2011	6/7/2016	RSPO 928288
14.	Labu	Nilai, Negeri Sembilan	30/12/2011	29/12/2016	SGS- RSPO/PM/MY13/01284
15.	Tanah Merah	Port Dickson, Negeri Sembilan	19/5/2010	18/5/2015	SPO 541905
16.	Sua Betong	Port Dickson, Negeri Sembilan	30/12/2011	29/12/2016	SPO 600305
17.	Kok Foh	Bahau, Negeri Sembilan	7/11/2011	6/7/2016	RSPO 928188
18.	Kempas	Jasin, Melaka	19/5/2010	18/5/2015	RSPO 005
19.	Diamond Jubilee	Jasin, Melaka	5/10/2011	4/10/2016	SPO 591224
20.	Pagoh	Muar, Johor	7/11/2011	6/7/2016	SPO 600305
21.	Chaah	Chaah, Johor	18/11/2010	17/11/2015	SPO 548299
22.	Gunung Mas	Kluang, Johor	19/5/2010	18/5/2015	RSPO 901888



23.	Bukit Benut	Kluang, Johor	5/10/2011	4/10/2016	SPO 591229
24.	Ulu Remis	Layang-layang, Johor	12/4/2011	11/4/2016	SGS-RSPO/PM-00722
25.	Hadapan	Layang-layang, Johor	29/3/2011	28/11/2016	SGS-RSPO/PM00715
26.	Sandakan Bay	Sandakan, Sabah	1/10/2008	30/9/2018	SPO 537872
27.	Melalap	Tenom, Sabah	21/1/2011	20/1/2016	SPO 547124
28.	Binuang	Kunak, Sabah	16/1/2009	15/1/2014	RSPO 001
29.	Giram	Kunak, Sabah	16/1/2009	15/1/2014	RSPO 002
30.	Merotai	Tawau, Sabah	16/1/2009	15/1/2014	RSPO 004
31.	Lavang	Bintulu, Sarawak	30/12/2011	29/12/2016	CU-RSPO-819166
32.	Rajawali	Bintulu, Sarawak	30/12/2011	29/12/2016	RSPO 0020
33.	Derawan	Bintulu, Sarawak	30/12/2011	29/12/2016	RSPO 0019
34.	Pekaka	Bintulu, Sarawak	30/12/2011	29/12/2016	CU-RSPO-815150

**Table 9: Certification Progress against Time-bound Plan: Certification Units in Indonesia**

No.	Certification Unit	Location	Date of certification	Valid until	Certificate No./Remarks
1.	Alur Damai	Bagan Sinembah/ Tanah Putih, Pujud, Rokan Hilir, Riau	16/01/2012	16/01/2017	MUTU-RSPO/011
2.	Angsana Mini	Sebamban, Indonesia	06/07/2011	06/07/2016	MUTU-RSPO/006b
3.	Mustika Oil Mill	Sebamban, Indonesia	03/07/2013	03/07/2018	MUTU-RSPO/027
4.	Angsana	Sebamban, Indonesia	06/07/2011	06/07/2016	MUTU-RSPO/006a
5.	Bebunga	Pamakan Utara, Tanah Grogot, Kotabaru/ Pasir, Kalimantan Selatan/ Kalimantan Timur	16/03/2012	16/03/2017	MUTU-RSPO/014
6.	Sukamandang	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	05/07/2011	05/07/2016	MUTU-RSPO/003
7.	Ladang Panjang	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	09/07/2012	09/07/2017	MUTU-RSPO/019

8.	Manggala	Riau, Indonesia	25/11/2010	25/11/2015	MUTU-RSPO/002
9.	Pondok Labu	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16/03/2012	16/03/2017	MUTU-RSPO/016
10.	Gunung Aru	Sebamban, Indonesia	05/07/2011	05/07/2016	MUTU-RSPO/005
11.	Rantau Panjang	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16/03/2012	16/03/2017	MUTU-RSPO/017
12.	Rantau	Sungai Durian, Kotabaru, Kalimantan Selatan	12/03/2011	12/03/2016	MUTU-RSPO/009
13.	Betung Oil Mill	Sungai Durian, Kotabaru, kalimantan Selatan	01/04/2014	01/04/2019	MUTU-RSPO/009
14.	Sekunyir	Kalimantan Tengah, Indonesia	23/11/2010	23/11/2015	MUTU-RSPO/001
15.	Selabak	Sungai Durian, Kotabaru, kalimantan Selatan	16/03/2012	16/03/2017	MUTU-RSPO/015
16.	Sg. Pinang	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11/09/2012	11/09/2017	MUTU-RSPO/020
17.	Pemantang	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	05/07/2011	05/07/2016	MUTU-RSPO/004
18.	Teluk Bakau	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	10/11/2011	10/11/2016	MUTU-RSPO/008
19.	Mandah Oil Mill	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01/04/2014	01/04/2019	MUTU-RSPO/008
20.	Teluk Siak	Tualang, Perawang, Siak, Riau	11/10/2011	11/10/2016	MUTU-RSPO/007
21.	Ungkaya	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10/07/2012	10/07/2017	MUTU-RSPO/018

22.	BK Ajong	Kalimantan Barat, Indonesia	18/08/2010	17/08/2015	SPO 541399
23.	Blang Simpo	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	03/05/2013	03/05/2018	MUTU-RSPO/026
24.	Lembiru	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	03/07/2014	02/07/2019	MUTU-RSPO/044
25.	Mas Mill	Desa Rahayu Kec. Parindu Kab. Sanggau, Kalimantan Barat	NA	NA	Undergone RSPO Main Assessment.  Delayed due to some disputes.

### 1.9 Tonnages Certified

**Table 10: Actual & Projection FFB received and CPO & PK dispatch by Selaba Strategic Operating Unit (SOU 5) POM (2014 - 2015)**

<b>Production</b>	<b>Actual (Jan 2014 – Dec 2014) mt</b>	<b>Projection (Jan 2015 – Dec 2015) mt</b>
<b>Certified FFB</b>	<b>98,822.62</b>	<b>95,977.50</b>
Non Certified FFB	24,000.00	24,000.00
Total	122,822.62	119,977.50
<b>Certified CPO</b>	<b>20,373.09</b>	<b>19,786.55</b>
Non Certified CPO	4,947.80	4,947.80
Total	25,320.89	24,734.34
<b>Certified PK</b>	<b>5,013.39</b>	<b>4,869.05</b>
Non Certified PK	1,217.55	1,217.55
Total	6,230.93	6,086.60

### 1.9 Progress of Associated Smallholders or Outgrowers towards Compliance with Relevant Standards

No associated smallholder under Salaba Strategic Operating Unit (SOU 5). However this certification unit has also received FFB from non-certified smallholder (outgrower) as per indicate in the respective table

## 2.0 Assessment Process

### 2.1 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 Secretariat of the United Nations Framework Convention for Climate Change (UNFCCC). SIRIM QAS International is a partner of IQNet, a network currently comprising of 36 leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting assessments 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 assessments 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.

### 2.2 Qualification of Lead Assessor and Assessment Team

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

Assessment Team	Role / Area Covered	Qualification
Hazani Othman	Assessment Team Leader Good Milling Practices, Environmental and Supply Chain 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>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> </ul>

		<ul style="list-style-type: none"> <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> <li>• Freelance consultant on environmental, quality and social management.</li> </ul>
Mohd. Razman Salim	Auditor Occupational Health & Safety, and Conservation scopes	<ul style="list-style-type: none"> <li>• 6 year experience in Forest Management, forest, HCVF and ecology</li> <li>• Successfully completed System 3M accredited Lead Assessor training for ISO 9001</li> <li>• Successfully completed System 3M accredited Lead Assessor training for ISO 14001</li> <li>• Successfully completed System 3M accredited Lead Assessor training for ISO 18001</li> <li>• B.Sc.Forestry (Hons) - University Putra Malaysia</li> </ul>
Selvasingam T. Kandiah	Auditor Good Agricultural Practices (GAP)	<ul style="list-style-type: none"> <li>• B. Sc. (Hons) Agriculture – University of Agricultural Sciences, Hebbal, Banglore, India (1969-1973)</li> <li>• A Planter with Kumpulan Guthrie Berhad (1995-2002 – retired)</li> <li>• Inclusive of One year in Liberia and</li> <li>• 2 years in Estate Department in Guthrie head quarters</li> <li>• Experience in Managing: Nursery : Rubber and Cocoa Immature Area : Cocoa Replant, Rubber Replant, Oil Palm Replant &amp; Oil Palm New Clearing Area: Cocoa, Rubber &amp; Oil Palm.</li> </ul>
Dr. Zahid Emby	Auditor Social scope	<ul style="list-style-type: none"> <li>• 1977- 1992 – Lecturer, Department of Social Sciences, Faculty of Educational Services, Universiti Pertanian Malaysia</li> <li>• Head, August 1992 – 1994, Department of Social Development Studies, Universiti Pertanian Malaysia</li> <li>• August 1, 1998 -2001. Reappointed as Head of the renamed Department of Social and Development Science for a three year term</li> <li>• Head, Department of Music from October 2003 until his retirement on December 17, 2006</li> <li>• Spent some time as a visiting scholar at University of Hull, U.K. and Victoria University of Wellington, New Zealand.</li> </ul>

		<ul style="list-style-type: none"> <li>• Freelance consultant on social issues</li> </ul>
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## 2.3 Assessment Methodology and Programme

The planning for this surveillance assessment was guided according to the RSPO Annual Surveillance Assessment Document. The surveillance assessment was guided by the sampling formula of  $0.8 \sqrt{y}$ . However after studying the document of previous assessment, 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 Selaba Oil Mill, Cluny estate and Bikam estate.

The assessment team carried out field and office assessments 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 assessment is highlighted in the surveillance assessment programme refer **Attachment 2**.

## 2.4 Stakeholder Consultation and List of Stakeholders Contacted

There were various stakeholders interviewed during this assessment comprising of workers, surrounding villagers and contractors. Generally, all of the stakeholders had given positive feedback towards Selaba Strategic Operating Unit (SOU 5) CU.

## 2.5 Date of Next Surveillance Visit

The next surveillance assessment should be conducted within twelve months but not sooner than nine months from the approval date.

## 3.0 Assessment Findings

### 3.1 Summary of Findings

The 2 Major NCR raised during this surveillance assessment has been adequately addressed and therefore closed out. 4 corrective actions on Major NCR and 1 corrective actions on Minor NCR taken from previous assessment (2014) has been monitored and re-verified and found to be implemented effectively and complied with the assessed standard requirement.

Details of the assessment findings (evidences) has been accordingly addressed in full detailed report. The summary of it, with corrective action verification details for previous and current NCR are as follows:

## Principle 1: Commitment to Transparency

<p>C 1.1</p> <p>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</p>		
Indicators	Comply Yes/No	Findings
<p>1.1.1</p> <p>Records of requests and responses must be maintained. <i>Major.</i></p>	Yes	<p>There was no request of information received by the CU on environmental, social and legal issues from stakeholders, except from DOSH for HIRARC, Manual &amp; SOP for confined space from Selaba POM during monthly inspection on 10 March 2014. The POM observed had submitted the document to the Perak's DOSH Office on 13 March 2014.</p>
<p>C 1.2</p> <p>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</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>		
Indicators	Comply Yes/No	Findings
<p>1.2.1</p> <p>Land titles / user rights (C 2.2) <i>Minor</i></p>	Yes	<p>Information relating to land titles maintained available through SDPSB website at <a href="http://plantation.simedarby.com">http://plantation.simedarby.com</a>. SOU 5 maintain has valid ownership of their plantation as verified by auditor through their land titles.</p>
<p>1.2.2</p> <p>Safety and health plan (C 4.7) <i>Minor</i></p>	Yes	<p>SDPSB continued to use the internet for disseminating public information. Information relating to safety and health plans maintained available through SDPSB website at <a href="http://plantation.simedarby.com">http://plantation.simedarby.com</a></p>
<p>1.2.3</p> <p>Plans and impact assessments relating to environmental and social impacts (C 5.1, 6.1, 7.1, 7.3) <i>Minor</i></p>	Yes	<p>Social and environmental impact assessment and its relevant plans continued made available. Cross refer to Criterion 5.1 and 6.1.</p>
<p>1.2.4</p> <p>Pollution prevention plans (C 5.6) <i>Minor</i></p>	Yes	<p>Pollution prevention plan for FY14/15 was made available during the assessment. Refer to C 5.6.</p>
<p>1.2.5</p> <p>Details of complaints and grievances (C 6.3)</p>	Yes	<p>Details of grievances and complaints and actions taken to solve them were recorded in the Complaints Book.</p>
<p>1.2.6</p> <p>Negotiation procedures</p>	Yes	<p>Not applicable as no claim was made by any party.</p>

(C 6.4) <i>Minor</i>		
1.2.7 Continuous improvement plan (C 8.1) <i>Minor</i>	Yes	SDPSB continued maintain continuous improvement plan, which mostly contained in the environmental and social improvement plans, beside in the CAPEX.

## Principle 2: Compliance with Applicable Laws and Regulations

C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations		
Indicators	Comply Yes/No	Findings
2.1.1 Evidence of compliance with legal requirements. <i>Major</i>	No	<p><b>During current assessment, Major NCR # HO-2015-01/MRS 01 was raised for:</b></p> <p>a) <b>The management of scheduled wastes at Cluny Estate not comply with Regulation 10(1) and 11, i.e. date of generation not correctly labelled (e.g. SW 410, SW 306, SW 305) and no disposed quantity and date in the inventory records.</b></p> <p>✓ CU management has conducted 'Proper Labeling and Recording of Scheduled Waste Inventory' training on 6 February 2015. Inventory record had been updated &amp; labelling had been rectified. Supported evidence documents has been verified and found to be adequate.</p> <p>b) <b>On Bikam Estate as they exceed the maximum days as required by DOSH (requirement maximum 7 days) whereas they has prepared and sent a JKPP 6 form to DOSH for all accidents that occurred during the year of 2014 (medical leave more than 4 calendar days) for the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Rokiah Mat: accident on 07 Jan 2014 and report on 21 Jan 2014</b></li> <li>• <b>Nagamah a/p Subramaniam: accident on 09 Jan 2014 and report on 21 Jan 2014</b></li> <li>• <b>Jumlah: accident on 30 Jan 2014 and report on 25 Feb 2014</b></li> </ul> <p>✓ Training for NADOPOD has been conducted by ESH Region Perak dated 29<sup>th</sup> Jan 2015 at Bikam Estate. Evidence has been verified and found to be satisfied</p> <p>c) <b>Selaba POM has been using the gas tester (Gas Alert Maxt II; Model: MA213-008500)</b></p>



		<p>for measurement of oxygen in the confined space area. However, though the validity period of the calibration had expired (Calibration date: 22 Aug 2013 – 21 Feb 2014) the mill continued to use it for inspection and cleaning works.</p> <ul style="list-style-type: none"> <li>• PTW for feed water tank dated on 15 Sept 2014</li> <li>• PTW for steam drum (Boiler 2) on 17 Sept 2014</li> </ul> <p>✓ Selaba Palm Oil Mill has sent the Gas tester to contractor, Exact Analytical Sdn Bhd, for calibration on 2<sup>nd</sup> March 2015. Evidence verified and found to be complied with assessed standard requirement</p> <p>Thus, Major NCR # HO-2015-01/MRS 01 has been closed. The effectiveness of corrective action taken will be monitored and re-verified during next assessment</p>
2.1.2 A documented system, which includes written information on legal requirements. <i>Minor</i>	Yes	SOU 5 maintained a documented system on legal requirements called Legal and Other Requirements Register (LORR). Among the identified legal requirements are Environmental Quality Act and Regulations, 1974, Factories and Machinery Act and Regulations, 1967, Occupational Safety and Health Act and Regulations, 1994, Pesticides Act, 1974, & Worker's Minimum Standards of Housing and Amenities Act, 1990, Code of Practice for Confined Space 2010 and other applicable requirements for mill and estate operation.
2.1.3 A mechanism for ensuring that they are implemented. <i>Minor</i>	Yes	The mechanism to ensure compliance to legal and other requirement maintained implemented.
2.1.4 A system for tracking any changes in the law. <i>Minor</i>	Yes	PSQM department, which is based in Kuala Lumpur maintain responsible in tracking any changes to the Acts and Regulations in their legal register by communicating with the publisher of the documents. This mechanism was outlined in its procedure. The revision of the legal register was done from time to time and shall there be any update, it would be communicated to the respective SOUs. As to date no change to SOU 5 activities and no new legal requirements associated to their operation.
C 2.2 The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
2.2.1 Evidence of legal ownership of the land including history of land	Yes	The legal ownership of land title for the Bikam Estate was verified by the assessor. Ownership of all land titles have been change from previous owner to Sime Darby Plantation Sdn Bhd. All original titles are held by

tenure. <i>Major</i>		SDPSB head quarters and the estates have only photocopies. There has been no changes in land issues except that 9.5 hectares are rented to TNB for TNB Rentice.
2.2.2 Growers must show that they comply with the terms of the land title. [This indicator is to be read with Guidance 2] <i>Major</i>	Yes	Most land is utilised as per the conditions in the titles, which is for Commercial Plantation – Rubber/Oil Palm. Quit rent noted maintained been paid
2.2.3.1 Evidence that boundary stones along the perimeter adjacent to state land and other reserves are being located and visibly maintained. <i>Minor</i>	Yes	As mentioned in the previous surveillance, Sime's estate boundaries were generally secured. Boundary lines were indicated on maps provided and confirmed during site review. Stones location was also indicated in the estate maps. Observed the stones were well maintained between Bikam Estate, Hutan Simpan Hidupan Liar Sungkai (Sungkai Wildlife Reserve), Kg. Bikam and neighbouring private smallholders.
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	Observed there was no record of disputes since the previous surveillance audit.
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.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
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	Observed there were no customary lands in the area.
2.3.2 Map of appropriate scale showing extent of claims under dispute. <i>Major</i>	Yes	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	There were no disputes observed.

### Principle 3: Commitment to Long-Term Economic and Financial Viability

C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial
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viability.		
Indicators	Comply Yes/No	Findings
3.1.1 Annual budget with a minimum 2 years of projection <i>Major</i>	Yes	The CU continues to achieve long term economic and financial viability through documented annual and long-term budget. Annual budget for the financial year 2014/2015, which is from July 2014 to June 2015 was presented. The budget included Capital and Operating Expenditures (CAPEX). The operating expenditures include maintenance and upkeep for Mature and Immature Oil Palm, Administration cost, which includes upkeep of housing, security, and safety. Long-term budget projections until the year 2018/2019 were also provided.
3.1.2 Annual replanting programme projected for a minimum of 5 years with yearly review. <i>Minor</i>	Yes	The replanting programmes until 2019/2020 were sighted for both audited Estates. This programme is reviewed once a year and is incorporated in their annual financial budget.  In Cluny Estate 110.20 Ha will be replanted in 2015/2016 and another 146.2 Ha is programed to be replanted in 2019/2020.  In Bikam Estate 88.41 Ha, 120.37 Ha, 181.30 and 58.65 Ha will be replanted in the financial years 2014/2015, 2015/2016, 2016/2017 and 2017/2018 respectively.

**Principle 4: Use of Appropriate Best Practices by Growers and Millers**

C 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.		
Indicators	Comply Yes/No	Findings
4.1.1 Documented Standard Operating Procedures (SOP) for estates and mills. <i>Major</i>	Yes	The CU continued to practice as per the established documented reference. Among the reference are 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 Management System Manual, Occupational Safety and Health Manual, Pictorial Safety Standards, Laboratory Process Control Manual and Security Guidelines. Generally, the documents include operation activities in the estates and 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 were also referred. Contents of the Manual were

		<p>disseminated to the workers through morning roll call and trainings. The Manual is also kept in the administration office where everyone can refer. It was also seen that relevant SOP, sometimes an abridged version, were displayed at various work stations for easy reference.</p> <p>In April 2014 another documented procedure "Guidelines On River Management" manual (Photo 1) had been added on.</p>
<p>4.1.2</p> <p>Records of monitoring and the actions taken are maintained and kept for a minimum of 12 months. <i>Minor</i></p>	Yes	<p>Records of monitoring and the actions taken by the estates and mill continued to be maintained and kept for a minimum of 12 months. Those records generally related to OSH, environmental, GAP, employment and social aspects.</p>
<p>C 4.2</p> <p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
<p>4.2.1</p> <p>Monitoring of fertilizer inputs through annual fertilizer recommendations.</p> <p><i>Minor</i></p>	Yes	<p>SOU 5 continued to monitor their fertilizer inputs as recommended by Sime Darby's upstream research and development unit, which is located at Carey Island, Selangor. The recommendation was made on annual basis based on annual foliar sampling as sighted in the Agronomic &amp; Fertilizers Recommendation Reports.</p> <p>The fertilisers recommended and used in Bikam and Cluny Estates were Ammonium Chloride, MOP, CIRP, Borate, Kieserite and NK Mixture. The applications are monitored via programme sheets.</p>
<p>4.2.2</p> <p>Evidence of periodic tissue and soil sampling to monitor changes in nutrient status. <i>Minor</i></p>	Yes	<p>Periodic foliar and soil sampling to monitor changes in nutrient status maintained in both the estates. Annual foliar sampling had been carried out and the results formed the basis for the fertiliser recommendations.</p> <p>Leaf sampling which formed the basis for the 2014/2015 fertilizer recommendation for Bikam Estate was carried on 7/03/2014 while on Cluny Estate leaf sampling had already been carried on 17/07/2014. The results will be used for fertilizer recommendation for 2015/2016.</p> <p>Soil sampling is carried out every 5 years as per requirement in the SPMS Manual for PH,</p>

		<p>Organic Carbon, Total N, Total &amp; Available P and Exchangeable K, Mg and Ca. The last sampling was in 2010 on both Estates.</p> <p>Soil Maps prepared by R &amp; D –RSGA Precision Agriculture Unit (SHMNA) in 2013 were presented to the Auditors.</p>
<p>4.2.3</p> <p>Monitor the area on which EFB, POME and zero-burn replanting is applied. <i>Minor</i></p>	Yes	<p>EFB application continue carried out and monitored in both audited estates.</p> <p>As advocated by SDPSB the CU practiced Zero burning was evident in all the replants inspected.</p>
<p>C 4.3</p> <p>Practices minimise and control erosion and degradation of soils.</p>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
<p>4.3.1</p> <p>Documented evidence of practices minimizing soil erosion and degradation (including maps). <i>Minor</i></p>	Yes	<p>SOU 5 continued to have programs in place to minimise and control erosion and degradation of soils. These programmes were for road maintenance, cover crop planting of <i>Pureirra javanica</i>, <i>Calopogonium mucuinodes</i> &amp; <i>Mucuna bracteata</i> in replants and stacking of pruned fronds, spraying of circle &amp; noxious weeds as per ARM manual. The Estates encouraged the growth of Soft grasses and <i>Nephrolepis bisserata</i> by selectively spaying noxious weeds and by spraying only palm circles and paths. In some areas harvesting paths programs were only for grass cutting and where the vegetation was sparse there no maintenance program at all.</p>
<p>4.3.2</p> <p>Avoid or minimize bare or exposed soil within estates. <i>Minor</i></p>	Yes	<p>SOU 5 continued to have practices in place to minimise and control erosion and degradation of soils. The topography for both the estates was mainly hilly. 63.61% of Bikam Estate was hilly and Cluny Estate had 79% of its area hilly. Pruned fronds were stacked along terraces in the hilly areas while in flat areas U shaped stacking was practiced.</p> <p>During the site audit, the estates endeavored to maintain soft vegetation such as <i>Nephrolepis bisserata</i> and soft grasses in interlines though patches of sporadic noxious weeds which were sprayed out were sighted at time of visit. In the replants cover crops like <i>Pureirra javanica</i>, <i>Calopogonium mucuinodes</i> &amp; <i>Mucuna bracteata</i> were planted.</p> <p>In most flat areas SOU 5 has implemented and will continue to only grass cut the harvester's path. Only Circles and noxious weeds are sprayed out. By grass cutting the paths, SOU5</p>

		not only prevented bare ground conditions but also aimed to reduce the growth of noxious weeds.
4.3.3 Presence of road maintenance programme. <i>Minor</i>	Yes	During the field visit, it was noted road conditions were satisfactory and accessibility were made possible by regular maintenance guided by its road maintenance programmes.  Surface run off waters from roads were drained off into slits pits and field drains. The financial support for this operation could be seen in the annual budget. Records of this activity are adequately maintained. The estates had Laterite available in the estates and crusher run was purchased for resurfacing roads,
4.3.4 Subsidence of peat soils should be minimised through an effective and documented water management programme. <i>Minor</i>	Yes	There were no peat soils observed in SOU 5.
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 soils observed in Bikam and Cluny Estates.
C 4.4 Practices maintain the quality and availability of surface and ground water.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
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>	Yes	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 has been audited at Bikam and Cluny Estates. All riparian buffer zones were identified and demarcated. No chemicals observed been used in their maintenance. In some areas Vetiver grass had been planted along river banks.
4.4.2 No construction of bunds/weirs/dams across the main rivers or waterways passing through an estate. <i>Major</i>	Yes	During the visit no construction of bunds/weirs/dams across the main rivers or waterways passing through the estates were sighted.
4.4.3 Outgoing water into main natural waterways should be monitored at a frequency that reflects the estates and mills current activities	Yes	Water samplings continued carried out on outgoing water into main natural waterways as per the requirements stated in SDPSB 'Guidelines On River Reserve Management Manual' and in the Sustainable Plantation

<p>which may have negative impacts (Cross reference to C 5.1 and 8.1). <i>Major</i></p>		<p>Management System, Appendix 7, SOP for taking water samples from stream/river, Clause 4.5 and Attachment 2. Among the parameters tested were pH, Suspended Solid (SS), Biological Oxygen Demand (BOD), Chemical Oxygen Demand (COD), Ammoniacal Nitrogen (AN), Pesticide Residue and phosphorus (P) content.</p> <p>Sampling was carried during 2013/2014 for waters from rivers Sungai Bikam &amp; Sungai Klah in Bikam Estate and Sungai Trolak, and Sungai Slim in Cluny Estate. Samples were taken from 3 sampling points on each river that is upstream, midstream and downstream and the results showed no significant pollutants were in the outgoing waters.</p> <p>Maps of the samplings points were signed.</p>
<p>4.4.4 Monitoring rainfall data for proper water management. <i>Minor</i></p>	<p>Yes</p>	<p>Both estates continued monitored rainfall days and rainfall in mm. Records were available from the year 2003. The wet season in both estates was from October to January. However the highest rainfall during 2014 in Cluny Estate was 506mm over 12 days in May.</p>
<p>4.4.5 Monitoring of water usage in mills (tonnage water use/tonne FFB processed). <i>Minor</i></p>	<p>Yes</p>	<p>The mill continued monitor water consumption and record monthly usage against per ton FFB processed.</p>
<p>4.4.6 Water drainage into protected areas is avoided wherever possible. Appropriate mitigating measures will be implemented following consultation with relevant stakeholders. <i>Minor</i></p>	<p>Yes</p>	<p>There were no protected areas in Bikam and Cluny Estates, which waters drained into them.</p>
<p>4.4.7 Evidence of water management plans. <i>Minor</i></p>	<p>Yes</p>	<p>The estates maintained documented water management plan. Rain water was collected and used for washing vehicles, Water from washing of spraying pumps and weedicide containers was recycled for pre mixes. Should a dry spell occur, the plan was to request water from LAP and from nearing kampongs to be supplied from house to house.</p>
<p>C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>		
<p><b>Indicators</b></p>	<p><b>Comply Yes/No</b></p>	<p><b>Findings</b></p>
<p>4.5.1 Documented IPM system. <i>Minor</i></p>	<p>Yes</p>	<p>SOU 5 continued to manage pests, disease, weeds and invasive introduced species using appropriate IPM techniques as per SOP/SectionB13 Pest &amp; diseases and</p>

		<p>ARM/Section 15/Plant Protection. In order to minimize use of Insecticides the estate has established nurseries (Photo 2) for beneficial plants mainly <i>Tunera subulata</i>, <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i>. This was to establish continuity in the planting of beneficial plants in order to maintain low population of leaf eating caterpillars, hence reducing the need to use chemical treatment. Census records confirmed that there has been no major outbreak of leaf eating pest.</p> <p>SOU 5 though practised 'Calendar Baiting' in order to control the rat population, it had also provided barn boxes for owls (<i>Tyto alba</i>) for better control and with the aim to reduce use of Rat Baits. It was observed during the visit In Cluny Estate rat baits were placed on the palm (Photo 3) during baiting. There were 50 Barn Owl boxes in Cluny Estate has increased its barn owl boxes (Photo 4) from 50 in the last report to 126 where the occupancy was 51%. In Bikam there were 30 boxes with 40% occupancy.</p>
4.5.2 Monitoring extent of IPM implementation for major pests. <i>Minor</i>	Yes	The monitoring of pest was by census and records of census Oryctes beetles, Bagworm and Barn Owl were sighted. The estates implemented calendar baiting and extend of infestation is monitored with rat bait acceptance records. Baiting was continued until the acceptance of baits fell to 20%.
4.5.3 Recording areas where pesticides have been used. <i>Minor</i>	Yes	Both estates continued to record areas where pesticides had been used. Pesticides are used only when justified and areas used are recorded in Request Forms, Bin Cards, Field Cost books and in program sheets.
4.5.4 Monitoring of pesticide usage units per hectare or per ton crop e.g. total quantity of active ingredient (a.i.) used/ tonne of oil. <i>Minor</i>	Yes	Records of both current and past years' usage of pesticides by area, quantity used, hectares applied and Ai/Ha were made available to auditors.
<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>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
4.6.1 Written justification in Standard Operating Procedures (SOP) of all agrochemicals use. <i>Major</i>	Yes	All pesticides used are those officially registered under the Pesticide Act 1974, The estates had used mainly class III & class IV pesticides except for <i>methamidophos</i> (class 1) to treat some minor outbreaks of



		<p>Bagworm attack in Bikam Estate.</p> <p>SOU5 continued to use agrochemicals as per the written justification in Standard Operating Procedure (SOP) of all agrochemical, which are available in Section 16 Weed Control of the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by SD.</p>
<p>4.6.2</p> <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). <i>Major</i></p>	<p>Yes</p>	<p>All pesticides used are those officially registered under the Pesticide Act 1974, The estates had used mainly class III &amp; class IV pesticides except for <i>methamidophos</i> (class 1) to treat some minor outbreaks of Bagworm attack. Bikam Estate found using highly toxic pesticide 'Multiphos 60' which contained methamidophos for trunk injection activity. They had followed the Pesticides Act Regulation by sending their field workers for medical examination before handling the pesticide. They also have recorded on the usage of methamidophos in the Form I, II and III as set out in the Second Schedule as required by Pesticide (Highly Toxic Pesticide) Regulations 1996.</p> <p>No illegal agrochemicals (stated by local and international laws) in particular paraquat were used or found. All SDPSB estates had been prohibited from using Paraquat via their Memo dated 11<sup>th</sup> October 2010 from the Plantation Planning and Monitoring Department. It was totally replaced by a systemic herbicide, glufosinate ammonium.</p>
<p>4.6.3</p> <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. <i>Major</i></p>	<p>Yes</p>	<p>Usage and storage of agrochemicals including pesticides are in accordance with Pesticide Act 1974, Occupational Safety &amp; Health Act 1994 and USECHH Regulations 2000. Empty chemical containers are triple rinsed, pierced and stored for disposal in accordance to the legal requirements. Updated records to show agrochemicals purchase, storage and consumption are available in SOU 5. All information regarding the chemicals and its usage, hazards, trade and generic names were available in both English &amp; Bahasa Malaysia and understood by workers. The SDMS for all pesticides used including Multiphos 60 (methamidophos) were available in both English and Bahasa Malaysia.</p> <p>The chemical stores were locked at all times and the key kept by the storekeeper. The chemical stores of both Bikam and Cluny</p>

		<p>stores were well ventilated and with exhaust fan that were on 24/7. At the chemical stores, the safety and communication documentation include a chemical register, which indicates the purpose of chemical usage (intended target), MSDS, hazards signage, trade and generic names.</p> <p>In Bikam Estate <i>methamidophos</i> was kept in a locked cabinet in a separate locked room (Photo 5) meant for only class 1 chemicals. In Cluny Estate it was kept in a locked cabinet in the chemical store.</p>
<p>4.6.4</p> <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. <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. The SDMS for all pesticides used including <i>methamidophos</i> were available in both English and Bahasa Malaysia.</p> <p>Relevant information of the agrochemical used by estate workers were conveyed, largely via morning muster and the use of Safety Pictorial poster. 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. Interviewed during the spraying activities and fertilizer application noted that the information understood by the workers.</p>
<p>4.6.5</p> <p>Annual medical surveillance as per CHRA for plantation pesticide operators. <i>Major</i></p>	Yes	<p>Annual medical surveillance was carried out for 9 workers in Bikam Estate by a OHD (registered by DOSH: HQ/08/DOC/00/470) on 24 June 2014. Local OHD had summarized that all chemical sprayers and mixers were fit to work under organophosphorus exposure.</p> <p>The last generic CHRA, which representing 140 estates was conducted in July 2010 by registered assessors (JKKP IH 127/171-2(124) and JKKP IH 127/171-2(257)). Based on the recommendation of the CHRA, medical surveillance has been conducted for employees, such as estate sprayers and store keepers, whose jobs require them to be exposed to chemicals.</p>
<p>4.6.6</p> <p>No work with pesticides for confirmed pregnant and breast-feeding women. <i>Major</i></p>	Yes	<p>There was no evidence of pregnant and breast feeding women sprayers performed spraying activity in both estates. SOU 5. Workers interviewed were aware that pregnant and breast feeding women should not handle chemicals.</p>

4.6.7	Yes	No illegal agrochemicals (stated by local and international laws) in particular paraquat were used or found. All SDPSB estate had been prohibited from using Paraquat via their Memo dated 11 <sup>th</sup> October 2010 from the Plantation Planning and Monitoring Department. It was totally replaced by a systemic herbicide, glufosinate ammonium
4.6.8	Yes	There was no evidence of any Aerial spraying found in both estates.
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>		
Documented justification of any aerial application of agrochemicals.  No aerial spraying unless approved by relevant authorities. <i>Major</i>		
4.6.9	Yes	As to date, no buyer requested for testing of chemical residues in CPO. Nevertheless parameters for testing will follows Palm Oil Refiners Association of Malaysia (PORAM) and Malayan Edible Oil Manufacturers Association (MEOMA) standard.
Evidence of chemical residues in CPO testing, as requested and conducted by the buyers. <i>Minor</i>		
4.6.10	Yes	Summary records of both current and from financial year 2013/2014 on the usage of pesticides by area, quantity used, hectares applied and Ai/Ha were made available to auditors. Area treated and quantity used was recorded in Request Forms, Bin Cards, Field Cost books and in program sheets.
Records of pesticide 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. <i>Minor</i>		
C 4.7		
An occupational health and safety plan is documented, effectively communicated and implemented.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
4.7.1		
Evidence of documented Occupational Safety Health (OSH) plan which is in compliance with OSH Act 1994 and Factory and Machinery Act 1967 (Act139). <i>Major</i>		
The safety and health (OSH) plan shall cover the following:		
a)	Yes	The CU maintained its Occupational Safety and Health (OSH) policy. This OSH policy had been communicated to all employees through toolbox and standing meeting and were seen displayed on the mill and estates notice boards. Generally, interview with workers and staffs revealed that awareness of OSH policy was good. In addition to the establishment of OSH policy, Selaba POM
A safety and health policy, which is communicated and implemented		

		maintained to develop OSH plan on the yearly basis. As for 2014, the overall planning consist of periodic monitoring programme such as workplace inspection and OSH meeting, safety related training on isolation mechanism, Lock Out Take Out (LOTO), Confined Space, Emergency and Response has been planned and yet to be conducted soon.
b) All operations have been risk assessed and documented.	Yes	<p>Hazard identification, risk assessment and risk control (HIRARC) and CHRA records covered activities in the estates and mill were verified during the assessment. New updated HIRARC register for Selaba POM and Bikam Estate dated 10 March 2014 and 02 Sept 2014 were presented to the assessor with the revised activities and control measure for manual weeding at Bikam Estate. Most significant and routine activities for mill and estate were adequately covered including chemical spraying, harvesting in the estates, and boiler operation, FFB sterilization, kernel extraction and oil extraction and clarification in the mill.</p> <p>Appropriate risk control measures had been determined and implemented for the respective activities and operation. Most of moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative control was sighted with safety signages were displayed at all work stations including mill and estates office and workshop. On overall performance, OSH administrative controls implementation as well as engineering control equipment for SOU 5 was found adequate during the assessment.</p>
c) An awareness and training programme which includes the following specifics for pesticides: <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>Safety trainings for pesticides have been conducted and records of the training were available and kept at the mill and estate office. Training was conducted either internally by its own staff or externally by other department within Sime Darby Group or consultant. Training records were updated and well maintained.</p> <p>The workers and staff involved in handing pesticides were all given the appropriate training. They were trained in the use of PPE and spraying.</p> <p>MSDS in both English and Bahasa were sighted and workers interviewed in the field were aware that pesticides were toxic and were aware of safe handling and use.</p>

<p>d)</p> <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>	<p>Yes</p>	<p><b>Major NCR #STK-1 has been raised previously (2014) as workers applying CIRP fertiliser in Field 2009A of Selaba estate was not protected with goggles and workers for spot spraying in Field 2000 wearing short sleeve apparel and also not protected with goggles. Further investigation confirmed the workers are not fully aware with field safety guidelines provided by SPDSB office. Training to improve competency has been made on 10 January 2014 at Selaba Division and each sprayer (including contractor), manuring and respective also been provided with PPE set. This major NCR has been verified and closed on 16 January 2014.</b></p> <p><b>Current assessment confirm the effectiveness of the corrective action taken.</b></p>
<p>e)</p> <p>The responsible person (s) should be identified.</p>	<p>Yes</p>	<p>SOU 5 has appointed the mill manager and assistant estate manager to be responsible for the OSH implementation.</p>
<p>f)</p> <p>There are records of regular meetings between the responsible person(s) and workers where concerns of workers about health and safety are discussed.</p>	<p>Yes</p>	<p>Regular safety meetings between the responsible persons and workers about safety and health were conducted. Safety Committee Meeting has been conducted once in three months by all audited operating units. The meeting minutes were made available at the mill and estate offices. Example, the meetings have been conducted on 09 Jan 2015, 03 Oct 2014, 09 July 2014 and 10 Feb 2014 for Selaba POM.</p>
<p>g)</p> <p>Accident and emergency procedures should exist and instructions should be clearly understood by all workers.</p>	<p>Yes</p>	<p>Emergency procedures maintain exist and instructions during emergency were understood by those workers interviewed. Emergency response plan has been tested for both mill and estate. Emergency fire evacuation drill has been conducted on 23 June 2014 for Selaba POM. The objective of the drill was achieved and for the total evacuation time was within the objective. For the fire fighter preparedness, Selaba POM has been provided with adequate number of fire extinguisher and fire hydrant point at strategic location in the mill. Fire extinguisher has been serviced and inspected by BOMBA officer on 01 Mei 2014. Hose reel and nozzle were inspected and tested on monthly basis by mill fire fighter team as well as during quarterly workplace inspection exercise.</p>
<p>h)</p> <p>Workers trained in First Aid should be present in both field and mill operations.</p>	<p>Yes</p>	<p>Workers trained in First Aid were found present in both field and mill operations. Those interviewed understood how to give</p>

		first aid assistance.
i) First Aid equipment should be available at worksites	Yes	First Aid equipment were available at worksites. First aid box has been inspected on the monthly basis by HA in the estate and head of first aid team in the mill.
4.7.2 Records should be kept of all accidents and periodically reviewed at quarterly intervals. <i>Major</i>	Yes	<p>In 2014 there was 1 case of accident recorded in the mill, which occurred on 08 June 2014. Formal reporting to DOSH, JKPP 6 (dated 11 June 2014) and JKPP 8 form were sighted submitted to DOSH in timely manner. Accident investigation has been done by the OSH committee on 09 July 2014 and has been reported with the format standardized for all Sime Darby Plantations Sdn Bhd. Root cause of accident has been identified and appropriate control measure has been implemented as well as revision of HIRARC for either engineering control, administrative control or the used of PPE to be implemented and improved after the occurrence of accident.</p> <p>While at Bikam Estate, there were 6 cases of accident recorded which occurred for weeding and cleaning works. The estate has reported all the accidents to DOSH by submitting JKPP 6. Accident investigation has been done by the OSH committee and has been reported with the format standardized for all Sime Darby Plantations Sdn Bhd. Root cause of accident has been identified and appropriate control measure has been implemented as well as revision of HIRARC for either engineering control, administrative control or the used of PPE to be implemented and improved after the occurrence of accident.</p> <p>OSH performance was continuously monitored and accident cases were managed in accordance with OSH Regulations. Accident records were kept and reviewed. An accident scoreboard was made available at mill and estates and updated regularly to show the current OSH performance status.</p>
4.7.3 Workers should be covered by accident insurance. <i>Major</i>	Yes	Selaba POM's workers were covered with insurance policy provided by RHB Insurance Berhad (Foreign Worker Compensation Scheme Certificate of Insurance). Policy covers for the period of one year i.e. 01 July 2014 – 30 June 2015 (8 foreign workers) and found valid (Policy no. FW07572). While for local worker (96 staffs) was covered under SOCSO and evidence of contribution was sighted.

		Bikam Estate also had their workers covered by accident insurance under RHB Insurance Berhad (Foreign Worker Compensation Scheme Certificate of Insurance), policy number FW072961 with period of coverage from 01 July 2014 until 30 June 2015.
C 4.8 All staff, workers, smallholders and contractors are appropriately trained.		
Indicators	Comply Yes/No	Findings
4.8.1 A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training for employees are kept. <i>Major</i>	Yes	<p>SOU 5 continued their training needs identification and programmes for the fiscal year 2014/15. Generally the training programme covers the major training identified such as RSPO Awareness, Safety &amp; Health awareness, First Aid &amp; Fire Fighting, Hearing conservation, chemical handling given by chemical supplier, spraying, harvesting, pruning and use of PPE. The training programmes were also extended to the contractors and suppliers, where relevant. Trainings were either conducted internally by its own staff or externally by other department within Sime Darby Group or consultant. Training records were updated and well maintained.</p> <p>Sime Darby has conducted HCV training for all estates including Bikam Estate dated 09 Dec 2014. Bikam Estate also had conducted training related on safety such as Safe use and proper handling of pesticide (16 March 2014), Fire fighting (19 Feb 2014), SOP weeding (15 Sept 2014) and First aid (03 Nov 2014).</p> <p>Random interview with the estate workers showed that they understand the training given. For example, it was observed that ripeness standard and chemicals usage had been properly understood by the estate harvesters and sprayers respectively. These Interviews indicated that they had been given the appropriate training.</p>

**Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity**

C 5.1

<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>		
Indicators	Comply Yes/No	Findings
<p>5.1.1 Documented aspects and impacts risk assessment that is periodically reviewed and updated. <i>Major</i></p>	Yes	<p>The CU maintain its documented assessment of its environmental aspects and impact associated to its activities. The CU also continued periodically reviewed its assessment. Generally, there was no change in the CU, except the visited estate had started replanting, which environmental aspect and impacts associated to the activities had been assessed.</p>
<p>5.1.2 Environmental improvement plan to mitigate the negative impacts and promote the positive ones, is developed, implemented and monitored. <i>Minor</i></p>	Yes	<p>The CU continued to implement its Environmental Management Plan (EMP). EMP for FY 2014/15 had been developed that included action plan for current significant impact to the operation. Among the EMP were cleaning of leachate from EFB, reclaim bund break at mill, and reduce chemical usage by using owl and planting of beneficial plant in the estate respectively.</p>
<p>C 5.2 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>		
Indicators	Comply Yes/No	Findings
<p>5.2.1 Identification and assessment of HCV habitats and protected areas within landholdings; and attempt assessments of HCV habitats and protected areas surrounding landholdings. <i>Major</i></p>	Yes	<p>The Biodiversity Baseline Assessment Report dated December 2008 was prepared for Selaba, Sogomana (Sg. Bruas and Cashwood Division), Bikam and Cluny Estates. Report recommendations were then implemented through Action Plans specific to the estates. These plans were updated annually until year 2015.</p> <p>The HCVs identified are river buffer zone, worship area and bordering with Wildlife Reserve (Bikam Forest Reserve). There was no report on resident ERT species/IUCN Red List (HCV3) or significant biodiversity values in SOU 5.</p>
<p>5.2.2 Management plan for HCV habitats (including ERTs) and their conservation. <i>Major</i></p>	Yes	<p><b>Major NCR#KN-1 has been raised previously (2014) due to clearing activities was conducted at buffer zone and in compliance against the management plan for HCV habitats and conservations for buffer zone (HCV4) at Selaba Division. CU has submitted the revised Action Plan for Biodiversity dated February 2014 addressing specific issues and strategies and verified to be sufficient and therefore the Major NCR was closed.</b></p> <p><b>Current assessment confirmed the effectiveness of the corrective action taken and implementation at CU</b></p>



		<b>certified areas was found to be inline with assessed standard requirement.</b>										
5.2.3 Evidence of a commitment to discourage any illegal or inappropriate hunting fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts. <i>Minor</i>	Yes	As observed in the previous surveillance, proper signage was erected strategically to inculcate conservation and protection awareness. Poaching of wildlife and fishing were specifically prohibited. Wildlife protection was effected through stakeholder cooperation. Protection of the Sungkai Wildlife Reserve, which shared some common border with Bikam Estate, well illustrated this point. Auditor has communicated with Sungkai Wildlife Department (Perhilitan) where Bikam Estate has showed a full commitment and cooperation in terms of access to the western part of the reserve, which was more easily approached and managed by Perhilitan staff, through using estate roads.										
C 5.3 Waste is reduced, recycled, re-used and disposed off in an environmentally and socially responsible manner.												
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>										
5.3.1 Documented identification of all waste products and sources of pollution. <i>Major</i>	Yes	The CU maintained its documented identified wastes and source of pollution. For the mill and estate operation, the source and type of waste generated are: <table border="1" data-bbox="742 1081 1433 1794"> <tr> <td>Source: Estate &amp; Mill Processes / Activity</td> <td>Waste Generated</td> </tr> <tr> <td>Lab, Boiler , Engine room, Workshop, Clinic</td> <td>Scheduled Wastes: Spent lubricant, spent hydraulic oil, used batteries, used oil filters, contaminated rags, empty container (grease, lubricant and hydraulic), Spent solvent (Hexane), Spent chemical (IPA), empty bottle and container for chemical, clinical wastes.</td> </tr> <tr> <td>Line site, Mill office and plant</td> <td>Domestic Waste : Rubbish and Sewage</td> </tr> <tr> <td>ETP and EFB plant</td> <td>Industrial Waste: POME and EFB</td> </tr> <tr> <td>Chemical mixing</td> <td>Empty pesticide container</td> </tr> </table>	Source: Estate & Mill Processes / Activity	Waste Generated	Lab, Boiler , Engine room, Workshop, Clinic	Scheduled Wastes: Spent lubricant, spent hydraulic oil, used batteries, used oil filters, contaminated rags, empty container (grease, lubricant and hydraulic), Spent solvent (Hexane), Spent chemical (IPA), empty bottle and container for chemical, clinical wastes.	Line site, Mill office and plant	Domestic Waste : Rubbish and Sewage	ETP and EFB plant	Industrial Waste: POME and EFB	Chemical mixing	Empty pesticide container
Source: Estate & Mill Processes / Activity	Waste Generated											
Lab, Boiler , Engine room, Workshop, Clinic	Scheduled Wastes: Spent lubricant, spent hydraulic oil, used batteries, used oil filters, contaminated rags, empty container (grease, lubricant and hydraulic), Spent solvent (Hexane), Spent chemical (IPA), empty bottle and container for chemical, clinical wastes.											
Line site, Mill office and plant	Domestic Waste : Rubbish and Sewage											
ETP and EFB plant	Industrial Waste: POME and EFB											
Chemical mixing	Empty pesticide container											
5.3.2 Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution. <i>Minor</i>	Yes	Waste management plan that contained wastes operational plan maintained developed and implemented.										

5.3.3 Evidence that crop residues / biomass are recycled (Cross ref. C 4.2). <i>Minor</i>	Yes	All crop residue / biomass produced in the estates were used to enrich soil structure and fertility. Pruned Fronds are stacked in the field to decompose. Palms that were felled during replanting were shredded, windrowed and left to decompose in the field as evident in all the replants during the filed audit. In addition EFB mulching and Compost application were carried out in order to recycle crop residues/biomass.
C 5.4 Efficiency of energy use and use of renewable energy is maximized.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
5.4.1 Monitoring of renewable energy use per tonne of CPO or palm product in the mill. <i>Minor</i>	Yes	The CU maintained monitor the renewable energy used in the mill.
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	The CU maintained monitor the diesel used in the mill.
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.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
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	There was no evidence of open burning in all the replants visited on both estates. No fire was used for waste disposal and for replanting.
5.5.2 Previous crop should be felled/mowed down, chipped/shredded, windrowed or pulverized/ ploughed and mulched. <i>Minor</i>	Yes	SDPSB has a policy of no open burning. As advocated, both estates practiced Zero burning in all the replants visited during the surveillance and it was evident that all palms were felled, shredded, windrowed and left to decompose.
5.5.3 No evidence of burning waste (including domestic waste). <i>Minor</i>	Yes	There was no evidence of open burning of domestic waste. All domestic waste in Bikam Estate was deposed by the Majlis Dareaah Batang Padang and Cluny Estate by Tanjong Malim. Sign boards indicating burning was prohibited were placed in Linesites.
C 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		

Indicators	Comply Yes/No	Findings
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.
5.6.2 Plans are reviewed annually. <i>Minor</i>	Yes	The CU continued periodically reviewed its plan. Progress of action observed been updated.
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	There were no peat soils in both estates.

**Principle 6: Responsible Consideration of Employees and Of Individuals and Communities by Growers and Millers**

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 improvement.		
Indicators	Comply Yes/No	Findings
6.1.1 A documented social impact assessment including records of meetings. <i>Major</i>	Yes	A Social Impact Assessment (SIA) was prepared for SOU 5. The report prepared in 2014 by the Social and Environment Projects Unit, PSQM Department, SDPSB for the mill and all the estates under SOU 5. The report highlighted the various issues raised by the stakeholders of the respective estates and mill. Stakeholders' complaints, requests and comments were incorporated in the report. (Refer SIA File).
6.1.2 Evidence that the assessment has been done with the participation of affected parties. <i>Major</i>	Yes	Using an open-ended interview schedule representatives of stakeholders were interviewed during the assessment which was carried out from 24 February to 4 March. The stakeholders include estate employees, local community, contractors, vendors and suppliers, and relevant government agencies. Attendance lists and records of meetings with various stakeholders during the assessment were provided by the estate and mill audited as evidence of participation of affected parties in the SIA. (Refer SIA File).
6.1.3 A timetable with responsibilities for mitigation and monitoring is reviewed and updated as necessary.	Yes	Adequately complied as per assessed standard requirement. Details evidence are as per full report

<i>Minor</i>		
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.		
Indicators	Comply Yes/No	Findings
6.2.1 Documented consultation and communication procedures. <i>Major</i>	Yes	SDPSB had documented external and internal communication procedures for the estates and mill to follow and had also developed standard operating manuals for customer communications. These procedures and manuals were found in the Sime Darby Estate/Mill Quality Manual.  An examination of the records kept in the External Communication file found that the estate and mill followed the procedures and manuals developed by the company in their communications with external parties.  An examination of records of internal communications also found that the auditees followed the procedures and manuals developed by the company in their internal communications. These were in the form of verbal communications (through meetings and briefings) and/or written (through memos, notices and posters/pamphlets displayed on notice boards at the office and the muster ground). The regular morning briefings were used by the management to communicate policies, procedures, rules and regulations and other information to its workers.
6.2.2 A nominated plantation management official at the operating unit responsible for these issues. <i>Minor</i>	Yes	For KKS Selaba a letter nominating the Assistant Manager II to handle communication and consultation issues in the mill as well as between the mill and external stakeholders was found in the files. In the case of Cluny Estate, the Estate Manager was appointed by the GM Perak South Zone to take care of these issues in the Estate. This responsibility is part and parcel of their duties to handle social issues.
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 estate and mill audited had developed an updated list of stakeholders for FY 2014/15, which included local communities, contractors, vendors/suppliers, government departments/agencies and estate/mill employees. (The employee master list also served as the internal stakeholder list). Records of action taken were found in the Complaints Book and the Action Plan.
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.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
6.3.1 Documentation of the process by which a dispute was resolved and the outcome. <i>Major</i>	Yes	The generic procedures as found in the Estate/Mill Quality Management Manual were applicable to all SDPSB estates and mills. The process by which a dispute/complaint was resolved and the outcome was documented in the Complaints Book and the Action Plan.
6.3.2 The system resolves disputes in an effective, timely and appropriate manner. <i>Minor</i>	Yes	All the complaints were from internal stakeholders and related to house repairs. There were no complaints recorded from external stakeholders. A perusal of the entries in the Complaints Book (which included types of complaints and the dates when they were made and attended to) showed that the complaints were resolved in an effective, timely and appropriate manner. As all complaints were recorded in the Complaints Book, it was possible to track when the complaints were submitted and subsequently when they were attended to. If the complaints were not attended to their satisfaction the complainants could report to the office and corrective actions taken and recorded.
6.3.3 The system is open to any affected parties. <i>Minor</i>	Yes	The system was open to all aggrieved parties as evidenced by the existence of the Complaints Book meant for internal and external stakeholders
C 6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
6.4.1 Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation. <i>Major</i>	Yes	Documented procedures for handling land disputes had been developed by SDPSB, namely the Flowchart and Procedures for Handling Boundaries Dispute and the Flowchart and Procedures for Handling Squatters Dispute and Procedures for Handling Social Disputes (refer to Sime Darby Estate Quality Management System and Mill Quality Management System).
6.4.2 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	Yes	The documented procedures for handling land and squatters disputes also incorporated the procedure for calculating and distributing fair compensation. According to the procedure the calculation and distribution of compensation would be carried out at the company level not at the estate/mill level.

of land. <i>Minor</i>		
6.4.3 The process and outcome of any compensation claims is documented and made publicly available. <i>Minor</i>	Yes	However as there were no cases involving disputes of legal and customary rights over land, there were no documents related to the process and outcome of legal and customary rights claim and the associated compensation to be evaluated.
C 6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
6.5.1 Documentation of pay and conditions. <i>Major</i>	Yes	Wages for workers and administrative staff were spelled out in the Collective Agreement (CA) between the Malaysian Agriculture Producers Association (MAPA) and National Union of Plantation Workers (NUPW) and the administrative staff union (AMESU). Currently, the agreement for harvesters were spelled out in the Collective Agreement of 2010 and for the general worker an agreement was reached in 2011. The agreements expired in 2013/2014. A new agreement is still being negotiated. As for staff, wages were spelled out in the MAPA/AMESU Collective Agreement of 2014. All CA's were for a 3-year period.
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>	Yes	The CA had been translated into Bahasa Malaysia. In addition, according to the workers and staff interviewed, when the current CA was first enforced the payments and conditions of employment stated in the CA and in the job offer letter were also explained to them by the plantation management. [In addition, refer for example to File 11(OER Daily Rated) and File 12 (OER Harvesting) for EPF, SOCSO, etc deductions and Communication File for worker consent to the deductions]
6.5.3 Growers and millers provide adequate housing, water supplies, 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). <i>Minor</i>	Yes	The amenities provided by SDPSB to its workers and staff were in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There were no records of complaints made regarding this issue. All estates and the mill provided either 3 or 2 bedroom houses for the workers and staff. Potable water, medical, educational and basic amenities were also provided. The estates and mill audited has safe drinkable running water, electricity, clinics, Muslim prayer houses (surau), Hindu temples, sundry shops and kindergartens. The staff and workers interviewed affirmed that they were satisfied

		with the housing and amenities provided.
<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>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
<p>6.6.1</p> <p>Documented minutes of meetings with main trade unions or workers representatives. <i>Major</i></p>	Yes	<p><b>Major NCR #ZE-1 was raised previously (2014) as no regular meeting between CU management and main trade union / workers representatives as per confirmation no meeting was held in 2013 at Bikam estate and Selaba POM. The CU management has taken initiative to immediately conduct meeting with Bikam estate workers (21 January 2014), Selaba POM - NUPW (16 January 2014) and Selaba POM - AMESU (15 January 2014) and meeting minutes confirmed the rights of personnel to form and join trade union and bargain for the worker needs are at satisfactory level and therefore this NCR was closed.</b></p> <p><b>Current the verification of the effectiveness of corrective action taken confirm workers issues are progressively solve by phases.</b></p>
<p>6.6.2</p> <p>A published statement in local languages recognizing freedom of association. <i>Minor</i></p>	Yes	<p>The freedom of association (FOA) statement incorporated in the company Social Policy statement together with other policy statements were sighted on notice boards in the estate and mill audited.</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>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
<p>6.7.1</p> <p>Documented evidence that minimum age requirement is met. <i>Major</i></p>	Yes	<p>No worker below 18 years of age was recruited by the estate or mill. An inspection of the employees register confirmed that no employee below 18 years of age was recruited by the company. This was also affirmed by administration staff and workers interviewed during the audit.</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>		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>

6.8.1 A publicly available equal opportunities policy. <i>Major</i>	Yes	A statement on equal opportunities was embedded in SDPSB's Social Policy statement. This statement was posted on notice boards in the estate and mill audited.
6.8.2 Evidence that employees and groups including migrant workers have not been discriminated against. <i>Minor</i>	Yes	An inspection of the employment offer letters and interviews with administration staff and workers revealed no case of discrimination based on race, religion, gender, national origin or any other form of discrimination stated in Criterion 6.8. The payments and conditions of employment, for example, for either foreign or local, male or female employees, were based on the MAPA-NUPW and MAPA-AMESU agreements and not decided arbitrarily by the estate/mill management. All workers, regardless of their socio-cultural and political backgrounds, were provided with the same housing and amenities as required by the law.
C 6.9 A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
6.9.1 A policy on sexual harassment and violence and records of implementation. <i>Major</i>	Yes	<b>Major NCR #ZE-2 was raised previously (2014) due to omitted record on briefing of sexual harassment and all other forms of violence against women at Selaba POM and Cashwood and Sg Beruas Divisions (Sogomana estate). CU management has conducted Gender Committee Training on 5 March 2014 and evidence found at satisfactory level and therefore this NCR was closed</b>  <b>Current assessment has verified the sufficient understanding against policy to prevent to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and has been applied adequately</b>
6.9.2 A specific grievance mechanism is established. <i>Major</i>	Yes	A specific grievance mechanism for handling sexual harassment/violence against women established some years ago can be found embodied in the Gender Committee Handbook mentioned in 6.9.1 above. However as there had not been any reported sexual harassment case in the estate/mill, the applicability and usefulness of this grievance mechanism has yet to be tested.
C 6.10 Growers and mills deal fairly and transparently with smallholders and other local businesses.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>



6.10.1 Pricing mechanisms for FFB and inputs/services shall be documented. <i>Major</i>	Yes	The pricing mechanism for FFB was attached to the contract drawn between SDPSB and the suppliers of FFB while the pricing of other inputs/services could be found in their respective contracts and quotations.
6.10.2 Current and past prices paid for FFB shall be publicly available. <i>Minor</i>	Yes	Current and past prices paid for FFB were displayed at the weighbridge counter.
6.10.3 Evidence that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. <i>Minor</i>	Yes	The contractors and suppliers (including FFB suppliers) interviewed affirmed that they understood the contractual agreement that they entered into and that the contracts were fair, legal and transparent.
6.10.4 Agreed payments shall be made in a timely manner. <i>Minor</i>	Yes	All contractors and suppliers (including FFB suppliers) stated that the agreed payments were made in a timely manner. There were no cases of delayed payments.
C 6.11 Growers and millers contribute to local sustainable development wherever appropriate.		
<b>Indicators</b>	<b>Comply Yes/No</b>	<b>Findings</b>
6.11.1 Demonstrable contributions to local development that are based on the results of consultation with local communities. <i>Minor</i>	Yes	<b>Minor NCR #ZE-03 was raised previously (2014) as there was no evidence of contribution to local development that were based on the results of consultation with local communities. CU has submitted List of Contribution for the past 2013 and identified the root cause as no proper and adequate standard form to record these information.</b>  <b>Current assessment has verified List of Contribution 2014-2015 and confirm record has been made and the contribution made to internal and external stakeholders were found in the CSR file (in the case of KKS Selaba) and in the Communications file (in the case of Cluny Estate). These included contributions to nearby schools, maintenance of estate/mill “surau” and temple and workers’ family day and other festive celebrations. as per local communities letter of request and approved by Mill Manager and therefore this NCR was closed effectively.</b>

#### 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

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 following but not limited to:		
Indicators	Comply Yes/No	Findings
8.1.1 Minimise use of certain pesticides (C4.6). <i>Major</i>	Yes	<p>SOU 5 continued to manage pests, disease, weeds and invasive introduced species using appropriate IPM techniques. In order to minimize use of Insecticides the estate has established nurseries for beneficial plants mainly <i>Tunera subulata</i>, <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i>. This was to establish continuity in the planting of beneficial plants</p> <p>The estates were committed to reduce using chemicals have implemented and will continue to only grass cut the harvester's path. Only Circles and noxious weeds are sprayed out. By grass cutting the paths in some areas, SOU 5 not only minimise the use of chemicals but also aim to reduce the growth of noxious weeds. Soft weeds and <i>Nephrolepis bisserata</i> are maintained and encouraged in the inter rows.</p> <p>In order to reduce on number of harvesters and to improve productivity of harvesters, Cluny Estate is in the progress of levelling harvesters' path. This process is carried out using bulldozer and tractor mounted back bucket.</p>
8.1.2 Environmental impacts (C5.1). <i>Major</i>	Yes	The CU continued to improve significant environmental aspects derived from its operation. Among the improvements were cleaning of leachate from EFB, reclaim bund break at mill, and reduce chemical usage by using owl and planting of beneficial plant in the estate respectively.
8.1.3 Maximizing recycling and minimizing waste or by-products generation. <i>Major</i>	Yes	The CU continued to implement to stack pruned fronds in the field to decompose, felled palms were shredded, windrowed and left to decompose in the field as well, use of EFB for mulching, POME for composting, reuse triple-rinsed water for mixing and reuse of condensate water for reducing of usage of water.
8.1.4 Pollution prevention plans (C5.6). <i>Major</i>	Yes	The CU continued to implement its pollution prevention plan, which reviewed annually for the mill and estates. Among the plan were cleaning of leachate from EFB, reclaim bund break at mill, and reduce chemical usage by using owl and planting of beneficial plant and reduce of shell consumption (for reducing of black smoke emission).
8.1.5 Social impacts (C6.1). <i>Major</i>	Yes	A new SIA for SOU 5 was carried out in 2014. The estates audited had also updated their stakeholder lists and social action plans (including the plans' implementation) for FY 2014/2015. The yearly updating of the social action plan was the result of the annual stakeholders consultation.

<p>8.1.6</p> <p>A mechanism to capture the performance and expenditure in social and environmental aspects.</p> <p><i>Minor</i></p>	<p>Yes</p>	<p>The CU maintained to capture its performance and expenditure of social and environmental aspect through CAPEX and reviewed / updated action plans.</p>
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### RSPO Supply Chain at the palm oil mill – Mass Balance Model –Module E

Item No	Requirement	Findings
<b>E.1</b>	<b>Documented procedures</b>	
E.1.1	<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>The CU maintained its documented procedure (SOP), “Sustainable Plantation Management System”, Appendix 15 : Standard Operating Procedure (SOP) for RSPO Supply Chain Certification System and Traceability, version 1, issue 1, dated March 2013. The established procedure has described the implementation of Supply Chain System as per required SCCS standard.</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>Mr. Mohd Nizar Mohd Junaidi (Assitant Manager) and Pn Rohana Mohd Taib (Laboratory Assistant) maintained as the RSPO SCCS Management Representatives (MR).</p>
E.1.2	<p>The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Procedures for receiving and processing certified FFBs stated in Section 5.2.2.2, Purchasing and goods in maintained by the CU.</p>
<b>E.2</b>	<b>Purchasing and goods in</b>	
E.2.1	<p>The facility shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>The CU maintained verified the goods in. Information stated in goods in documents checked, including for confirmation of its status and volume, recorded and filed.</p>
E.2.2	<p>The facility shall inform the CB immediately if there is a projected overproduction.</p>	<p>There was no overproduction observed.</p>

<p><b>E.3</b></p> <p>E.3.1</p>	<p><b>Record keeping</b></p> <p>The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.</p> <p>Retention times for all records and reports shall be at least five (5) years.</p>	<p>The CU maintained to retain all relevant records as per its established Record keeping procedure Para 5.2.2.1. The CU will maintain the record and report regarding RSPO SCCS for a minimum of 5 years.</p>
	<p>a) 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.</p>	<p><b>During current assessment, Major NCR # HO-2015-02 has been raised for:</b></p> <p>a) <b>No balance of RSPO certified-product deliveries been recorded (in the RSPO Mass Balance Table).</b></p> <p>✓ <b>Information of balance (column) in the RSPO Mass Balance Table had been included. Evidence provided has been verified and found to be satisfied</b></p> <p><b>Thus, Major NCR # HO-2015-02 has been closed. The effectiveness of corrective action taken will be monitored and re-verified during next assessment</b></p>
	<p>a) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p>	<p>All volumes of palm oil delivered observed were correctly deducted from the material accounting system.</p>
	<p>b) The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short.</p>	<p>All deliveries observed from positive stock.</p>
	<p>The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain model used should be clearly indicated.</p>	<p><b>During current assessment, Major NCR # HO-2015-02 has been raised for:</b></p> <p>a) <b>Outgoing Weigbridge Tickets (e.g. Ticket No. 005988, 24/7/14, 005983, 23/7/14) for certified CPO stamped "ISCC" instead of "*product name* / MB or Mass Balance".</b></p> <p>✓ <b>CU has conducted training on documentation of RSPO information for RSPO and ISCC on 23 January 2015. Evidence provided has been verified and found to be adequate</b></p> <p><b>Thus, Major NCR # HO-2015-02 has been closed. The effectiveness of corrective action taken will be monitored and re-verified during next assessment</b></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 the crush is covered through a signed and enforceable agreement.	No outsources activities were observed.
<b>E.4</b>	<b>Sales and good out</b>	
E.4.1	The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information: a) The name and address of the buyer; b) The date on which the invoice was issued; c) A description of the product, including the applicable supply chain model (Segregated or Mass Balance) d) The quantity of the products delivered; e) Reference to related transport documentation.	There were no invoices as the sales were between Sime's Darby operating units (i.e. internal sales handled by Global Trading and Marketing (GTM) Department). Nevertheless, the required information were appropriately stated.
<b>E.5</b>	<b>Training</b>	
E.5.1	The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.	Relevant training observed had been provided. Attendance list was sighted. Based on training material, the training conducted was found to be covering most of the aspects in RSPO Supply Chain implementation.
<b>E.6</b>	<b>Claims</b>	
E.6.1	The facility shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules for Communications and Claims.	Observed there was no claim regarding the use of or support of RSPO certified oil palm products.

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

The 2 Major NCR raised during this surveillance assessment has been adequately addressed and therefore closed out. 4 corrective actions on Major NCR and 1 corrective actions on Minor NCR taken from previous assessment (2014) has been monitored and re-verified and found to be implemented effectively and complied with the assessed standard requirement. 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.

#### 4.0 Certified Organization's Acknowledgement of Internal Responsibility

##### Formal Sign-off of Surveillance Assessment Findings

#### 5.0 Organization's Acknowledgement of Internal Responsibility

##### 5.1 Date of Next Assessment

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

##### 5.2 Formal Sign-off Assessment Findings

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

*Hazani Othman*

Hazani bin Ithman

Lead Assessor

Date: 12 June 2015

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

Sime Darby Plantation Bhd  
(Company No: 897761-V)  
Kilang Kelapa, Seremban

.....  
Azizi bin Abdul Rahman  
Mgt Manager

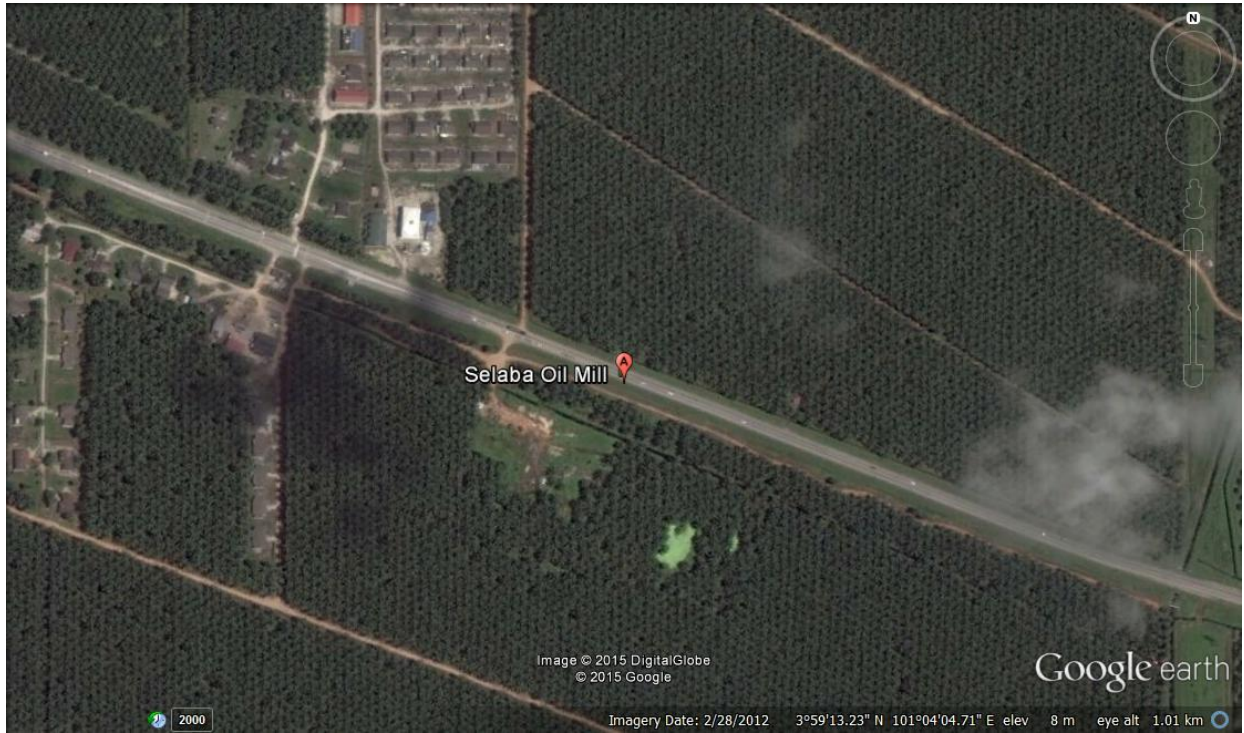
Mr Balachandrun Madhavan

General Manager, Perak South Zone

Date: 12 June 2015

**Attachment 1 Location Map**

**Selaba Strategic Operating Unit (SOU 5) Certification Unit, Teluk Intan, Perak Darul Ridzuan, Malaysia**



## Attachment 2 Assessment Programme

### Day One: 19 January 2015 (Monday)

Time	Razman	Dr. Zahid	Selva	Hazani	Auditee
0830-0900	Opening Meeting, audit team introduction and briefing on audit objectives, scope, methodology, criteria and programmes by audit team leader				Top management & Committee Members
0900-0930	Briefing on the organization implementation of RSPO (including action taken to address main assessment findings) and update on time bound plan progress				Management Representative
0930-1300	<p>Site visit and assessment at <b>Selaba POM</b> relating to occupational safety &amp; health aspects</p> <ul style="list-style-type: none"> <li>• Loading Ramp</li> <li>• Production area</li> <li>• Non-production area e.g. engine room, boiler, WTP, workshop, laboratory etc.</li> <li>• Waste management</li> <li>• Commitment to transparency</li> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Continuous Improvement Plan</li> </ul> <p>Assessment on related Indicators of P1, P2, P3, P4, P5, P8</p>	<p>Site visit and assessment at <b>Cluny Estate</b> relating to social aspects.</p> <ul style="list-style-type: none"> <li>• SIA and management plan</li> <li>• Interviews with administration staff, Union representatives (if any)</li> <li>• Discussion with management (CSR, community affairs)</li> <li>• Commitment to transparency</li> <li>• Laws and regulations</li> <li>• Visit line site and discussion with Workers and dependents</li> <li>• Facilities at living quarters (<i>surau</i>, provision shop, crèche, etc.)</li> <li>• Visit and interview with surrounding local</li> </ul>	<p>Site visit and assessment at <b>Bikam Estate</b> relating to Good Agricultural Practice</p> <ul style="list-style-type: none"> <li>• Nursery (if any)</li> <li>• Good Agricultural Practice</li> <li>• Witness activities &amp; assessment at site (weeding/spraying/harvesting/other maintenance activities)</li> <li>• Replanting area</li> <li>• Waste management</li> <li>• Water management plan</li> <li>• Commitment to transparency</li> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Continuous Improvement</li> </ul>	<p>Site visit and assessment at <b>Cluny Estate</b> relating to environmental aspects</p> <ul style="list-style-type: none"> <li>• Chemical &amp; fertilizer store</li> <li>• Estate Workshop</li> <li>• Facilities at workplace (water treatment plant, clinic, genset etc.)</li> <li>• Waste management</li> <li>• Laws and regulations</li> <li>• Continuous Improvement Plan</li> </ul> <p>Assessment on related Indicators of P1, P2, P5, P6 and P8</p>	Guide/PIC



		communities and contractors <ul style="list-style-type: none"> <li>• Boundary stones</li> <li>• Interview with stakeholders and relevant government agencies e.g. Forest Dept., Wildlife Dept., etc. (if applicable)</li> <li>• Commitment to transparency</li> <li>• Continuous Improvement Plan</li> </ul>	Plan  Assessment on related Indicators of P1, P2, P3, P4, P5, P8		
1300-1400	Lunch Break				
1400-1700	Continue assessment at <b>Selaba POM</b>	Continue assessment at <b>Cluny Estate</b>	Continue assessment at <b>Bikam Estate</b>	Continue assessment at <b>Cluny Estate</b>	Guide/PIC

**Day Two: 20<sup>th</sup> January 2015 (Tuesday)**

Time	Razman	Dr. Zahid	Selva	Hazani	Auditee
0900-1300	Continue assessment at <b>Selaba POM</b>	Continue assessment at <b>Cluny Estate</b>	Continue assessment at <b>Bikam Estate</b>	Site visit and assessment at <b>Selaba POM</b> relating to Good Milling Practices and environmental aspects <ul style="list-style-type: none"> <li>• Production area</li> <li>• Non-production area e.g. engine room, boiler, WTP, workshop, laboratory etc.</li> <li>• Waste management</li> </ul>	Guide/PIC

				<ul style="list-style-type: none"> <li>• Commitment to transparency</li> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Continuous Improvement Plan</li> </ul> <p>Assessment on related Indicators of P1, P2, P3, P4, P5, P8</p>	
1300-1400	Lunch Break				
1400-1700	<p>Site visit and assessment at <b>Bikam Estate</b> relating to occupational safety &amp; health aspects and Conservation Areas.</p> <ul style="list-style-type: none"> <li>• Nursery (if any)</li> <li>• Witness activities &amp; assessment at site i.e. (weeding/spraying/harvesting/other maintenance activities)</li> <li>• Chemical &amp; fertilizer store</li> <li>• Estate Workshop</li> <li>• Facilities at workplace (water treatment plant, clinic, genset etc.)</li> </ul>	<p>Site visit and assessment at <b>Selaba POM</b> relating to social aspects</p> <ul style="list-style-type: none"> <li>• Interviews with stakeholders such as Administration staff, Safety Committee, FFB Suppliers, contractors, Union representatives, etc.</li> <li>• Discussion with management (CSR, community affairs)</li> <li>• SIA and management plan</li> <li>• Facilities at workplace</li> <li>• Consultation with relevant government agencies (if applicable)</li> </ul>	<p>Site visit and assessment at <b>Cluny Estate</b> relating to Good Agricultural Practice</p> <ul style="list-style-type: none"> <li>• Nursery (if any)</li> <li>• Good Agricultural Practice</li> <li>• Witness activities &amp; assessment at site (weeding/spraying/harvesting/other maintenance activities)</li> <li>• Replanting area</li> <li>• Waste management</li> <li>• Water management plan</li> <li>• Commitment to transparency</li> </ul>	Continue assessment at <b>Selaba POM</b>	Guide/PIC

	<ul style="list-style-type: none"> <li>• Interview Safety Committee and contractors</li> <li>• Commitment to transparency</li> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Continuous Improvement Plan</li> <li>• Boundary stones</li> <li>• Conservation area management</li> <li>• Water bodies</li> <li>• River system and riparian reserve</li> <li>• Interview with stakeholders and relevant government agencies e.g. Forest Dept., Wildlife Dept., etc. (if applicable)</li> <li>•</li> </ul> <p>Assessment on related Indicators of P1, P2, P3, P4, P5, P8</p>	<ul style="list-style-type: none"> <li>• Pricing mechanism of FFB (if applicable)</li> <li>• Continuous Improvement Plan</li> <li>• Other areas identified during the assessment</li> </ul> <p>Assessment on related indicators of P1, P2, P3, P6, P8</p>	<ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Continuous Improvement Plan</li> </ul> <p>Assessment on related Indicators of P1, P2, P3, P4, P5, P8</p>		
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**Day Three: 21<sup>st</sup> January 2015 (Wednesday)**

Time	Razman	Dr. Zahid	Selva	Hazani	Auditee
0900-1300	Continue assessment at <b>Bikam Estate</b>	Continue assessment at <b>Selaba POM</b>	Continue assessment at <b>Cluny Estate</b>	Site visit and assessment at <b>Selaba POM</b> relating to Supply Chain implementation including the	Guide/PIC

				model used <ul style="list-style-type: none"> <li>• General Chain of Custody System Requirements for the supply chain</li> <li>• Documented procedures</li> <li>• Purchasing and goods in</li> <li>• Outsourcing activity</li> <li>• Sales and goods out</li> <li>• Processing</li> <li>• Records keeping</li> <li>• Registration</li> <li>• Training</li> <li>• Claims</li> <li>• Mass balance accounting</li> </ul>	
1300-1400	Lunch Break				
1400-1700	Continue assessment at <b>Bikam Estate</b>	Continue assessment at <b>Selaba POM</b>	Continue assessment at <b>Bikam Estate</b>	Continue assessment at <b>Selaba POM</b>	Guide/PIC

**Day Four: 22<sup>nd</sup> January 2015 (Thursday)**

Time	Razman	Dr. Zahid	Hazani	Hazani	Auditee
0900-1300	Continue assessment at <b>unfinished operating units</b>	Continue assessment at <b>unfinished operating units</b>	Continue assessment at <b>unfinished operating units</b>	Continue assessment at <b>unfinished operating units</b>	Guide/PIC
1300-1400	Lunch Break				
1400-1600	Assessment Team discussion, preparation on assessment findings and issuance of NCR (if any)				None
1600-1700	Closing Meeting				Top management & Committee Member