



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

**File Ref. : ES10170012**

**PUBLIC SUMMARY REPORT  
RSPO RECERTIFICATION AUDIT**

**CLIENT : SIME DARBY PLANTATION SDN. BHD. – SELABA STRATEGIC OPERATING UNIT**

**TYPE (MILL, ESTATE AND MILL ETC):** Estate and Mill

**LOCATION (MAP AND GPS), MILL AND/OR HECTARAGE:** See Attachment 1  
**(In the case of multisite certification, list additional sites in attachments) :**

Certification Unit	Mill / Estate	Location		
		Latitude	Longitude	Address
SELABA Strategic Operating Unit (SOU 5)	Selaba Oil Mill	3° 59' N	101° 04' E	36000 Teluk Intan, Perak
	Bikam Estate	3° 45' N	101° 15' E	35600 Sungkai, Perak
	Cluny Estate	3° 32' N	101° 09' E	35800 Slim River, Perak
	Sogomana Estate (Cashwood & Sg. Beruas Division)	4° 24' N	100° 42' E	32500 Changkat, Kruing, Perak
	Seri Intan Estate (Selaba Division)	4° 02' N	101° 01' E	36009 Teluk Intan, Perak

**AUDIT DATE : 19-22 January 2016**

**DURATION : 16 auditor days**

**STANDARD :**

- (a) National Interpretation of RSPO Principles and Criteria For Sustainable Palm Oil Production, 2014.
- (b) RSPO Supply Chain Standard, 2014

**SCOPE OF REGISTRATION (specify sites, tonnages and/or approved processes) :**  
Production of Crude Palm Oil and Palm Kernel Using Mass Balance Model

**NO. OF EMPLOYEES (Applicable to the scope of activities audited) : 707**

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

Non-conformity Report(s)



List of additional site(s)



**Report by Audit Team Leader**

Name : Mohd Razman Salim

Signature :

Date : 03 May 2016

**Acknowledgement by Client's Representative**

Name

Azizi bin Abdul Rahman

Sime Darby Plantation Sdn Bhd  
(Company No: 647766-V)  
Kilang Kelapa Sawit Selaba

Signature

\_\_\_\_\_

Azizi bin Abdul Rahman  
Mill Manager

Date

9/5/2016

<p style="text-align: center;"><b>PUBLIC SUMMARY REPORT</b></p> <p style="text-align: center;"><b>RSPO RECERTIFICATION AUDIT</b></p>
--

<b>Table of contents</b>	<b>Page</b>
1.0 Description of the organisation	5
1.1 Type (mill, estate, etc.)	5
1.2 Location (map and GPS), mill and or hectarage statement	5
1.3 Description of supply base (fruit sources)	5
1.4 Date of planting and cycle	7
1.5 Other certification held (ISO etc)	10
1.6 Organisational information / contact person	10
1.7 Tonnage certified	10
2.0 Assessment Process	10
2.1 Assessment methodology (program, site visits)	10
2.2 Date of next surveillance visit	10
2.3 Audit Team Members	11
2.4 Certification body	11
2.5 Stakeholder consultation	12
2.6 Progress and Changes	14
3.0 Assessment Findings	18
4.0 Details of Non-conformities raised	69
4.1 Status of Non-conformities Previously Identified	69
4.2 Issues Raised by Stakeholders	69
4.3 Noteworthy Positive and Negative Observation	69
4.4 Date of Next Audit	69
5.0 Audit Conclusion	69
6.0 Recommendation	70
7.0 Formal Sign-Off Recertification Audit Findings	71
 List of Attachment	
Attachment 1 : Map of SOU 5 – Selaba CU	72
Attachment 2 : RSPO Recertification Assessment Plan	73
Attachment 3 : Details of Non-conformities and Corrective Actions Taken	79
Attachment 4 : Status of Non-conformities Previously Identified	82

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**Abbreviations:**

ARM	Agriculture Reference Manual
BOD	Biochemical Oxygen Demand
B.Sc.	Bachelor of Science
CA	Collective Agreement
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CU	Certification Unit
DID	Drainage and Irrigation Department, Malaysia
DOE	Department of Environment
DOSH	Department of Occupational Safety and Health
EAI	Environmental Aspect Identification
EARA	Environmental Auditors Registration Association
EB	Executive Board
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EIE	Environmental Impact Evaluation
EMP	Environmental Management Plan
EPF	Employees Provident Fund
EQA	Environmental Quality Act
ERT	Endangered, Rare and Threatened Species
FFB	Fresh Fruit Bunch
FMA	Factory Machineries Act
FSC	Forest Stewardship Council
GAP	Good Agricultural Practice
GPS	Global Positioning System
Ha	Hectares
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IEMA	Institute for Environmental Management and Assessment
IPM	Integrated Pest Management
ISO	International Organisation for Standardisation
IRCA	International Register of Certificated Auditors
JCC	Joint Consultative Committee
MSDS	Material Safety Data Sheet
MOA	Memorandum of Alliance or Agreement
MPOA	Malaysian Palm Oil Association
MPOB	Malaysia Palm Oil Board
MYNI	Malaysia National Interpretation
MYNI – WG	Malaysia National Interpretation – Working Group
NADOPOD	Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease
NCR	Non-Conformity Report
NGO	Non Governmental Organisation
OER	Oil Extraction Rate
OG	Oil & Grease
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Act
OHSAS	Occupational Health and Safety Assessment Series
Ph.D.	Doctor of Philosophy
PIC	Person-In-Charge
PK	Palm Kernel
PMM	Proposal of Mitigation Measure
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

PPE	Personal Protective Equipment
PTW	Permit To Work
QMS	Quality Management System
RSPO	Roundtable on Sustainable Palm Oil
SDPSB	Sime Darby Plantation Sdn Bhd
SIA	Social Impact Assessment
SOCISO	Social Security Organisation
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SPIEU	Sabah Plantation Industry Employees Union
TQEM	Total Quality Environment Management
UNFCCC	United Nations Framework Convention for Climate Change
UKAS	United Kingdom Accreditation Services
USA	United States of America
USECHH	Use and Standards of Exposure of Chemicals Hazardous to Health
VOPS	Voluntary Oil Palm Seedlings
WWF	World Wide Fund for Nature

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

## 1.0 Description of the organisation

This report contained the information regarding the recertification audit which was conducted in one of the Strategic Operating Unit (SOU) of Sime Darby Plantation Sdn. Bhd. (SDPSB), i.e. Selaba Strategic Operating Unit (SOU) also known as SOU 5. Selaba certification unit (Selaba CU) was initially certified by Control Union Certification on 3<sup>rd</sup> March 2011. The certificate was transferred to SIRIM QAS International Sdn Bhd (hereafter referred to as SIRIM QAS Intl.) in 2012, and the certificate is valid until 2<sup>nd</sup> March 2016.

The Selaba CU comprises of the Selaba Palm Oil Mill (Selaba POM) and four supply base which are all owned by SDPSB. The Selaba POM had a mill capacity of 40 mt/hr.

The focus of the audit team was to determine whether the Selaba SOU is maintaining its compliance to the RSPO P&C MYNI, as well as to verify the corrective actions taken on the previous audit findings.

## 1.1 Type (mill, estate and mill etc)

Estate and mill.

## 1.2 Location (map and GPS), mill and or hectare statement

The Selaba palm oil mill and the four oil palm estates are all located in Teluk Intan, Perak, Malaysia. The locations are as shown in Table 1 below:

Table 1 : Location of Selaba CU's mill and estate

Certification Unit	Mill / Estate	Location		
		Latitude	Longitude	Address
SELABA Strategic Operating Unit (SOU 5)	Selaba Oil Mill	3° 59' N	101° 04' E	36000 Teluk Intan, Perak
	Bikam Estate	3° 45' N	101° 15' E	35600 Sungkai, Perak
	Cluny Estate	3° 32' N	101° 09' E	35800 Slim River, Perak
	Sogomana Estate (Cashwood & Sg. Beruas Division)	4° 24' N	100° 42' E	32500 Changkat, Kruing, Perak
	Seri Intan Estate (Selaba Division)	4° 02' N	101° 01' E	36009 Teluk Intan, Perak

## 1.3 Description of supply base (fruit sources)

The FFB is sourced from company owned estates that are certified and a small percentage from smallholders' crop. Details of the FFB actual and projected contribution from each source to the SOU are shown in the following tables.

Table 2: Actual FFB Contribution by each Estate and other sources to Selaba POM for the last reporting period (January 2015 to December 2015)

Estates	FFB Contribution	
	Tonnes	Percentage (%)
Bikam	30116.93	22.5
Clunny	27463.38	20.5
Sogomana Estate (Cashwood & Sg. Beruas Division)	18349.32	13.7
Seri Intan Estate (Selaba Division)	27857.71	20.7
<b>Total</b>	<b>103787.3</b>	<b>77.4</b>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Other Supply Bases	FFB Contribution	
	Tonnes	Percentage (%)
Smallholder (outgrower)	30182.74	22.6
<b>Grand Total</b>	<b>133970.1</b>	<b>100</b>

Table 3: Projected FFB Contribution by each Estate and other sources to Selaba POM for the next reporting period (January 2016 to December 2016)

Estates	FFB Contribution	
	Tonnes	Percentage (%)
Bikam	31,783.49	22.03
Cluny	28,387.17	19.67
Cashwood & Sg. Beruas (Division of Sogomana)	9,760.64	6.76
Selaba (Division of Seri Intan)	27,755.48	19.23
<b>Total</b>	<b>97,686.78</b>	<b>67.70</b>
<b>Other Supply Bases</b>		
Smallholders	46,614.00	32.30
<b>Grand Total</b>	<b>144,300.78</b>	<b>100.00</b>

**Notes:** Sogomana Estate (all division) crop to be fully processed by Seri Intan POM (another SOU under SDPSB) starting January 2016.

Table 4: Actual FFB received and CPO & PK dispatch by Selaba POM of the last reporting period (January 2015 – December 2015)

	Total (MT)
FFB Received	155,563.025
FFB Processed	155,563.025
Certified FFB	107,281.39
Non Certified FFB	48,252.38
CPO Production	33,336.52
PK Production	7,730.259
CPO delivered as Mass Balance	18,051.77
CPO delivered as non-RSPO certified	15,284.75
PK delivered as Mass Balance	0
PK delivered as non-RSPO certified	7,730.561

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Table 5: Projected FFB received and CPO & PK dispatch by Selaba POM of the next reporting period (January 2016 – December 2016)

	Total (MT)
FFB Received	144,300.78
FFB Processed	144,300.78
Certified FFB	97,686.78
Non Certified FFB	46,614.00
CPO Production	36,100.40
PK Production	8,849.64
CPO delivered as Mass Balance	25,500.40
CPO delivered as non-RSPO certified	10,600.00
PK delivered as Mass Balance	6,199.64
PK delivered as non-RSPO certified	2,650.00

#### 1.4 Date of planting and cycle

The certified area and planting profiles for each of the estate is detailed in the following tables:

Table 6 Planted and certified area of Selaba CU

Estate	Planted (ha)	Certified (ha)
Bikam	1991.82	2077.17
Clunny	1486.71	1578.09
*Sogomana Estate (Cashwood & Sg. Beruas Division)	1035.63	1035.63
**Seri Intan Estate (Selaba Division)	1092.64	1200.23
<b>Total</b>	<b>5606.8</b>	<b>5891.12</b>

Reduction on planted area at both estates also have affected total certified area. Total certified area for Selaba CU has reduced from 5,902.41 ha in 2014 to 5,891.12 in 2015.

\*Different hectarage for planted area between last year figures (FY2015=1,014.54ha and FY2016=1,035.63ha) for Sogomana Estate (Cashwood & Sg. Berua Division) due to increase in hectarage (inclusion of immature field 2014D at Cashwood Division – 25.80 ha) and reduction of 4.71 ha at TNB rentice. Change of hectarage is 21.09 ha.

\*\*The different of 32.38 ha (FY2015=1,125.02ha and FY2016=1092.64ha) for Seri Intan Estate (Selaba Division) due to land acquisition for '*Projek Pembangunan Kampus Cawangan Universiti Pendidikan Sultan Idris (UPSI)*' by UPSI as gazetted by Government'

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Table 7 Planting profile for Bikam Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1995	2 <sup>nd</sup>	Mature	17.85	0.9
1997	2 <sup>nd</sup>	Mature	58.65	3.0
1999	2 <sup>nd</sup>	Mature	181.3	9.1
2000	2 <sup>nd</sup>	Mature	98.83	5.0
2001	2 <sup>nd</sup>	Mature	233.17	11.7
2002	2 <sup>nd</sup>	Mature	50.65	2.5
2003	2 <sup>nd</sup>	Mature	187.17	9.4
2005	2 <sup>nd</sup>	Mature	31.84	1.6
2007	2 <sup>nd</sup>	Mature	136.58	6.9
2008	2 <sup>nd</sup>	Mature	102.12	5.1
2010	2 <sup>nd</sup>	Mature	268.18	13.4
2011	2 <sup>nd</sup>	Mature	265.13	13.3
2014	3 <sup>rd</sup>	Immature	132.84	6.7
2015	3 <sup>rd</sup>	Immature	227.51	11.4
<b>Total</b>			<b>1991.82</b>	<b>100.00</b>

Table 8 Planting profile for Clunny Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1989	1 <sup>st</sup>	Mature	0.00	0.00
1991	1 <sup>st</sup>	Mature	0.00	0.00
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	165.18	11.11
1999	1 <sup>st</sup>	Mature	277.79	18.68
2000	1 <sup>st</sup>	Mature	421.91	28.37
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	72.20	4.86
2013	2 <sup>nd</sup>	Immature	81.70	5.50
2015	2 <sup>nd</sup>	Immature	110.20	7.41
<b>Total</b>			<b>1486.71</b>	<b>100.00</b>



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Table 9 Planting profile for Sogomana Estate (Cashwood & Sg Beruas Division)

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
<b>Cashwood Division</b>				
1998	1 <sup>st</sup>	Mature	133.03	17.32
1998	1 <sup>st</sup>	Mature	120.79	15.73
1998	1 <sup>st</sup>	Mature	99.12	12.91
1998	1 <sup>st</sup>	Mature	108.65	14.15
1999	1 <sup>st</sup>	Mature	95.15	12.39
1999	1 <sup>st</sup>	Mature	69.68	9.07
1999	1 <sup>st</sup>	Mature	50.32	6.55
1999	1 <sup>st</sup>	Mature	65.15	8.48
2014	1 <sup>st</sup>	immature	25.80	3.36
<b>Total</b>			<b>767.69</b>	<b>100</b>
<b>Sg. Beruas Division</b>				
2014	2 <sup>nd</sup>	immature	79.77	29.77
2014	2 <sup>nd</sup>	immature	50.20	18.74
2016	2 <sup>nd</sup>	immature	62.34	23.27
2016	2 <sup>nd</sup>	immature	75.63	28.23
<b>Total</b>			<b>267.94</b>	<b>100</b>

Table 10 Planting profile for Seri Intan Estate (Selaba Division)

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	5.97
1991	2 <sup>nd</sup>	Mature	84.55	7.74
1996	2 <sup>nd</sup>	Mature	85.88	7.86
2000	2 <sup>nd</sup>	Mature	103.46	9.47
2001	2 <sup>nd</sup>	Mature	76.13	6.97
2005	2 <sup>nd</sup>	Mature	60.47	5.53
2007	2 <sup>nd</sup>	Mature	294.79	26.98
2008	2 <sup>nd</sup>	Mature	70.62	6.46
2009	2 <sup>nd</sup>	Mature	223.03	20.41
2013	3 <sup>rd</sup>	Immature	28.49	2.61
<b>Total</b>			<b>1,092.64</b>	<b>100.00</b>

#### 1.5 Other certification held (ISO, etc)

There is no other ISO certification held by the CU.

#### 1.6 Organisational information / contact person

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
Telephone no.	:	+605-6221477
Fax no.	:	+605- 6222434

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

## 1.7 Tonnage certified

The projection certified CPO and PK dispatch for certification by Selaba Palm Oil Mill from January 2016 to December 2016, are as shown in **Table 11** as follows:

Table 11: Projection certified CPO and PK dispatch by Selaba Palm Oil Mill  
from January 2016 to December 2016

Certification Unit	Tonnage Claimed for Certification (MT)	
	CPO	PK
Selaba Palm Oil Mill CU	21,952	6,632

## 2.0 Audit Process

### 2.1 Audit methodology (program, site visits)

The RSPO Recertification Audit of Selaba CU was conducted from 19 to 22 February 2016. The main objective of the audit was to verify the CU's conformance to the requirements of certification standard, the RSPO P&C MYNI: 2014 and RSPO Supply Chain Certification System (SCCS) Requirements, 2014. The planning of the Recertification Audit was guided according to the RSPO Certification Systems Document.

The audit covered the Selaba palm oil mill and two of its supply base. The sampling of the number of the supply base was using the formula of  $0.8\sqrt{y}$ . The two supply base covered during the audit were Seri Intan Estate and Sogomana Estate. The audit included on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, relevant settlers, employees, contractors and other relevant stakeholders were also conducted during the audit.

Details of the audit programme are as in **Attachment 2** of this report.

### 2.2 Date of next surveillance visit

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

## 2.3 Audit Team Members

Member of the Assessment Team	Role/area of RSPO requirements	Qualifications
Mohd Razman Salim	Lead Auditor Occupational Health & Safety, and Conservation scopes	<ul style="list-style-type: none"> <li>Possessed B.Sc.Forestry (Hons) from University Putra Malaysia with more than 6 years of working experience in the Forest Management, forest, HCVF and ecology.</li> </ul>
Hazani Othman	Auditor, Good Milling Practices, Environmental	<ul style="list-style-type: none"> <li>Holds a Bachelor of Forestry Science and Diploma in Forestry, from the Universiti Putra Malaysia. He is a Lead auditor for ISO 14001, FSC &amp; MTCC FMC and CoC and RSPO P&amp;C</li> </ul>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Zulkarnain Abdullah	Supply Chain scope	<ul style="list-style-type: none"> <li>Holds B. Sc. Forestry. Had more than 17 years of working experience related to wood related product. He has successfully completed the accredited Lead Assessor training for RSPO SC in 2014 and 2015</li> </ul>
Mohd Zulfakar Kamaruzaman	Auditor Good Agricultural Practices (GAP)	<ul style="list-style-type: none"> <li>Holds a B. Sc. Forestry from University Putra Malaysia. He had more than 4 years of working experience in the oil palm operation. Successfully completed IRCA accredited Lead Assessor training for QMS, EMS and OHSMS.</li> </ul>
Dr. Zahid Emby	Auditor Social	<ul style="list-style-type: none"> <li>He was a lecturer for about 15 years at the Department of Social Sciences, Faculty of Educational Services, Universiti Pertanian Malaysia. During this period, he headed the Department of Social Development Studies for more than four years. Currently he is a freelance consultant on social issues.</li> </ul>

## 2.4 Certification body

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

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

## 2.5 Stakeholder consultation

SIRIM QAS International had initiated the stakeholder consultation by announcing the invitation in the RSPO and SIRIM QAS International's websites in January 2016. In addition, SIRIM QAS International had also sent invitations through letters to the relevant stakeholders, including government agencies and Non-Governmental Organisations (NGOs). This was followed-up by telephone calls.

Meetings with the relevant stakeholders were arranged during the on-site audit. The consultation with the government agencies had involved meetings and discussions with the relevant departments mainly to solicit information as well as verification on the CU's compliance with the applicable laws and regulations related to its operations. The consultations with the NGOs were held to seek their comments mainly on the CU's compliance with those criteria related to the social and environmental issues.

The method of consultation with the settlers, contractors and the CU staffs were carried out through random sampling and included both the supply base and the mill. The consultations by the auditors with the local communities were held at two different venues, that is at the CU office and the other was by visiting the settler's home/village during the times that were convenient to them. The intention was to solicit their views on the impact of the mill and estate operations on their economics and socio-cultural lives.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

During this recertification audit, there was no negative comments received from the interviewed stakeholders. This included from the government agencies and Non-Governmental Organisations (NGOs) on Selaba CU.

**2.6 Progress and Changes**

- a) Changes to certified products in accordance to the production the previous year  
Total FFB received by Selaba POM has increased from 122,822.62 MT in 2014 to 155,563.025 MT in 2015. Total planted area and certified area also were reduced from 2014 to 2015 as explained in Section 1.4 – Table 6 Planted and certified area of Selaba CU.

**b) Progress and Changes of Time bound plan**

- i) Changes and reasons for the changes as below.

	Yes	No	If yes, state reasons/justifications
- acquisitions/disposals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
- emergence/re-emergence of land disputes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
- labour conflicts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- ii) Overall comment in terms of acceptance or non-acceptance on the changes in time bound plan (including details of non-adherence or the conditions justifying a time bound plan have changed)

Sime Darby Plantation Sdn Bhd (SDPSB) had established a time bound plan to certify all of its SOUs to be certified for the RSPO. To date 59 SOUs (in Malaysia and Indonesia) had been certified. There is one SOU in Indonesia which have yet to be certified due to pending social issue.

RSPO certification progress against time bound plan:  
Certification Units in Malaysia

No.	SOU	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	4/10/2016	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	18/5/2020	SPO 543543

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

No.	SOU	Location	Date of certification	Valid until	Certificate No./Remarks
10.	West	Carey Island, Selangor	19/5/2010	18/5/2020	SPO 543594
11.	Bukit Puteri	Raub, Pahang	7/7/2011	6/7/2016	18502206 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	18/5/2020	SPO 541905
16.	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17/2/2019	SGS-RSPOPM-MY14/01364
17.	Kok Foh	Bahau, Negeri Sembilan	7/11/2011	6/7/2016	RSPO 928188
18.	Kempas	Jasin, Melaka	19/5/2010	18/5/2020	RSPO 005
19.	Diamond Jubilee	Jasin, Melaka	5/10/2011	4/10/2016	SPO 591224
20.	Pagoh	Muar, Johor	28/1/2014	27/1/2020	SPO 600305
21.	Chaah	Chaah, Johor	18/11/2010	17/11/2020	SPO 548299
22.	Gunung Mas	Kluang, Johor	19/5/2010	18/5/2020	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	20/1/2021	SPO 547124
28.	Binuang	Kunak, Sabah	16/1/2009	12/7/2020	RSPO 001
29.	Giram	Kunak, Sabah	16/1/2009	12/7/2020	RSPO 002
30.	Merotai	Tawau, Sabah	16/1/2009	12/7/2020	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	MUTU-RSPO/054

Certification Progress against Time-bound Plan:  
Certification Units in Indonesia

No.	SOU	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	Pamukan 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

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

No.	SOU	Location	Date of certification	Valid until	Certificate No./Remarks
7.	Ladang Panjang	Kumpeh Ulu, Jambi, Muaro	09/07/2012	09/07/2017	MUTU-RSPO/019
8.	Manggala	Riau, Indonesia	25/11/2010	24/11/2015	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	30/12/2011	30/12/2016	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	22/11/2015	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	11/10/2011	11/10/2016	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

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**c) Progress of all associated smallholders certification**

All associated smallholders (including scheme smallholders) where their fruit supply is included, by the mill, are audited within 3 years from when their fruit was first included in the mill certification.

☐

Yes

☒

No

**If no, please state reasons**

No associated smallholders

**d) New acquisition**

Any new acquisition which has replaced primary forests or HCV areas?

☐

Yes

☒

No

**e) Other changes (e.g. organisational structure, new contact person, addresses, etc.)**

There were no significant changes observed during the audit except for the rotation of few key personnel among the operating unit.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

### 3.0 Assessment Findings

The findings of the assessment were highlighted and discussed during the on-site assessment. A total of eight (8) nonconformity reports (NCR) were raised on the Selaba CU against the requirements of the RSPO P&C MYNI:2014 and no nonconformity was found against RSPO Supply Chain Certification System (SCCS) Requirements, 2014. Four were categorised as Major and four as Minor non-conformities. Details of the non-conformities raised and corrective actions taken by the CU are as in **Attachment 3**. Evidences of the actions taken had been submitted to the assessment team.

#### Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision-making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	YES	<p>The CU continued to implement the procedure for responding to all communications as outlined in their Estate/Mill Quality Management System documents. The system required response to all communication within a certain time frame. With reference to Principle 6, requests from workers and management's responses were recorded and maintained. Action may then be taken to fulfil the request or for decision to be made by relevant person-in-charge. All communications were logged and registered in a log book. The record included types of complaints and the dates when they were made and attended to and remarks. Most records were mainly for request for repairs of the workers quarters. Correspondence with stakeholders such as DOE, DOSH, MPOB, local communities were maintained in the external communication file.</p> <p>There was a request of information received by the CU on legal issues from DOSH for notification that air receiver PK PMT 4474 was out of service from Seri Intan Estate (Selaba Division) including inspection of two units of air receiver; PK PMT 4615 and PK PMT 2347, during monthly inspection on 23 June 2015. Auditor has verified that Seri Intan Estate (Selaba Division) had submitted the notification letters to the Perak's DOSH Office on 5, 13 and 26 March 2015 for all air receivers.</p> <p>Auditor had verified that Sogomana Estate has provided adequate information to DOSH based on DOSH comment in the DOSH visiting logbook. DOSH had requested SOP for 'Pengeluaran tandan dari parit' and accident investigation report dated 19/11/2015 based on 'Notis SN: 3A 056827'.</p> <p>Selaba POM has provided information to DOSH due to notice JKJ26 (Siri No.:062706) which issued by DOSH dated 28/12/2015.</p> <p>No request observed from stakeholders for environmental information from all operating units assessed. The CU continued to submit periodically information as specified by DOE.</p>



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				These include scheduled wastes inventory and disposal, Palm Oil Mill Effluent (POME) analysis result, black smoke and dust emission results.
	1.1.2	Records of requests for information and responses shall be maintained. Major Compliance	YES	<p>Records of requests for information from stakeholders and responses by the CU were sighted in the internal and external communication files.</p> <p>Seri Intan Estate maintained all records related to safety in the file named 'DOSH Ipoh@Putrajaya', while the Hospital Assistant kept and maintained all the records at the Sogomana Estate.</p> <p>No request observed from stakeholders for environmental information from all operating units assessed.</p>
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1	Land titles/user rights (Criterion 2.2);	YES	Information relating to land titles are available at the SDPSB website at <a href="http://plantation.simedarby.com">http://plantation.simedarby.com</a> . The auditor had verified the land titles for SOU 5 and confirmed that SDPSB owned the SOU.
		Occupational health and safety plans (Criterion 4.7);	YES	SDPSB continued to use 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>
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	YES	<p>A Social Impact Assessment (SIA) for Selaba CU and the related action plan based on the SIA findings were made available to the auditors.</p> <p>Management documents related to environmental plans and impact assessments were made available at all audited operating units. Among the documents were:</p> <ul style="list-style-type: none"> <li>(a) Environmental Aspect Identification (EAI) and Environmental Impact Evaluation (EIE) registers.</li> <li>(b) Pollution Prevention Plan – FY2015/16.</li> <li>(c) Identification and Management of Wastewater – FY2015/16.</li> <li>(d) Waste Management Plan – FY2015/16.</li> <li>(e) Environmental Improvement Plan - FY2015/16.</li> <li>(f) Environmental Management Plan (3 year Planning) for Selaba Oil Mill (FY2014 to FY2017).</li> </ul>
		HCV documentation summary (Criteria 5.2 and 7.3);	YES	HCV documentation summary is available in the 'HCV Re-Assessment for strategic operating unit (SOU) 5 Seri Intan/Selaba – Table 8 Summary of HCV tasks'
		Pollution prevention and reduction plans (Criterion 5.6);	YES	Pollution prevention and reduction plans continued made available at all assessed operating units. Among the relevant documents were:

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>(a) Pollution Prevention Plan – FY2015/16.  (b) Identification and Management of Wastewater – FY2015/16.  (c) Waste Management Plan – FY2015/16.  (d) Environmental Improvement Plan - FY2015/16.  (e) Environmental Management Plan (3 year Planning) for Selaba Oil Mill (FY2014 to FY2017).</p>
		Details of complaints and grievances (Criterion 6.3);	YES	Details of grievances, complaints and actions taken to solve them were recorded in the Complaints Book
		Negotiation procedures (Criterion 6.4);	YES	There were no claim against the CU by any party
		Continual improvement plans (Criterion 8.1);	YES	<p>Sime Darby Plantation Sdn. Bhd. has committed to utilise the established system to regularly monitor and review their key activities at the mill and estates. Relevant action plans were initiated for continuous improvement in its key areas of operations on environmental, safety, health and welfare of the workers as well as social contribution to the community. Details of the CU continual improvement plans has been reported in the indicator 8.1. The continuous improvement plans related to environment was established and update accordingly.</p> <p>Continual improvement plans were made available at all audited operating units. Among the relevant documents were:</p> <p>(a) Pollution Prevention Plan – FY2015/16.  (b) Identification and Management of Wastewater – FY2015/16.  (c) Waste Management Plan – FY2015/16.  (d) Environmental Improvement Plan - FY2015/16.  (e) Environmental Management Plan (3 year Planning) for Selaba Oil Mill (FY2014 to FY2017).</p> <p>As stated under Principle 6 (6.1) a Social Impact Assessment (SIA) was prepared for the SDPSB Selaba CU. The report was prepared in 2014 (to be updated in 2016) by the Social and Environment Projects Unit, PSQM Department, SDPSB for the mill and all the estates under the Selaba CU. The report highlighted various issues raised by the stakeholders of the respective estates and mill. Stakeholders' complaints, requests and comments were incorporated in the report. An action plan based on the findings of the SIA developed by the estate and mill audited was presented to the auditors.</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		Public summary of certification assessment report;	YES	Public summary for RSPO certification assessment report can be assessed at the link below: <a href="http://www.sirim-gas.com.my/attachments/article/364/Sime%20Darby%20SOU%205%20Public%20Summary%202015-%28HO-amend-12-8-2015%29.pdf">http://www.sirim-gas.com.my/attachments/article/364/Sime%20Darby%20SOU%205%20Public%20Summary%202015-%28HO-amend-12-8-2015%29.pdf</a>
		Human Rights Policy (Criterion 6.13).	YES	In January 2015 SDPSB developed a Social & Humanity Management Policy. The policy is signed by the SDPSB's Managing Director and was displayed on various notice boards at the mill and the estates' offices.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	A written policy committing to a code of ethical conduct and integrity in all operations and transactions has been established and signed by the Managing Director in January 2015. On top of that, there were also specific policies on social and humanity management, gender, and children's rights. These policies demonstrated the company's respect for fair conduct of business, prohibition of all forms of corruption, bribery and fraudulent use of funds and resources. These policies have been communicated to all level of the workforce through display on notice boards at the mill and estates, memos, morning briefings and trainings (as evident in the training files). The policies were also made accessible to the public. This showed the company's commitment to a proper disclosure of information in accordance with applicable regulations and accepted industry practices.

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

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	NO	SDPSB had established documented procedure for tracking changes in the laws. The PQSM Department at head office is responsible for tracking the changes to the Acts and Regulations by communicating with the publisher of the documents. The procedure had also addressed the means to monitor status of compliance and identified the person-in-charge for monitoring the CU's compliance to all the relevant laws. The commitment to ensure the CU had complied with all the legal requirements was verified during the audit. At Selaba POM, the legal register sighted was simultaneously reviewed with evaluation of legal compliance carried out on 14 December 2015.  There were evidences that all audited operating units generally complied with relevant environmental legal requirements. Among compliance observed were pertaining to management of scheduled wastes, control of effluent, control of dust and black smoke emissions. Relevant records related to management of scheduled wastes, effluent, dust

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

			<p>and black smoke were reviewed by the auditor and generally it can be concluded that the POM complied with respective regulations. Among the records verified were:</p> <ul style="list-style-type: none"> <li>(a) inventory and disposal of scheduled wastes.</li> <li>(b) effluent analysis reports.</li> <li>(c) black smoke monitoring and stack sampling reports.</li> <li>(d) laboratory reports of river water analysis for pesticides content.</li> </ul> <p>The CU had submitted records of monitoring as specified by DOE. These included the scheduled wastes inventory and disposal, POME analysis results, black smoke and dust emission results.</p> <p>It was also evident that the CU had appointed competent persons for managing the effluent and scheduled wastes.</p> <p>Generally, the CU maintained its compliance to the applicable legal requirements related to OSH, environmental, employment and social. Auditor had verified that reporting of accidents (JKKP 6) at Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Division) had followed the requirements stipulated by DOSH. Selaba POM has also used a calibrated gas tester (calibration due date: 23/12/2015) for confined space inspection dated 14/12/2015. The gas tester also is an authorised gas tester (AGT) (expiry period: 29/04/2016).</p> <p>Hence, the previous Major NCR HO-2015-01/MRS01 was satisfactorily closed out.</p> <p>The evidence of compliance was demonstrated. Relevant licenses and permits such as MPOB license, Energy Commission and Ministry of Domestic Trade for diesel and fertiliser storage were valid and displayed at the estate and mill offices. Monitoring activities were being conducted in accordance with the relevant procedures and requirements.</p> <p>Seri Intan Estate- MPOB license no. 508351902000 "buying and selling of FFB", due date 29/2/2016</p> <p>Certificate of fitness for boiler at Selaba POM is still valid until 08/09/2016. Two sterilisers are in the process of renewing its certificate of fitness (due date was on 16/12/2015).</p> <p>Selaba POM is still in the process of getting the Fire Certificate from Bomba, a requirement under Section 28 of the Fire Services Act, 1988. The fire system has been inspected by Bomba Perak on 19/08/2015.</p>
--	--	--	---

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>During the audit, it was found that the Selaba SOU had fulfilled most of the legal requirement applicable to them except for the following where a major non-conformity report was raised:</p> <p>Section 6 of Factories and Machinery (Person-In-Charge) Regulations 1970, wherein, Steam Engineer Grade 1, Steam, Steam Engineer Grade 2, 1<sup>st</sup> Grade Internal Combustion Engine driver in charge of the gensets at the mill during every shift and 2<sup>nd</sup> Grade Internal Combustion Engine Driver in charge of the estate gensets during operations of the gensets. The mill has A1 Electrical Chargeman as required under the Electricity Supply Act 1990.</p> <p>Permit 'Kebenaran Pembelian Racun Makhluk Perosak Terhad' (No: PKMETHA(GL)/13/030) dated 16/04/2013 issued by Department of Agriculture mentioned that the methamidophos is only allowed to be used at Field 98D, Ladang Cashwood. However, the audit team had found that the methamidophos (Multiphos 60) from Cashwood Division was transferred to other estates without permission from the Department of Agriculture</p> <p>The audit team was not able to verify records of 'Declaration of health status for entrance person – Appendix I' as required in the 'Industry code of practice for safe working in a confined space 2010' during the inspection of sand filter (carried out on 10-11/12/2015) and mud drum (on 14/12/2015) at Selaba POM.</p> <p>Further, the Selaba POM had not inform the Perak State DOSH of the steam separator, PK PMT 103377 which was no longer in use. This was highlighted by DOSH officer who had visited the mill for periodical inspection on 14/12/2015.</p> <p>CSDS/MSDS for pesticides was not make available at the chemical store of Sogomas Estate.</p> <p>Thus, a <b>Major NCR MRS 01 2016</b> was raised.</p> <p>A list of all the applicable laws and regulations relevant to its operations were maintained. Among the applicable laws and regulations related to social aspects are the Workers' Minimum Standards of Housing and Amenities Act 1990 (Act 446), Employment Act 1955, Occupational Safety and Health Act, 1994, Malaysian Labour Laws (Am. Act A1238), Children and Young Persons (Employment) Act 1966 (Act 350), Human Rights Commission of Malaysia Act 1999 (Act 597), Minimum Retirement Age Act 2012, National Wage Consultation Council Act 2011 and Minimum Wages Order</p>
--	--	--	--	---

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				2012. The assessment found that all these laws were complied with as reported below in 6.5.1 - 6.5.3, 6.7.1, 6.8.1 and 6.8.2.
	2.1.2	A documented system, which includes written information on legal requirements shall be maintained Minor Compliance	YES	SOU 5 maintained a Legal and Other Requirements Register (LORR). Among the identified legal requirements are Environmental Quality Act 1974 and its Regulations, Factories and Machinery Act 1967 and its Regulations, Occupational Safety and Health Act 1994 and its Regulations, 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 compliance shall be implemented. Minor Compliance	NO	<p>Both estates have a documented system to monitor and ensure compliance to the identified legal requirements. The mechanism was documented in EQMS (Estate Quality Management System) under Standard Operation Manual. There is evidence of compliance to legal requirements which has been evaluated on an annual basis. These compliances are ensured by Internal &amp; External Audits, PA visits, RSPO Audits and by Preliminary Group Corporate Assurance Reports (PGCAR).</p> <p>The CU continued to implement mechanism for ensuring compliance to applicable legal requirements be implemented. The mechanism include :</p> <ul style="list-style-type: none"> <li>(a) evaluation against legal and other requirements register by respective operating unit.</li> <li>(b) RSPO Certification Assessment</li> <li>(c) ESH – conducted monthly, but staggered coverage.</li> <li>(d) Group Corporate Assurance Department (GCAD).</li> <li>(e) Plantation Advisory and Mill Advisory.</li> </ul> <p>Generally, implementation of the above mechanism covered the applicable legal requirements onto the CU to ensure consistent and continual compliance. However, at Selaba POM, the audit team observed that the mechanism for ensuring compliance had not cover the DOE's requirements of <i>Jadual Pematuhan (No. Lesen: 004235)</i> and "Garis Panduan Pelaksanaan Kerja-Kerja Desludging Bagi Kolam-Kolam Pengolahan Effluen Di Kilang Kelapa Sawit Dan Kilang Getah" (2015 publication). Thus, a <b>Minor NCR HO-01-2016</b> was raised.</p>
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	YES	PSQM department, which is based in Kuala Lumpur is responsible in tracking any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective SOUs. However, as to date, no changes observed. The tracking (review) result was evident as in the Inter-Office Mail, 18/9/15.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>The SOU had fully made use of the SDPSB established documented system for identifying, tracking, accessing and updating the legal requirements. It had ensured that all applicable legal requirements pertaining to RSPO had been established, implemented and maintained. Indeed, when verified, SOU 5 had documented a list of all the applicable laws and regulations relevant to its operations. Among the identified legal requirements were Environmental Quality Act 1974 and its Regulations, Factories and Machinery Act 1967 and its Regulations, Occupational Safety and Health Act 1994 and its Regulations, Pesticides Act, 1974, &amp; Worker's Minimum Standards of Housing and Amenities Act, 1990. There was clear compliance with the law in all areas sampled.</p> <p>As to date PSQM and Seri Intan Estate (Selaba Division) have reviewed their legal register on 2 November 2015 with additional new act which are:</p> <ol style="list-style-type: none"> <li>1. Classification , labelling and safety data sheet of hazardous chemicals Regulations (CLASS) 2013</li> <li>2. Estate Hospital Assistants (Registrations) Act 1990</li> </ol>
<p>C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal,customary or user rights</p>	2.2.1	<p>Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised Native Customary Right (NCR) land) and the actual legal use of the land shall be available.</p> <p>Major Compliance</p>	YES	<p>The legal ownership of the land title for the Seri Intan Estate (Selaba Division) was verified. Ownership of all land titles have been changed from previous owner to Sime Darby Plantation Sdn Bhd. Based on previous audit in 2015, the total land area for Seri Intan Estate (Selaba Division) was 1,232.61 ha. However, during this audit, the total hectarage for this site has been reduced by about 101.1978 ha which was for 'Projek Pembangunan Kampus Cawangan Universiti Pendidikan Sultan Idris (UPSI)'. The gazettelement record for Lot 10093 (101.1978 ha) Gazette Notification No. 370 dated 2 February 2015 in the Perak State Government Gazette Land Acquisition Act 1960 [Act 486] under paragraph 3(1)(a) was verified by the audit team. It can be confirmed that the current total area for Seri Intan Estate (Selaba Division) is 1,131.4122 ha.</p> <p>The audit team had also verified the land title for Sogomana Estate (Cashwood and Sg. Beruas Division). The ownership of all land titles is still under the name of Golden Hope Plantations (Peninsular) Sdn Bhd. SDPSB is in the process to change the ownership. Communication records between Land Management Department of Sime Darby with Sogomana Estate dated 018/02/2013 was made available to the audit team.</p> <p>Most of the land is utilised as per the conditions in the titles, which is for Commercial Plantation – Rubber/Oil Palm. Quit rent has been paid accordingly. All original titles are kept by SDPSB headquarters and the estates only maintained the copies.</p>
	2.2.2	<p>There is evidence that physical markers are located and visibly maintained along the legal</p>	YES	<p>In general, Sime's estate boundaries were generally secured. Boundary lines were indicated on the maps. Stones location was also indicated in the estate maps. This was</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		boundaries particularly adjacent to state land, NCR land and reserves. Minor Compliance		also verified during the site review. The stones were well maintained between private oil palm plantation – Benta Plantation, Kg. Selaba Batu 4, and Taman Cicely.
	2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). Minor Compliance	YES	There was no record of disputes since the previous surveillance audit.
	2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. Major Compliance	YES	There was no record of disputes since the previous surveillance audit.
	2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities and relevant authorities where applicable). Minor Compliance	YES	There was no record of disputes since the previous surveillance audit.
	2.2.6	To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace	YES	The audit team had confirmed through Stakeholders Meeting and interview with other oil palm plantation companies that there was no conflict raised due to violence action taken by Selaba SOU in maintaining peace. Selaba SOU had employed auxiliary police to maintain security in the estate in order to guard their workers, staffs, children, their belongings and companies' property.



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		and order in their current and planned operations. Major Compliance		
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	2.3.1	Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). Major Compliance	YES	There was no record of disputes since the previous surveillance audit.
	2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the	YES	There was no record of disputes since the previous surveillance audit.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance		
	2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. Minor Compliance	YES	There was no record of disputes since the previous surveillance audit.
	2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. Major Compliance	YES	There was no record of disputes since the previous surveillance audit.

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

Clause	Indicators		Comply Yes/No	Findings																		
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. Major Compliance	YES	<p>The Sogomana and Seri Intan Estates continued to make commitment to long-term economic and financial viability. The annual budgets for 2015/16 to 2019/2020 were sighted. The budget provided provisions of activities for upkeep, cultivation, harvesting &amp; evacuation, welfare, capital expenditure, RSPO compliance, etc. The budget also included projections on yield/ha, and total cost of production per MT &amp; per ha.</p> <p>Some of the parameters provided were:</p> <p><u>Sogomana Estate</u></p> <table><tr><td></td><td>2015/16</td><td>2016/17</td><td>2017/18</td><td>2018/19</td><td>2019/20</td></tr><tr><td>Mature Ha</td><td>1686.59</td><td>1531.71</td><td>1594.03</td><td>1,655.95</td><td>1,566.28</td></tr><tr><td>Immature Ha</td><td>414.70</td><td>569.58</td><td>507.26</td><td>445.34</td><td>535.01</td></tr></table>		2015/16	2016/17	2017/18	2018/19	2019/20	Mature Ha	1686.59	1531.71	1594.03	1,655.95	1,566.28	Immature Ha	414.70	569.58	507.26	445.34	535.01
	2015/16	2016/17	2017/18	2018/19	2019/20																	
Mature Ha	1686.59	1531.71	1594.03	1,655.95	1,566.28																	
Immature Ha	414.70	569.58	507.26	445.34	535.01																	

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<table><tr><td>FFB Tons</td><td>45218.10</td><td>44373.64</td><td>44058.99</td><td>46002.29</td><td>41271.48</td></tr><tr><td>Yld/Ha</td><td>26.81</td><td>28.97</td><td>27.64</td><td>27.78</td><td>26.35</td></tr><tr><td>Cost/Ton FFB</td><td>260.84</td><td>255.68</td><td>262.31</td><td>258.45</td><td>272.21</td></tr><tr><td>Cost/Ha</td><td>5612.97</td><td>5399.27</td><td>5500.00</td><td>5658.12</td><td>5346.51</td></tr></table>	FFB Tons	45218.10	44373.64	44058.99	46002.29	41271.48	Yld/Ha	26.81	28.97	27.64	27.78	26.35	Cost/Ton FFB	260.84	255.68	262.31	258.45	272.21	Cost/Ha	5612.97	5399.27	5500.00	5658.12	5346.51																		
FFB Tons	45218.10	44373.64	44058.99	46002.29	41271.48																																									
Yld/Ha	26.81	28.97	27.64	27.78	26.35																																									
Cost/Ton FFB	260.84	255.68	262.31	258.45	272.21																																									
Cost/Ha	5612.97	5399.27	5500.00	5658.12	5346.51																																									
				<p><u>Seri Intan Estate</u></p> <table><tr><td>Year</td><td>2015/16</td><td>2016/17</td><td>2017/18</td><td>2018/19</td><td>2019/20</td></tr><tr><td>Mature Ha</td><td>3274.83</td><td>3171.42</td><td>2896.5</td><td>2785.81</td><td>2814.21</td></tr><tr><td>Immature Ha</td><td>319.45</td><td>422.85</td><td>697.77</td><td>808.46</td><td>780.06</td></tr><tr><td>FFB Tons</td><td>92186.69</td><td>90417.14</td><td>8215.41</td><td>80064.63</td><td>81499.72</td></tr><tr><td>Yld/Ha</td><td>28.15</td><td>28.51</td><td>29.42</td><td>28.74</td><td>28.96</td></tr><tr><td>Cost/Ton FFB</td><td>228</td><td>228</td><td>186</td><td>192</td><td>188</td></tr><tr><td>Cost / Ha</td><td>6,412</td><td>6,527</td><td>5,478</td><td>5,522</td><td>5,450</td></tr></table>	Year	2015/16	2016/17	2017/18	2018/19	2019/20	Mature Ha	3274.83	3171.42	2896.5	2785.81	2814.21	Immature Ha	319.45	422.85	697.77	808.46	780.06	FFB Tons	92186.69	90417.14	8215.41	80064.63	81499.72	Yld/Ha	28.15	28.51	29.42	28.74	28.96	Cost/Ton FFB	228	228	186	192	188	Cost / Ha	6,412	6,527	5,478	5,522	5,450
Year	2015/16	2016/17	2017/18	2018/19	2019/20																																									
Mature Ha	3274.83	3171.42	2896.5	2785.81	2814.21																																									
Immature Ha	319.45	422.85	697.77	808.46	780.06																																									
FFB Tons	92186.69	90417.14	8215.41	80064.63	81499.72																																									
Yld/Ha	28.15	28.51	29.42	28.74	28.96																																									
Cost/Ton FFB	228	228	186	192	188																																									
Cost / Ha	6,412	6,527	5,478	5,522	5,450																																									
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. Minor Compliance	YES	<p>The replanting programmes until 2020/21 were sighted for both estates. This programme is reviewed once a year and had been incorporated in their annual financial budget.</p> <p>In Sogomana Estate (Cashwood &amp; Sg. Beruas Div), 137.97 ha will be replanted in 2015/2016, 253.82 in 2018/2019 and another 207.77 ha in 2020/2021.</p> <p>In Seri Intan Estate (Selaba Div) only 149.77 Ha will be replanted in the financial years 2016/2017 respectively.</p> <p>The programme for the next 5 years are as follows:</p> <table><tr><th>YEAR</th><th>SERI INTAN ESTATE (Selaba Div) (HA)</th><th>SOGOMANA ESTATE (Cashwood &amp; Sg. Beruas Div) (HA)</th></tr><tr><td>2015/2016</td><td></td><td>137.97</td></tr><tr><td>2016/2017</td><td>149.77</td><td></td></tr><tr><td>2017/2018</td><td></td><td></td></tr><tr><td>2018/2019</td><td></td><td>253.82</td></tr><tr><td>2019/2020</td><td></td><td></td></tr><tr><td>2020/2021</td><td></td><td>207.77</td></tr><tr><td></td><td></td><td></td></tr></table>		YEAR	SERI INTAN ESTATE (Selaba Div) (HA)	SOGOMANA ESTATE (Cashwood & Sg. Beruas Div) (HA)	2015/2016		137.97	2016/2017	149.77		2017/2018			2018/2019		253.82	2019/2020			2020/2021		207.77																					
YEAR	SERI INTAN ESTATE (Selaba Div) (HA)	SOGOMANA ESTATE (Cashwood & Sg. Beruas Div) (HA)																																												
2015/2016		137.97																																												
2016/2017	149.77																																													
2017/2018																																														
2018/2019		253.82																																												
2019/2020																																														
2020/2021		207.77																																												

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**Principle 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS**

Clause	Indicators		Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently implemented and monitored	4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. Major Compliance	YES	<p>In Selaba Palm Oil Mill, the SOPs for each of the process had continued to be implemented. Brief version of the SOPs were displayed at the appropriate locations. Copies of the documented SOPs were presented to the audit team. Generally, it was observed that activities being implemented which involved safety, health, environmental, quality, employees, etc. had followed the established SOPs.</p> <p>In general, the practices in the CU had been carried out as per the Plantations / Mill Quality Management System (PQMS / MQMS) standard operating manual and procedures (SOP), Sustainable Plantation Management System (SPMS) Manual, Supply Chain Manual, ESH Management System Manual, Occupational Safety and Health Manual, Pictorial Safety Standards, Laboratory Process Control Manual and Security Guidelines. The documents include all aspects of the operation in the estates and mill, which is 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.</p> <p>For the estates, on top of the PQMS, technical guidelines such as the Agricultural Reference Manual were also referred. Contents of the manual were disseminated to the workers through morning roll call and trainings. The manual is also kept in the administration office for reference</p> <p>The CU also maintained existing documented Standard Operating Procedures (SOPs). Among the SOP are:</p> <ul style="list-style-type: none"> <li>(a) Estate Quality Management System, which, contain SOP for Planning for Replanting / New Planting.</li> <li>(b) Scheduled Wastes (Hazardous Waste): SD/SDP/PSQM(ESH)/203-ENI.</li> </ul>
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	YES	<p>Both estates demonstrated good agricultural practices as per their SOPs. This was verified during the on-site visits, inspections and discussions with relevant personnel.</p> <p>Random interview with the estate workers showed that they understand the requirement stated in the SOPs. These include the harvesting standards and pesticides usage which had been properly understood by the estate harvesters and sprayers respectively.</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>Generally both estates had well established soft vegetation in the inter rows of mature palm. In Sogomana Estate (Sungai Bruas Division) at field 14A and 14B sighted that cover crop is well maintained by the estates. However, it was sighted that large numbers of Rhinoceros Beetle attack at Sogomana Estate (Sungai Bruas Division) at field 14A and 14B. This was mainly due to PnD spraying being delayed as the workers had other program to attend. Currently, after having completed circle spraying and selective spraying the estate had deployed 2 groups of sprayers to catch up. At time of visit, PnD spraying was carried out using power spray.</p> <p>Noteworthy issues: The oil palms in the 2014 replants in Sogomana Estate (Sungai Bruas Division) were well maintained and roads well maintained in both estates.</p>
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	Records of monitoring and actions taken by both Sogomana Estate and Seri Intan Estate were maintained and kept for a minimum of 12 months. Monthly Costing and Annual Reports on monitoring of all activities were available. Among the records sighted at the estates included Work Program Sheets, Field cost books, Bin cards, Harvesting Intervals, Monthly Progress & Report Account, rainfall data, etc. Harvesting standards were monitored using SDSB's Plantation Micro Macro Program (PMMP).
	4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). Major Compliance	YES	All certified FFB came from Selaba SOU 5's estates and non-certified FFB from independent FFB suppliers. All delivery documents of third party FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill had been properly recorded and monitored.
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	YES	<p>Sogomana and Seri Intan Estate continued to practise the maintenance of long-term soil fertility by annual application of fertilisers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and some EFB and compost application.</p> <p>Fertiliser application, which was of paramount importance for maintenance of soil fertility, was carried based on the recommendation made by the Chief Agronomist U.T. Pupathy from Sime Darby Research Sdn. Bhd., Carey Island. Annual Fertiliser recommendations were made based on annual foliar sampling and 5 yearly soil sampling. The main fertiliser recommended for 2015/2016 was AS. Fertiliser application program was monitored using records like program sheets, bin cards, Field Cost book and Manuring Structured Block Supervision (MSBS) forms.</p>
	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	YES	Records of programs and applications of fertilisers were made available to auditors. Fertiliser application program was monitored using records like program sheets, bin cards, Field Cost book and Manuring Structured Block Supervision (MSBS) forms. Records of programs and applications of fertilisers were made available to auditors.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>525.50 tons and 1594.85 tons of fertilisers had been applied in Sogomana (Cashwood &amp; Sungai Beruas Div) Estate and Seri Intan Estate (Selaba Div) respectively.</p> <p>Fertiliser application for 2015/2016 was on going in both estates.</p>
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	NO	<p>From the Agronomist reports it was established that both estates carried out periodic foliar and soil sampling to monitor changes in nutrient status. Annual foliar sampling for the nutrients N, P, K, Mg, Ca &amp; B had been carried out in and the results formed the basis for the fertiliser recommendations to maintain and to improve soil fertility. The latest foliar sampling in Sogomana Estate was carried out in August 2015, while in Seri Intan Estate in September 2015. This formed the basis for formulation of the fertiliser recommendation for 2<sup>nd</sup> half of 2015 and first half 2016.</p> <p>Soil maps were made available to the auditors. Analysis for soil T-N, Av-P, Ex-K, Ex-Ca and Ex-Mg was carried at 5 yearly intervals at the latest was done in May 2010 and suppose to re-analysis back. Therefore a Minor <b>#NCR MZK 02 2016</b> was raised during the audit.</p>
	4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues. Minor Compliance	YES	Both estates had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and by EFB & compost application. There is no specific programme for EFB mulching and compost application at the estates and application was only based on wherever possible area to be applied. During replanting, palms were felled, chipped, windrowed and left to decompose.
C 4.3 Practices minimise and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	N/A	Based on the soil maps provided, there was no fragile/marginal soils in both the Sogomana and Seri Intan estate.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. Minor Compliance	YES	<p>SDPSB had a management strategy in place for planting on slopes and to minimise and control erosion and degradation of soils. The strategy in place for plantings on slopes between 9 and 25 degrees was in Slope &amp; River Protection Policy – Buffer Zone &amp; 25 degree slope and in item 8 Section 4 – Land Preparation for Terracing in ARM Manual. Both Estates had complied with this strategy.</p> <p>It was observed that practices to minimise and control erosion and degradation of soils were also advocated through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				Cover crop was observed planted in the replants and in some mature areas the soft grass has been well maintain in inter-row and No bare ground was sighted during the visit.
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	YES	<p>During the field visit, it was noted roads were well maintained in both estates. Accessibility were made possible by regular maintenance guided by its road maintenance programmes. The program had been supported by adequate provisions in the budgets.</p> <p>Surface run off water from roads were well directed into fields and drains with well cambered roads, road sided drains and silt pits.</p> <p>For road maintenance both estates had a motor grader, a compactor and a backhoe each which were rented on a yearly basis from the sister company, Sime Darby Industrial. Tractors with back buckets and excavators were hired on contract basis as and when required. For resurfacing crusher run was purchased.</p>
	4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. Major Compliance	N/A	There were no peat soils in both estates visited.
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	N/A	Not applicable as there were no peat soils in both estates visited.
	4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. podzols and acid sulphate soils). Minor Compliance	N/A	Not applicable as there were no fragile and problem soils in both estates visited
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	An implemented water management plan shall be in place. Minor Compliance	YES	Both estates had established and implemented water management plans. Plans for 2015/2016 were sighted. The water management plan was more towards rain water conservation, pollution prevention and domestic use. During dry spell, the plan requires the CU to request water from LAP. The estates management had also provided large containers to keep rain water for emergency usage.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>Water supply for the executives, staffs and workers is taken from Lembaga Air Perak(LAP). The water bills are subsidise by the company, Though there was no shortage of water for domestic use in both estates, awareness was created among the workers and staff to save water through verbal reminders and training.</p> <p>Water spillage during pre-mixing of chemicals, from washing of PPE and from triple rinsing was collected from in a sump and recycled for spraying.</p> <p>Both estates maintained Rainfall data from the year 2010 to assist in water management.</p>
	4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated Major Compliance	YES	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting along Sg. Bidor, has been verified at the Seri Intan Estate (Selaba Division). Riparian buffer zones has been identified and demarcated. No chemicals observed been used in their maintenance. In some areas Vetiver grass had been planted along river banks. However, there was no natural waterways in the Sogomana Estate (Cashwood and Sg. Beruas Division).</p>
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations (Criteria 2.1 and 5.6). Minor Compliance	YES	<p>No changes observed on POME. POME continued to be treated in the ponding system. There are a total 20 ponds, which consist of 2 raw ponds, 3 mixing ponds, 5 anaerobic ponds, 2 settling ponds, 2 aerobic ponds, 4 algae ponds, and 2 dumping ponds.</p> <p>Quality of treated effluent continued control and regularly monitored. Daily Effluent Treatment Pond (ETP) Record Book and periodical laboratory analysis report verified for ensuring continued control and compliance of effluent quality. Quality of treated found generally comply with regulated limits. Monthly analysis result also observed continued quarterly submitted to DOE as prescribed in mill's license.</p> <p>In Seri Intan estate, there is a river called the Sg. Selaba. The estate continued to monitor periodically the river water quality at the upstream, midstream and downstream of the river to ensure no pesticide pollution caused by its operation. Review of the monitoring results of the river water analysis found that the quality complied to the defined limits.</p> <p>However, at Selaba POM, observed that there was no evident of implementation of mechanism for ensuring compliance had covered the DOE's requirements of <i>Jadual Pematuhan (No. Lesen: 004235)</i> and "Garis Panduan Pelaksanaan Kerja-Kerja</p>



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				Desludging Bagi Kolam-Kolam Pengolahan Effluen Di Kilang Kelapa Sawit Dan Kilang Getah" (2015 publication), as raised as Minor NCR in 2.1.3.
	4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. Minor Compliance	YES	Mill water usage per tonne of fresh fruit bunches (FFB) continued monthly monitored. Monthly result of 2015 verified for confirmation of monitoring.
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	YES	<p>As in all SDPSB estates, both Sogomana and Seri Intan Estates had established an integrated pest management (IPM) system in place. The procedure referred was in Agricultural Reference Manual (ARM) Section 15 -Plant Protection. The IPM program among others includes pest management of rats, bagworms, nettle caterpillars, rhinoceros beetles and ganoderma. The IPM technique for rats includes rearing barn owls (<i>tyto alba</i>), bagworm control includes the planting of nectariferous beneficial plants such as <i>Cassia cobanensis</i>, <i>Antigonon leptopus</i> and <i>Turnera subulata</i> and for rhino beetles is by using pheromone trap.</p> <p>The implementation was monitored by rat damage, bag worm attack, barn owl population census and records on planting beneficial plants.</p> <p>The major pest attack is by bagworms in Seri Intan Estate (Selaba Div). Bagworm attack was treated/controlled by trunk injection using chemical <i>Acephate</i>. Treatment was triggered based on field census done 2 weeks before.</p> <p>In both estates barn owls rat damage is still available. Rat baiting was by calendar baiting at 2 campaigns per year. Baiting was continued until bait acceptance fell below 20%.</p> <p>In Seri Intan estate there were 83 barn owls boxes with an occupancy ratio of 33% and in Sogomana estate at Sungai Bruas Division there were no boxes due to replanting and will be placed back after the palm has been planted.</p> <p>Records showed that beneficial plants were planted in both estates visited.</p>
	4.5.2	Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	YES	Records showed that training of those involved in IPM implementation was carried in both estates. In Sogomana Estate training was carried out on 2.11.2015 and in Seri Intan Estate on 20.11.2015
C 4.6 Pesticides are used in ways that do not	4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed	YES	The written justification in Standard Operating Procedure (SOP) of all agrochemical was available in the Agricultural Reference Manual issue: 1 version: 3 dated 1/7/2011, SOP and in the Safety Pictorial Book prepared by the Sime Darby Plantation Sdn Bhd. The

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

endanger health or the environment		or disease and which have minimal effect on non-target species shall be used where available. Major Compliance		use of selective products that are specific to the target pest, weed or disease were demonstrated in the Agricultural Reference Manual.
	4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. Major Compliance	YES	Both estates had maintained records to show the types of pesticides used with active ingredients and their LD50 and where pesticides had been used, the total quantity, and Ai/Ha were recorded. Pesticides are used only when justified and areas used are recorded in bin cards, program sheets, chemical register, cost books and in progress reports.  Both estates had documented programs for spraying pesticides and for rat baiting.
	4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. Major Compliance	YES	As part of the IPM plans, management of both estates had established nectariferous beneficial plants ( <i>Cassia cobanensis</i> , <i>Antigonon leptopus</i> and <i>Tunera subulata</i> ) nurseries for continuous planting in order to attract natural predators and thus to reduce use of insecticides.  As mentioned in 4.5.1, during the visit it was observed a number of Beneficial Plants had been planted and both estates had plants ready for planting in the nurseries. During field visit in Sogomana Estate (Sungai Bruas Div) the auditors witnessed planting of <i>Tunera Subulata</i> which was on going and for Seri Intan (Selaba Division) sighted that <i>Antigonon leptopus</i> and <i>Tunera subulata</i> has been planted at nursery and ready to plant at the estate.
	4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and/or eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under	YES	No illegal agrochemicals (stated by local and international laws) in particular paraquat were used or found at Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Division). All SDPSB estate had been prohibited from using Paraquat via their memo dated 11 <sup>th</sup> October 2010 issued by the Plantation Planning and Monitoring Department. The chemical had been replaced by pesticide and herbicide Class III and IV such as Supresate 41, Hextar Cyper, Kenlon, BM Glyphosate, Canyon, and Primme 48.  All pesticides used are those officially registered under the Pesticide Act 1974, The estates had used mainly class III & class IV pesticides except for Multiphos <i>methamidophos</i> (Class 1b) to treat some minor outbreaks of Bagworm attack.  Sogomana Estate (Cashwood and Sg. Beruas) was found using highly toxic pesticide 'Multiphos 60' which contained methamidophos for trunk injection activity. They had

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). Minor Compliance		followed the Pesticides Act Regulation by sending their field workers for medical examination dated 28/01/2014 before handling the pesticide. Medical examination had been carried for these workers dated 17/12/2014 monitor the chemical content in their body. The trunk injection has been carried out at Sogomana Estate (Cashwood Division) dated 21/04/2013. 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.
	4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). Major Compliance	YES	<p>Records showed that pesticides were handled, used and applied by trained persons and as per the MSDS of the pesticide.</p> <p>The staff and workers such as the storekeepers, sprayers, fertiliser and rat bait workers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the workers through the MSDS/CSDS training. It was also noted that MSDS/CSDS are available at all sites during the audit.</p> <p>Training on pesticide handling was carried out in March and July 2015 by the respective Managers and Sustainability Officer. The training included the safety aspects and usage of PPE when handling with pesticides. Record of training was available for verification.</p>
	4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations. Major Compliance	YES	<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.</p> <p>The chemical stores were locked at all times and the key was kept by the storekeeper. The chemical stores of both Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Division) stores were well ventilated with exhaust fan that were functioning all the time. At the chemical stores, the safety and communication documentation include a chemical register, which indicates the purpose of chemical usage (intended target), hazards signage, trade and generic names.</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. Minor Compliance	YES	Pesticide applications were guided by SDPSB's ARM, Pictorial Guide, CHRA and by MSDS supplied by the manufacturer. Both estates Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Division) have reviewed their CHRA by registered assessors (JKKP HIE 127/171-2(124)).
	4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. Major Compliance	YES	There was no evidence of any aerial spraying found in both estates.
	4.6.9	Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available. (see Criterion 4.8). Minor Compliance	YES	Relevant information of the agrochemical used by estate workers were conveyed, largely via morning muster and the use of Safety Pictorial poster. Training on chemical handling and spraying techniques especially to the sprayers had been conducted on 25/03/2015 and 09/04/2015. The aim was to disseminate correct information and ensure understanding regarding the usage and hazards of the agrochemicals. Interviewed during the spraying activities and fertiliser application noted that the information were understood by the workers.
	4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). Minor Compliance	YES	Regulated wastes, including empty pesticides container found properly disposed. The containers were disposed according to relevant regulation and internal procedure of scheduled waste. Wastewater from washing of the containers is collected for reused in the field spraying activities. Noted that relevant personnel have good understanding on the applicable environmental requirements.
	4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. Major Compliance	YES	<p>Annual medical surveillance was carried out for 2 welding workers at Seri Intan Estate (Selaba Division) by an OHD (registered by DOSH: HQ/08/DOC/00/660) for manganese fumes examination on 22 June 2015. The estate had also conducted annual medical surveillance for 6 sprayer workers by an OHD (registered by DOSH: HQ/08/DOC/00/131) on 17 April 2015. Local OHD had summarised that all chemical sprayers and mixers were fit to work under organophosphorus exposure.</p> <p>For Seri Intan Estate (Selaba Division), the last generic CHRA, which representing 140 estates was conducted in 24 June and 3 July 2015 by registered assessors (JKKP HIE 127/171-2(124)). 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>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women Major Compliance	YES	There was no evidence of pregnant and breast-feeding women sprayers performed spraying activity in both estates. Workers interviewed were aware that pregnant and breast-feeding women should not handle chemicals.
<p>C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p>The occupational health and safety plan shall cover the following:</p>	4.7.1	An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	NO	<p>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 maintained to develop OSH plan on yearly basis. The 'Safety and Health Plan 2015/2016' included activities such as OSH meeting, review HIRARC, workplace inspection, first aid box inspection, monitoring &amp; review of OSH performances, fire drill training, yearly medical check-up etc..</p> <p>Seri Intan Estate (Selaba Division) has established their ESH Management Plan 2015/2016. Auditor has verified that the estate has implemented and monitored their safety plan effectiveness FY2014/2015.</p> <p>No documented and monitoring of occupational health and safety plan at Sogomana Estate (Cashwood and Sg. Beruas Division). Thus, a <b>Major NCR MRS 02 2016</b> was raised.</p> <p>As for 2015, the overall planning consist of periodic monitoring programme such as workplace inspection, OSH meeting, safety related training on isolation mechanism, Lock Out Take Out (LOTO), Confined Space, Emergency and Response.</p>
	4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. Major Compliance	YES	<p>Hazard identification, risk assessment and risk control (HIRARC) and CHRA records covered activities in the estates and mill were verified during the assessment. The HIRARC register for Selaba POM, Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas) were updated on 2 November 2015, 2 November 2015 and 4 September 2015, respectively by the registered assessors (JKKP HIE 127/171-2(124)). The revised activities and control measure for manual weeding were updated in the records. While, Selaba POM has conducted risk assessment through CHRA by registered OHD (JKKP HIE 127/171-2(124)) dated 23 June &amp; 2 July 2015.</p> <p>Most significant and routine activities for mill and estate were adequately covered including chemical spraying, harvesting in the estates, boiler operation, FFB sterilisation, 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 the moving part and rotating machinery were</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				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.
	4.7.3	All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. Major Compliance	NO	<p>Communication on the hazards of chemical had been given through awareness and training program to all workers involved in handling of dangerous chemicals. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. Among the trained employees include sprayers and manure spreaders. Field inspection and observation of spraying tasks confirmed chemicals being applied were in accordance with the product safety precautions. MSDS were made available at point of use – for example chemical mixing area and at the chemical store.</p> <p>Suitable PPE appropriate for their daily routine task had been given to the workers. Among the PPE includes safety boots, helmets, goggles, ear plugs, rubber and cotton gloves, aprons and breathing masks (dusk mask and cartridge type respirator). Records of PPE issuance were maintained and were presented to auditor during the audit.</p> <p>However, during the site visit, it was sighted that at Sogomana Estate (Sungai Bruas Div), Sprayer in Field 2014B was not provided with proper cartridge respirator. This was in contradiction with their CHRA recommendation, indicator 4.7.3:( All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning) and ‘Panduan Keselamatan Bergambar’. Thus, a <b>Major NCR # MZK 01 2016</b> was raised.</p>
	4.7.4	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance	YES	SOU 5 has appointed the mill manager and assistant estate manager to be responsible for the OSH implementation. 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.
	4.7.5	Accident and emergency procedures shall exist and	YES	Emergency procedures has been established and maintained. Instructions during emergency were understood by those workers interviewed. Emergency response plan

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. Minor Compliance		has been tested for both mill and estate. Emergency fire evacuation drill has been conducted on 16 July 2015 by Selaba POM. The objective of the drill was achieved and for the total evacuation time was within the specified time. For the fire fighter preparedness, Selaba POM has provided with adequate number of fire extinguisher and fire hydrant point at strategic location in the mill. Hose reel and nozzle were inspected and tested on monthly basis by the mill fire fighter team as well as during quarterly workplace inspection exercise. Workers trained in First Aid were found present in both field and mill operations. Those interviewed understood how to give first aid assistance.
	4.7.6	All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	YES	<p>First aid equipment were available at worksites. First aid boxes were inspected on monthly basis by HA in the estate and head of first aid team in the mill.</p> <p>Selaba POM's foreign workers were covered with insurance policy provided by RHB Insurance Berhad (Foreign Worker Compensation Scheme Certificate of Insurance). The policy (policy no. FW149618) covers for one year period effective from 01 July 2015 to 30 June 2016 and for 5 foreign workers. The local workers was covered under SOCSO and evidence of contribution was sighted.</p> <p>Seri Intan Estate (Selaba Division) and Sogomana Estate also had their workers covered by accident insurance under RHB Insurance Berhad (Foreign Worker Compensation Scheme Certificate of Insurance).</p>
	4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	YES	<p>In 2015 there was 1 case of accident (8 days of LTA) recorded in the mill, which occurred on 10/03/2015. Formal reporting to DOSH was carried out through submission of JKPP 6 and JKPP 8. The forms were submitted to DOSH in a timely manner. Accident investigation was carried out by the OSH committee on the same day and was reported with the format standardised by the Sime Darby Plantations Sdn Bhd. Root cause of accident has been identified and appropriate control measure has been implemented. The HIRARC has also been updated on 10/04/2015 for either engineering control, administrative control or the used of PPE to be implemented and improved after the occurrence of accident.</p> <p>At Seri Intan Estate (Selaba Division), there were 4 cases of accident recorded with 29 days of LTA. The estate has reported all the accidents to DOSH by submitting JKPP 6. JKPP 8 has been submitted to DOSH dated 08/01/2016.</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				<p>At Sogomana Estate (Cashwood and Sg. Beruas Division), there were 8 cases of accident recorded (1 days of LTA). The estate has reported all the accidents to DOSH by submitting JKKP 6. JKKP 8 has been submitted to DOSH dated 06/01/2016.</p> <p>Accident investigation was carried out by the OSH committee and has been reported with the format standardised for all Sime Darby Plantations Sdn Bhd. Root cause of the accident has been identified and appropriate control measure has been implemented. The HIRARC was also updated to include 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>
<p>C 4.8</p> <p>All staff, workers, smallholders and contract workers are appropriately trained.</p>	4.8.1	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>Major Compliance</p>	YES	<p>In general no changed in the RSPO requirements which requires re-training on relevant RSPO's environmental requirements to the personnel. However, in Sogomana Estate, Mr. Govindasamy had been assigned to manage the scheduled wastes inventory and disposal. Through interview and review of relevant training records it was found that the person had been provided with necessary training. Review of implementation also noted that scheduled wastes generally had been properly managed.</p> <p>Formal training programmes for 2015/2016 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were presented to auditors by both estates and mill.</p> <p>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>
	4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>Minor Compliance</p>	YES	<p>Review of relevant personnel training noted that employee records been maintained. Records of names of employees trained as per training mentioned under indicator 4.7.3 were made available to auditors. Among the training records sighted are:</p> <ol style="list-style-type: none"> <li>1. Safety Briefing and Training on IPM – on 2/11/2015</li> <li>2. Spraying Training – on 9/4/2015</li> <li>3. Training on Acephate Handling – on 20/11/15</li> <li>4. RSPO Refreshment Training – 08/12/2015</li> <li>5. First Aid – 11/12/2015</li> <li>6. Emergency Response Plan team – 18/11/2015 (flood event)</li> </ol>



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				7. Fire drill with Bomba – 16/07/2015 8. Hearing conservation – 02/03/2015 9. Chemical handling – 25/03/2015 10. Audiometric briefing – 02/03/2015 11. Spraying training – 09/04/2015
--	--	--	--	---

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

Clause	Indicators		Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.1	An environmental impact assessment (EIA) shall be documented. Major Compliance	YES	The CU maintained its documented environmental impact assessment. The information of environmental impact assessment contained in the Environmental Aspect Identification (EAI) and Environmental Impact Evaluation (EIE) register. The respective documents contain identification and evaluation of environmental aspects covering mill and plantation operation, including replanting.  No replanting was observed, except at Bruas Division of Sogomana Estate. Relevant environmental aspects and impacts (particularly potential soil erosion from land clearing) noted had been identified and mitigated.
	5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons. Minor Compliance	YES	No changes was made to the environmental aspects and impacts or current practices which require changes in the environmental action plans. Nevertheless, the existing environmental action plans had identified timeframes and responsible person at each operating units assessed.
	5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be	YES	No changes was made to the environmental aspects and impacts or current practices which require changes in the environmental action plans. Nevertheless, the existing environmental action plans had identified timeframes and responsible person at each operating units assessed.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. Minor Compliance		
C 5.2 The status of rare, threatened or endangered species other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). Major Compliance	YES	Selaba CU has reviewed their HCV with new assessment conducted on 17-20 February 2014. The new HCV assessment titled 'HCV Re-Assessment For Strategic Operating Unit (SOU 5 – Seri Intan / Selaba'.  Seri Intan (Selaba Division) has identified Sg. Bidor (8.85 ha) as their HCV area. The HCV area is identified as HCV4.  For Sogomana Estate (Cashwood and Sg. Beruas Division), there was no HCV area sighted in the estate.
	5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	YES	Seri Intan Estate (Selaba Division) has established their action plan for FY 2015/2016 such as briefing/training of workers on protection of river buffers for Sg. Bidor, communicate to all employees, contractor, suppliers and neighbours that encroachment and hunting are not allowed.  Based on site review, there was no HCV area and RTE species found in the Sogomana Estate (Cashwood and Sg. Beruas Division). So, action plan for HCV and RTE was not required for the visited area.
	5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance	YES	Based on HCV assessment report and site review at Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Estate) there was no RTE species found in both estate. But, Sime Darby still established their own disciplinary measures if found any staff or workers found to capture, harm, collect or kill the RTE species in the estate.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	5.2.4	Where an action plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> <li>The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>Outcomes of monitoring shall be fed back into the action plan.</li> </ul> Minor Compliance	NO	<p>There was no HCV area and RTE species identified by Sogomana Estate (Cashwood and Sg. Beruas Estate). Based site review, auditor also has verified and confirmed the outcome of the HCV assessment report. So, there was no need to conduct any monitoring on HCV and RTE species.</p> <p>No evidence of ongoing monitoring of HCV and outcome of the monitoring is fed back into the action plan. HCV action plan for water catchment and Sg. Bidor was made available at Seri Intan Estate (Selaba Division). However, ongoing monitoring for these HCV areas was not evident. Thus, a <b>Minor NCR MRS 03 2016</b> was raised.</p>
	5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. Minor Compliance	YES	Local community did not depend on HCV area for their survival. So, this indicator was not applicable.
C 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	5.3.1	All waste products and sources of pollution shall be identified and documented. Major Compliance	YES	<p>Information pertaining wastes and plans continued to be available in the documented documents as below:</p> <ul style="list-style-type: none"> <li>(a) Environmental Aspect Identification (EAI) and Environmental Impact Evaluation (EIE) register.</li> <li>(b) Pollution Prevention Plan – FY2015/16.</li> <li>(c) Identification and Management of Wastewater – FY2015/16.</li> <li>(d) Waste Management Plan – FY2015/16.</li> <li>(e) Environmental Improvement Plan - FY2015/16.</li> <li>(f) Environmental Management Plan (3 year Planning) for Selaba Oil Mill (FY2014 to FY2017).</li> </ul> <p>Other than POME and emissions, wastes generally categorised by the CU into:</p> <ul style="list-style-type: none"> <li>(a) Scheduled Wastes (regulated wastes, such as spent oil, spent lubricant, used vehicle filter, used battery, clinical wastes and empty chemical containers, including pesticides container).</li> <li>(b) industrial wastes, such as shell, fibre and empty fruit bunches (EFB).</li> <li>(c) domestic wastes.</li> </ul>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	5.3.2	All chemicals and their containers shall be disposed of responsibly. Major Compliance	YES	Among the identified wastes include empty chemical containers including pesticides containers. Empty pesticides containers were washed at washing station prior to disposal. Disposals were carried out in compliance with relevant regulation of scheduled waste. Inventory and consignment documents verified for confirmation of proper management and disposal.
	5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented Minor Compliance	YES	All the audited operating units maintained their documented SOPs and Waste Management Plan 2015/16 for ensuring proper waste management and reduce environmental pollution. However, no explicit evident that the CU has planned and implemented greenhouse gas (GHG) emissions reduction or minimisation. Major NCR was raised in 5.6.2.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	NO	The CU continued to monitor usage of fossil (diesel) by each operating units, as well as usage of renewable energy (shell and fibre) by mill. Usage of shell and fibre were monitored daily and had been maximised. However, observed no evident that the CU has planned for improving efficiency of fossil fuel usage. Thus, <b>Minor NCR HO-02-2016</b> raised.
C 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice	5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Major Compliance	YES	SDPSB has a policy of no open burning. As advocated, both estates practiced zero burning. In 2014 and 2015 replants visited during the surveillance in Sogomana Estate (Sungai Bruas Div), it was evident that all palms were felled, shredded, windrowed and left to decompose
	5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Minor Compliance	YES	SDPSB has a policy of zero burning during land preparation for replanting. As stated under 5.5.1 no burning had been carried out in the 2014 & 2015 replants in Sogomana Estate (Sungai Bruas Div).
C 5.6 Preamble Growers and millers commit to reporting on	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions,	YES	No changes of environmental aspects and impact or new polluting activities observed. The existing EIA and EIE documents maintained identified generation of gaseous emissions, particulate/soot emissions, and POME from its operation. Noted the documents had been reviewed annually at each operating units assessed.

<p style="text-align: center;"><b>PUBLIC SUMMARY REPORT</b>  <b>RSPO RECERTIFICATION AUDIT</b></p>
--

<p>operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.</p> <p>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</p> <p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		<p>particulate/soot emissions and effluent (see Criterion 4.4).</p>		
---	--	---	--	--

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	NO	The CU had identified emission of greenhouse gas (GHG) from their operations. However, no evident that the CU has planned and implemented greenhouse gas (GHG) emissions reduction or minimization. Thus, <b>Major NCR HO-03-2016</b> raised.
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	YES	The CU continued to monitor the POME quality and GHG emissions from estates and mill operations. GHG emission monitored and measured using its tool i.e. "SMS System" determined by HQ. However, the tool observed in the progress for obtaining endorsement from RSPO. Calculation and communication between the HQ and RSPO for the endorsement process were evident.

**Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS**

Clause	Indicators		Comply Yes/No	Findings
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	YES	A Social Impact Assessment (SIA) was prepared for the Selaba CU. The report completed in March 2014 by the Social and Environment Projects Unit, PSQM Department, SDPSB for the mill and all the estates under the CU. Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of the respective estates and mill, action plans for handling the identified issues were also presented in the report. The SIA is due for reviewed in 2016. (Refer SIA Report and the SIA File)
	6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. Major Compliance	YES	As stated in the previous audit report, carried out from 24 February to 4 March 2014, data was gathered from stakeholders who were interviewed through the application of an open-ended interview protocol. The stakeholders included estate employees, local community leaders, contractors, vendors and suppliers, and relevant government agencies. Attendance lists, photographs and minutes of meetings with various stakeholders during the assessment were attached to the SIA Report as evidence of participation of affected parties in the SIA.
	6.1.3	Plans for avoidance or mitigation of negative impacts and	YES	An updated Social Management Plan/Action Plan (FY 2015/2016) was made available to the auditors by every estate and mill audited. This consisted of a timetable with

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Major Compliance		responsibilities for monitoring, mitigating and enhancing the positive and negative impacts of estate and mill operation identified through consultations with internal and external stakeholders. The status of the actions taken was also included in the timetable.
	6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties Minor Compliance	YES	The CU's SIA carried out in 2014 is due for review in 2016. The CU confirmed the plan to complete the review before the end of 2016.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). Minor Compliance	YES	There is no smallholder scheme in the CU.
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1	Consultation and communication procedures shall be documented. Major Compliance	YES	Consultation and communication procedures (internal and external) for the estates and mill to follow and standard operating manuals for customer communications were documented in the Sime Darby Estate/Mill Quality Manual. These procedures and manuals were followed by the estates and mill as an examination of the records kept in the internal and external communication files showed. Internal communications in the form of verbal (meetings and briefings) and/or written communications (memos, notices and posters/pamphlets displayed on notice boards at the office and the muster ground) were used by the management to communicate policies, procedures, rules and regulations and other information to its staff and workers. Records of communications with external parties which included responses/actions taken, were sighted in the relevant files.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	A letter nominating a management official each in Selaba POM, Sogomana Estate and Seri Intan Estate (which covered Selaba Division) was sighted. Their duty was to handle communication, consultation and social issues in the mill and estates as well as between the mill and estates and external stakeholders.
	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance	YES	The estates and mill audited had developed an updated list of stakeholders for FY 2015/16 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, the updated Action Plans and the communication files
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers, where requested. Major Compliance	YES	<p>The system was open to all aggrieved parties as evidenced by the existence of all complaints were recorded in the Complaints Book. The book was accessible to all aggrieved parties, internal as well as external. A review of the book showed that all the complaints were from internal stakeholders and mainly related to request to repair of their houses. There were no complaints from external stakeholders.</p> <p>Types of complaints and the dates when they were made and attended to were recorded in the Complaints Book. It was thus possible to track when the complaints were submitted and subsequently when they were attended to. A perusal of the entries in the book showed that the complaints were resolved in an effective, timely and appropriate manner. In cases where the complaints were not attended to the complainants' satisfaction they would report it to the office and corrective actions were then taken and recorded in the book.</p> <p>The auditee affirmed that complainants and whistle-blowers would be ensured anonymity if requested. However, as all the complaints were only related to repair of houses, this issue had not arisen.</p>
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	YES	The generic procedures for dispute handling as found in the Estate/Mill Quality Management Manual were applicable to all SDPSB estates and mills. As stated above in 6.3.1 the process by which a dispute/complaint was resolved and the outcome were documented in the Complaints Book and the Action Plan.



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	Procedures for handling land disputes had been developed by SDPSB. The flowchart and procedures for Handling Boundaries Dispute and the Flowchart, Procedures for Handling Squatters Dispute and Procedures for Handling Social Disputes were documented in the 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) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.  This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.  Minor Compliance	YES	The procedure for calculating and distributing fair compensation in cases of land and squatters disputes was found incorporated in the procedures for handling land disputes as stated above in 6.4.1.  According to the procedure the calculation and distribution of compensation would be carried out at the company level not at the estate/mill level.
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.  Major Compliance	YES	There was no case involving disputes of legal and customary rights over land, and as such there was no document related to the process and outcome of legal and customary rights claim and the associated compensation claims.
C 6.5 Pay and conditions for employees and for contract workers	6.5.1	Documentation of pay and conditions shall be available.  Major Compliance	YES	Pay and conditions for workers were spelled out in the Collective Agreement (CA) reached between the Malaysian Agriculture Producers Association (MAPA) and the National Union of Plantation Workers (NUPW) while pay and conditions for the administrative staff were laid out in the CA between MAPA and the staff union (AMESU).

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

always meet at least legal or industry minimum standards and are sufficient to provide decent living wages				MAPA and NUPW reached an agreement on April 1, 2015 while MAPA and AMESU came to an agreement in 2014. Both CA will run for a three 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.) shall be available in the languages understood by the workers or explained carefully to them by a management official.  Major Compliance	YES	The CA (refer 6.5.1 above) and the job offer letter detailed the payments and conditions of employment. The agreement had been translated into Bahasa Malaysia. According to the workers and staffs interviewed, when the current CA was first enforced the content of the agreement was also explained to them by the plantation management as well as union representatives. [Refer also to File 11(OER Daily Rated) and File 12 (OER Harvesting) for EPF, SOCSO, etc. deductions and the Communication File for worker consent to the deductions]
	6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders).  Minor Compliance	YES	The housing and amenities provided by SDPSB to its workers and staff were adequate and in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There was no record of any complaint regarding this issue. All estates and the mill provided with either 3 or 2 bedroom houses for the workers and staffs. Free potable water, subsidised electricity, medical, educational and other basic amenities such as Muslim payer houses, Hindu temples, sundry shops and kindergartens were also provided. The staff and workers interviewed affirmed that they were satisfied with the housing and amenities provided. The last audit also reported similar findings
	6.5.4	Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food.  Minor Compliance	YES	The audited mill and estates had monitored the food sold in sundry shops and cafeteria in the mill/estates in terms of affordability and adequacy. Workers and staffs interviewed during the audit felt that even though food quality and variety is better outside and food prices higher in the mill/estates, the difference they felt is negligible and acceptable.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1	A published statement in local languages recognising freedom of association shall be available.  Major Compliance	YES	The freedom of association (FOA) statement incorporated in the company Social Policy statement were sighted on notice boards in the estates and mill audited. It is also included in the Social and Humanity Management Policy.
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	YES	As noted above, each estate/mill has two local unions, one for the workers and the other for the administration staff i.e. NUPW and AMESU, respectively. Meetings between estate management and the local union leaders were held regularly. Minutes of the meetings held in 2015, kept in the JCC File or the RSPO P6 File, were made available to the auditor by the mill and estate management.
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	YES	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 staffs and workers interviewed during the audit. During site visits no child was observed working in the estate.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	YES	A statement on equal opportunities was embedded in SDPSB's Social Policy statement. This statement was posted on notice boards in the estates and mill audited. There was no evidence of any group being discriminated against. See 6.8.2 below.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and	YES	An inspection of the employment offer letters revealed no case of discrimination based on race, religion, gender, national origin or any other form of discrimination as stated in Criterion 6.8. The payments and conditions of employment for foreign or local, male or female employees, were based on the MAPA-NUPW and MAPA-AMESU agreements

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		migrant workers have not been discriminated against. Major Compliance		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. Interviews with administration staff and workers, (foreign and local, male and female) confirmed the absence of any form of discrimination in the CU.
	6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Minor Compliance	YES	An inspection of job advertisements and records of hiring and promotion showed that they were based on skills, capabilities, qualities and medical fitness. Employees interviewed during the audit confirmed this.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	As pointed out in reports of previous audits, this audit also found that SDPSB had continued to maintain its explicit policy statements on sexual harassment and violence against women. The Gender Committee Handbook First Edition produced in 2014 continued to provide the guidelines for taking action in cases related to sexual harassment and violence against women. The policy to prevent sexual and all other forms of harassment and violence were communicated to all employees through morning briefings, through displays on notice boards and gender committee meetings. Every estate and mill in the CU had established a Gender Committee. The Committee's responsibility, as stated in the Handbook, was to plan programmes and activities related to the prevention of sexual harassment and all other forms of violence against women and the protection of their reproductive rights, for estate/mill female employees. Records of meetings were sighted in the Gender Committee file.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to protect the reproductive rights of all especially women were incorporated in the company gender policy and social policy and communicated to all employees through briefings, meetings and notice board displays.
	6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. Minor Compliance	YES	A specific grievance mechanism for handling sexual harassment and violence against women established some years ago and found in the Gender Committee Handbook First Edition 2014 was communicated to all employees through morning briefings and by gender committee members. The mechanism respects anonymity and protects complainants where requested. This was confirmed by gender committee members and female employees interviewed during the audit. However as there had not been any

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				reported sexual harassment case in the estates/mill, the implementation and effectiveness of this mechanism is yet to be tested.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Minor Compliance	YES	Current and past prices paid for FFB were displayed at the weighbridge counter.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). Major Compliance	YES	The pricing mechanism for FFB was found in the Third and Second Schedule 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. In addition, according to FFB suppliers and contractors interviewed, this was explained to them by the mill management
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Minor Compliance	YES	Contractual agreements entered into by the contractors and suppliers were sighted during the audit. 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. Minor Compliance	YES	All contractors and suppliers (including FFB suppliers) interviewed informed that the agreed payments were made in a timely manner. There was no case of delayed payments. An inspection of the invoices and payment records confirmed this.
C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. Minor Compliance	YES	Records of contributions made to internal and external stakeholders were found in the CSR files. These included contributions to nearby schools, maintenance of estate/mill "surau" and temple and workers' family day and other festive celebrations. These were also sighted in records of stakeholder meetings held in 2015 (FY 2014/15 and FY 2015/16)
	6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. Minor Compliance	YES	Not applicable. There were no scheme smallholders.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	YES	A perusal of the employee list, pay slips, MAPA-NUPW and MAPA-AMESU Collective Agreement and letter of job offer confirmed that the CU did not use any form of forced or trafficked labour. Rest days, overtime payment, rest day payment, sick leave, medical benefits, insurance, etc. were clearly stated in the contracts and offer letter. Staff and workers interviewed during the audit confirmed this fact.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	YES	During the auditing process no evidence of contract substitution emerged. This issue was also not raised by the employees interviewed.
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	YES	The labour policy statement was embodied in the company Social Policy and Humanity Management Policy. Company labour policy required that all foreign workers hired by the company attend a one-week post-arrival orientation course, <i>Kursus Induksi untuk Pekerja Asing</i> (Induction Course for Foreign Workers) before commencing work. Through this course the workers were exposed among other things to various relevant laws of the country (such as labour and immigration laws), health and safety, work contract, sourcing process of foreign workers and language and cultures of Malaysia.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). Major Compliance	YES	A Social and Humanity Management Policy was sighted. The policy was displayed on notice boards at various strategic points in the estates and the mill. The existence of the policy was also communicated to employees through memos and morning briefings.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	YES	Not applicable in Peninsular Malaysia.

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

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

No new planting was observed. Thus, this principle is not applicable.

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

Clause	Indicators		Comply Yes/No	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: Major Compliance		
	a)	Reduction in use of pesticides(Criterion 4.6);	YES	<p><u>Pesticides reduction:</u> Both estates visited have now introduced mechanised rotor slashing weeding in all young palms possible areas to reducing use of chemicals for spraying.</p> <p>In order to reduce the use of rat baits to control rats, Barn Owls were encouraged as indicated by Barn Owl census records, until to-date occupancy rate for BOB is 33%. Barn Owl boxes were also sighted in the fields.</p> <p>For control of Rhinoceros Beetle, the estate used pheromone traps and had programs to cover trunk chips in replants with cover crops.</p> <p>Bagworm control – to reduce chemical use, the estate were to plant more nectariferous beneficial plants. This was evident with the presence of polybag young plants in the nurseries.</p>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

	b)	Environmental impacts (Criteria 4.3, 5.1 and 5.2);	YES	<p>The CU maintained to improve continually its environmental management. Environmental action plans continued reviewed and implemented. Among the improvements contained in documented:</p> <ul style="list-style-type: none"> <li>(a) Pollution Prevention Plan – FY2015/16.</li> <li>(b) Identification and Management of Wastewater – FY2015/16.</li> <li>(c) Environmental Improvement Plan - FY2015/16.</li> <li>(d) Environmental Management Plan (3 year Planning) for Selaba Oil Mi". FY2014 to FY2017.</li> </ul> <p>Among the improvement actions:</p> <ul style="list-style-type: none"> <li>(a) construction of sump at chemical mixing and washing to prevent ground or water contamination..</li> <li>(b) collect back chemicals bags and allocate store for control of misused.</li> <li>(c) changed of method for tractor lubricant refilling from pumping method to tap method to reduce spillage.</li> <li>(d) domestic wastes to dispose through local municipal (Majlis Perbandaran Manjung) instead of self land filled.</li> <li>(e) practise path grass cutting to reduce usage of chemical.</li> <li>(f) use of tray for tractor parking and workshop stations to prevent ground contamination.</li> </ul>
	c)	Waste reduction (Criterion 5.3);	YES	<p>The CU maintained to reduce continually its waste generation. Waste Management Plan (FY2015/16) noted annually updated.</p> <p>Among the improvement actions:</p> <ul style="list-style-type: none"> <li>(a) inculcate awareness to reduce domestic waste generation by monitoring disposal through local municipal (Majlis Perbandaran Manjung) instead of self-land filled.</li> <li>(b) salvage of reusable scrap metal for part repair or replacement.</li> <li>(c) reuse of wastewater generated from washing of pesticide containers for field application.</li> </ul>
	d)	Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	YES	<p>The mill implemented incentive allowance for relevant operational personnel for ensuring black smoke emission within control limit. However, no explicit evident that the CU has planned and implemented greenhouse gas (GHG) emissions reduction or minimisation, as Major NCR raised in 5.6.2.</p>
	e)	Social impacts (Criterion 6.1);	YES	<p>A new SIA for the CU was carried out in 2014. The estates audited had also updated their stakeholder lists and social action plans (including the plans' implementation) for FY 2015/2016. The yearly updating of the social action plan was the result of the annual stakeholders' consultation.</p>



**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

				The social action plan had a section on the implementation and monitoring of the actions identified to reduce negative and enhance positive impacts. The expenditure on these actions were recorded in the Communication and CSR files.
	f)	Encourage optimising the yield of the supply base	YES	<p>In order to optimise yields both estates were committed to implement best agricultural practices, inclusive of timely and proper fertiliser application; Improve on accessibility to maximise crop evacuation and expand in field mechanised collection of FFB.</p> <p>Water bodies and water conservation pits were constructed to conserve moisture.</p>

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

Item No	Requirement NOV 2014	Findings Standard Nov 2014																								
E.1 E.1.1	<p><b>Definition</b></p> <p>To verify :</p> <p>a) the volume of certified and uncertified FFB entering the mill</p> <p>b) the volume sales of RSPO certified</p> <p>The claim only the volume of oil palm products produced from processing of the certified FFB as MB</p>	<p><b><u>Actual FFB received from January to December 2015</u></b></p> <table><tr><td></td><td><b>FFB (Mt)</b></td><td><b>%</b></td></tr><tr><td>RSPO Certified FFB</td><td>107,281.39</td><td>69.47</td></tr><tr><td>Non-Certified FFB</td><td>47,152.38</td><td>30.53</td></tr><tr><td>TOTAL</td><td>154,433.77</td><td>100.00</td></tr></table> <p><b><u>Total production for RSPO products from January to December 2015</u></b></p> <table><tr><td></td><td><b>(Mt)</b></td></tr><tr><td>RSPO Certified CPO</td><td>22,989.17</td></tr><tr><td>RSPO Certified PK</td><td>5,334.42</td></tr></table> <p><b><u>Actual Volume despatch RSPO products from January to December 2015</u></b></p> <table><tr><td></td><td><b>(Mt)</b></td></tr><tr><td>RSPO Certified CPO</td><td>18,612.60</td></tr><tr><td>RSPO Certified PK</td><td>Nil</td></tr></table>		<b>FFB (Mt)</b>	<b>%</b>	RSPO Certified FFB	107,281.39	69.47	Non-Certified FFB	47,152.38	30.53	TOTAL	154,433.77	100.00		<b>(Mt)</b>	RSPO Certified CPO	22,989.17	RSPO Certified PK	5,334.42		<b>(Mt)</b>	RSPO Certified CPO	18,612.60	RSPO Certified PK	Nil
	<b>FFB (Mt)</b>	<b>%</b>																								
RSPO Certified FFB	107,281.39	69.47																								
Non-Certified FFB	47,152.38	30.53																								
TOTAL	154,433.77	100.00																								
	<b>(Mt)</b>																									
RSPO Certified CPO	22,989.17																									
RSPO Certified PK	5,334.42																									
	<b>(Mt)</b>																									
RSPO Certified CPO	18,612.60																									
RSPO Certified PK	Nil																									

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

E 2 E.2.1	<b>Explanation</b> Estimate total tonnage of CPO and PK potentially produce in a year	<p>Based on “MPLAN 2015 (Mill M170 – Selaba)”, approximation total tonnage potential to be produced for year 2015/2016: CPO – 25,500.00 Mt PK – 6,200.00 Mt</p> <p>Tonnage of crude palm oil (CPO) and palm kernel (PK) covered by the certification of Selaba Palm Oil Mill complex certification unit from March 2013 until February 2014</p> <table><tr><td></td><td><b>(MT)</b></td></tr><tr><td>CPO Production claimed for certification</td><td>25,421.30</td></tr><tr><td>PK Production claimed for certification</td><td>6,321.89</td></tr></table>		<b>(MT)</b>	CPO Production claimed for certification	25,421.30	PK Production claimed for certification	6,321.89
	<b>(MT)</b>							
CPO Production claimed for certification	25,421.30							
PK Production claimed for certification	6,321.89							
E. 2 E 2.2	<b>Explanation</b> The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organisation (RSPO IT platform or book and claim).	<p>Selaba POM has registered RSPO e-Trace. The member ID is RSPO_PO1000000195 Sample of registration was sighted:</p> <p>Contract Information Transaction ID # TR-4c40e6d8-1b19 Seller Contract # S/AGC/0914/CPO27342P Announcement date 6/7/2015 Transport Medium Tanker (lorry) Shipment date 13/5/2015 Product name CPO Mass Balance Certified volume 485.32 MT Seller : Selaba Oil Mill Buyer : <i>Sime Darby Plantation Sdn Bhd – Nuri Refinery</i> <i>Member ID RSPO_PO1000000309</i></p> <p><b>Contract Information</b> Transaction ID # : TR-58e2a614-2224 Seller Contract # : S/C-PSD/1411/CPO0135 Announcement date: 21/12/2015 Transport : Medium Tanker (lorry) Shipment date : 3/9/2015 Product name : CPO Mass Balance Certified volume : 500 MT Seller : Selaba Oil Mill Buyer : <i>Sime Darby Plantation Sdn Bhd – Nuri Refinery</i> <i>Member ID RSPO_PO1000000309</i></p>						

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

<b>E 3</b> <b>E 3.1</b>	<b>Documented procedures</b> The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a) Complete and up-to-date procedures covering the implementation of all the elements in these requirements b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard.	Selaba POM SOP dated March 1, 2015 describing the procedures on the following activities related on its supply chain certification standard required by the RSPO. The Procedure was sighted and found all elements were covered which included <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Receiving FFB</li> <li>• Process monitoring</li> <li>• Logistic of raw material and finished product</li> <li>• Storage (raw material and finished product)</li> <li>• Production process from raw material(s) to finished product(s)</li> <li>• Management of contamination from non-certified products at the identified critical points</li> <li>• Sales of finished product, including the identification of SCC model used</li> <li>• Method to check the RSPO certification validity of the suppliers</li> <li>• Control of non-conforming products/documents</li> </ul> Retention period of keeping the SCC related records such as contract document, purchasing records, delivery records, etc.  The head of operating unit who have overall responsibility and authority over the implementation of the standard requirements and compliance.
<b>E 3.2</b>	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Receiving of certified and non-certified FFB procedure is stated in section 6.0 and 7.0 of SD/SDP/PSQM/001 dated 1/3/2015.
<b>E.4</b> <b>E.4.1</b>	<b>Purchasing and goods in</b> The site shall verify and document the volumes of certified and non-certified FFBs received.	All certified FFB came from Selaba SOU 5's estates and non-certified FFB come from independent FFB suppliers. All delivery documents of certified FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill had been properly recorded and monitored. Refer to table attached.  All purchasing and sales activities were handled by Global Trading Marketing (HQ).  Selaba POM has received 107,281.39 MT of RSPO FFB from own estates for their processing activities.  A Delivery Note # 1366 (dated 4/7/2015) referring to E146 – Sogomana Estate (Sg. Bruas Division) was sighted. Quantity delivered – 11,380 kg of RSPO FFB  A Delivery Note # 49997 (dated 4/7/2015) referring to E132 – Bikam Estate was sighted. Quantity delivered – 11,210 kg of RSPO FFB  A Delivery Note # 50815 (dated 25/8/2015) referring to E007 – Sri Intan Estate (Selaba Division) was sighted. Quantity delivered – 8,770 kg of RSPO FFB

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		Within same interval, SELABA POM had received 47,152.38 MT of non-certified FFB.
<b>E 4.2</b>	The site shall inform the CB immediately if there is a projected overproduction.	There was no overproduction observed.
<b>E.5</b> E.5.1	<b>Record keeping</b> a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short (i.e. product can be sold before it is in stock)	a) Selaba POM monitored their incoming of FFB and outgoing of certified CPO product in "Mass Balance Report 2015" on three monthly basis. This records contain information about certified FFB received, process, CPO & PK production and to-date balance stock. b) Accounting records were found to be tally – based on "Mass Balance Report 2015". c) All sales were from positive stock and no short sales observed.
<b>E 5.2</b>	In cases where a mill outsources activities to an independent (not owned by the same organisation) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.	Not applicable – no out sources activity.
<b>E.4</b> E.4.1	<b>Sales and good out</b> 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.	All purchasing and sales activities were handled by Global Trading Marketing (HQ). RSPO certified CPO transaction happened only internally within the upstream and downstream facilities of SIME DARBY Group. Hence, commercial invoice is not necessary. Relevant documents during transportation are:  Selaba POM has despatched 18,612.60 MT of RSPO certified CPO under MB model. Sample of sales document were sighted during the audit and it was found all related information were adequate. Despatch Ticket # 007182 dated 31/12/2015 issued by Selaba POM to Sime Darby Plantation Sdn Bhd - Nuri Edible Oils was sighted: <ul style="list-style-type: none"> <li>• DO # - 12720</li> <li>• Sales contract # - S/C-PSD/1601/CPO 0029</li> <li>• Products – CPO MB</li> <li>• Quantity – 35,420 kg.</li> </ul>

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

		<p>Despatch Ticket # 007551 dated 23/10/2015 issued by Selaba POM to Sime Darby Plantation Sdn Bhd - Nuri Edible Oils was sighted:</p> <ul style="list-style-type: none"> <li>• DO # - 11755</li> <li>• Sales contract # - S/C-PSD/1601/CPO 1179</li> <li>• Products – CPO MB</li> <li>• Quantity – 35,630 kg.</li> <li>• Borang MPOB – A941710</li> </ul> <p>Despatch Ticket # 007526 dated 12/10/2015 issued by Selaba POM to Sime Darby Plantation Sdn Bhd – Jomalina Refinery was sighted:</p> <ul style="list-style-type: none"> <li>• DO # - 12879</li> <li>• Sales contract # - S/C-PSD/1510/CPO 1220</li> <li>• Products – CPO MB</li> <li>• Quantity – 39,490 kg.</li> <li>• Borang MPOB – A915553</li> </ul>
<b>E.5</b> E.5.1	<p><b>Training</b></p> <p>The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.</p>	<p>Selaba POM has conducted RSPO awareness training for its key personnel to familiarise them with the RSPO SC standard requirements. The latest training was conducted on 9 – 10 March 2015 by Sime Darby's HQ (PSQM) which was attended by the company's staff whose works were related to the company's RSPO supply chain system. An attendance list on the training was sighted during the audit.</p> <p>Based on interviewed with relevant staffs, it was found that their understanding of their RSPO-job related were generally good.</p>
<b>E.6</b> E.6.1	<p><b>Claims</b></p> <p>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.</p>	<p>Not applicable as the RSPO Trade Logo is not in used.</p>

**PUBLIC SUMMARY REPORT**  
**RSPOO RECERTIFICATION AUDIT**

**RSPO P & C RECERTIFICATION AUDIT REPORT**

**4.0 Details of Non-conformities raised**

Total no. of minor NCR(s) : 4	List : HO-01-2016, HO-02-2016, MRS 03 2016, MZK 02 2016
Total no. of major NCR(s) : 4	List : HO-03-2016, MRS 01 2016, MRS 02 2016, MZK 01 2016

Details of non-conformities provided in the **Attachment 3**.

**4.1 Status of Non-conformities Previously Identified**

Previous nonconformities were verified for the corrective actions effectiveness. Corrective actions had been taken, verified and closed by the assessors. Details of non-conformities provided in the **Attachment 4**.

**4.2 Issues Raised by Stakeholders**

There were various stakeholders interviewed during this assessment comprising of workers, surrounding villagers and contractors / suppliers. Generally, all of the stakeholders had given positive feedback towards Selaba CU.

**4.3 Noteworthy Positive and Negative Observation**

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. However, there are areas which require action for improvement as raised in the non-conformity reports.

**4.4 Date of Next Audit**

The next surveillance audit will be conducted within 12 months but not sooner than 9 months after this audit.

**5.0 Audit Conclusion**

Generally, Selaba CU continues maintained the implementation of RSPO P&C certification in accordance with the requirements of the standard as well as the organisation's documented procedures. Positive observation was also noted during the audit generally on the social aspects, the practices of IPM, as well as environmental and safety and health management. Awareness on the RSPO generally has been improved since the last audit. However further actions are required with regards to legal, particularly on specific requirements of environmental and safety and health as highlighted in the NCR reports.

**PUBLIC SUMMARY REPORT**  
**RSPOO RECERTIFICATION AUDIT**

**6.0 Recommendation**

☐

No NCR recorded. Recommended to continue certification.

☒

Minor NCR(s) recorded. Recommended to continue certification conditional upon acceptance of corrective action plans within 1 month of the date of this audit. Note: Minor NCRs raised in the audit which are not addressed in the subsequent audit shall be upgraded to major NCRs.

☒

Major NCR(s) recorded. Proposed corrective action and evidence of implementation within 2 months of the date of this audit to be submitted to SIRIM QAS International Verification on major NCRs is required :

☐

On-site audit of the following areas is recommended within 2 months (if applicable)


☒

On-site audit not required. Records of implementation of corrective action to be submitted for verification.

*Note: The major NCRs raised during surveillance audit shall be addressed within 60 days or certificate shall be suspended. Major NCRs which are not addressed within a further 60 days shall result in the certificate being withdrawn.*

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

Audit Team Leader : Mohd Razman Salim  
(Name)

  
(Signature)

17/02/2016  
(Date)

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

*Attachment 1*

**Map of SOU 5 - Selaba CU**





**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**Attachment 2**

**RSPO RECERTIFICATION ASSESSMENT PLAN**

**1. Objectives**

The objectives of the assessment are as follows:

- (i) To determine Certification Unit conformance against the RSPO Principles & Criteria Malaysian National Interpretation (MYNI)
- (ii) To verify the effective implementation of corrective actions arising from the findings of last assessment
- (iii) To make appropriate recommendations based on the assessment findings

**2. Date of assessment** : 19<sup>th</sup> to 22<sup>nd</sup> January 2016

**3. Site of assessment** : Sime Darby Plantation Sdn. Bhd.  
SOU Selaba, Selaba Palm Oil Mill,  
Lot No.7376, Km 7, Jalan Changkat Jong,  
36000 Teluk Intan, Perak.

**4. Reference Standard:**

- RSPO P&C MYNI: 20014
- RSPO Supply Chain Certification Standard, 2014
- Company's audit criteria including Company's Manual/Procedures

**5. Assessment Team**

a) Lead Assessor : Mohd Razman Salim  
b) Assessor : Hazani Othman  
Mohd Zulfakar Kamaruzaman  
Dr. Zahid Emby  
Zulkarnain Abdullah

*(If there is any objection to the proposed audit team, the organisation is required to inform the Lead Assessor/RSPO Section Manager.)*

**6. Audit Method**

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

**7. Audit Findings**

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed by submitting corrective action plans within 1 month. Another 2 months to submit evidence of implementation. In any event, the evidence of implementation shall be submitted prior to the expiry of the RSPO certificate. Failure to submit satisfactory corrective actions to resolve the major non conformity(ies) raised before the expiry of the RSPO certification will result in non-renewal of the certificate. A new application for RSPO certification will be required.

For minor non conformities raised, 1 month is given to submit corrective action plans to minor non-conformity. The timeframe for submitting the corrective action plans may be extended up to the period of the expiry date of RSPO certification. If corrective action plans to address the minor non-conformity(ies) are not submitted before the expiry of the RSPO certification, a recommendation for non-renewal of RSPO certification will be made.

**8. Confidentiality Requirements**

SIRIM QAS International shall not disclose any information concerning the company regarding all matters arising or coming to its attention with the conduct of the programme, which is of confidential in nature other than information, which is in the public domain.

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

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

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**10. Reporting**

- a) Language : English  
b) Format : Verbal and written  
c) Expected date of issue : Tentative date of issue of report not more than 30 days after the completion of the peer review process.  
d) Distribution list : Client file

**11. Facilities Required**

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

**12. Assessment Programme Details:** As shown below:

Day 1: 19 January 2016 (Tuesday)				
Time	Activities / areas to be visited			
8.30 – 9.00 am	<b><u>Opening meeting at Selaba Palm Oil Mill</u></b> Lead Auditor to introduce audit team member, brief on audit objectives, scope, methodology, criteria and programmes  <b>Organisation Representative to brief on the following :</b> <ol style="list-style-type: none"> <li>1) RSPO implementation at Selaba SOU (i.e. mill &amp; supply base) including changes</li> <li>2) Time bound plan for Sime Darby</li> <li>3) Significant changes on organisation activities, machinery, supply bases capacity etc.</li> </ol>			Top management & Committee Member
	<b>Razman</b>	<b>Zulfakar</b>	<b>Hazani</b>	
9:00 – 1:00 pm	<b><u>Seri Intan Estate (Selaba Div.)</u></b> Coverage of assessment: P1, P2, P4, P5, P7 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, adjacent and neighbouring land use</li> <li>• Riparian zone</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<b><u>Sogomana Estate (Cashwood &amp; Sg. Beruas Division)</u></b> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Good Agricultural Practice-witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertiliser</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• New planting</li> <li>• Continuous improvement</li> </ul>	<b><u>Seri Intan Estate (Selaba Div.)</u></b> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break			
2.00 – 5.00 pm	Continue assessment			Guide(s) for each assessor

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Day 2: 20 January 2016 (Wednesday)					
Time	Activities /areas to be visited				
	Razman	Zulfakar	Hazani	Dr Zahid	
8.30 – 1.00 pm	<p><b><u>Sogomana Estate (Cashwood &amp; Sq. Beruas Division)</u></b></p> <p>Coverage of assessment: P1, P2, P4, P5, P7</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Inspection of protected sites with HCV attributes</li> <li>• Forested area, plantation boundary, adjacent and neighbouring land use</li> <li>• Riparian zone</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Sogomana Estate (Cashwood &amp; Sq. Beruas Division)</u></b></p> <p>Coverage of assessment: P1, P2, P3, P4, P7, P8</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertilizer</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• New planting</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Sogomana Estate (Cashwood &amp; Sq. Beruas Division)</u></b></p> <p>Coverage of assessment: P1, P2, P4, P5, P7, P8</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<p><b><u>Selaba POM</u></b></p> <p>Coverage of assessment: P1, P2, P6, P8</p> <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, GPW, local communities and stakeholders</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
1.00 – 2.00 pm	Break				
2.00 – 5.00 pm	Continue assessment				Guide(s) for each assessor

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

**Day 3: 21 January 2016 (Thursday)**

Time	Activities /areas to be visited					
	Razman	Zulfakar	Hazani	Dr Zahid	Zulkarnain	
8.30 – 1.00 pm	<b><u>Selaba POM</u></b> Coverage of assessment: P1, P2, P4, P5, P7 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<b><u>Seri Intan Estate (Selaba Div.)</u></b> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Good Agricultural Practice-witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertiliser</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation , training and safe use of agro-chemicals.</li> <li>• New planting</li> <li>• Continuous improvement</li> </ul>	<b><u>Selaba POM</u></b> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<b><u>Sogomana Estate (Cashwood &amp; Sg. Beruas Division)</u></b> Coverage of assessment: P1, P2, P6, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, GPW, local communities and stakeholders</li> <li>• Continuous improvement</li> </ul>	<b><u>Selaba POM</u></b> Site visit and assessment on Supply Chain Implementation including the 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> </ul>	Guide(s) for each assessor
1.00– 2.00 pm	Break					
2.00 – 5.00 pm	Continue assessment					Top management & Committee member

**PUBLIC SUMMARY REPORT**  
**RSPO RECERTIFICATION AUDIT**

Day 4: 22 January 2016 (Friday)					
	Activities /areas to be visited				
Time	Razman	Zulfakar	Hazani	Dr Zahid	
8.30 – 12.00 pm	<u><b>Selaba POM</b></u> Coverage of assessment: P1, P2, P4, P5, P7 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Occupational safety &amp; health practice – witness activities at site</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<u><b>Seri Intan Estate (Selaba Div.)</b></u> Coverage of assessment: P1, P2, P3, P4, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Commitment to long-term economic and financial viability</li> <li>• Good Agricultural Practice- witness activities at site (weeding/ spraying, etc)</li> <li>• EFB mulching, POME application</li> <li>• Chemical store/fertiliser</li> <li>• Plantation on hilly/swampy area</li> <li>• IPM implementation, training and safe use of agro-chemicals.</li> <li>• New planting</li> <li>• Continuous improvement</li> </ul>	<u><b>Selaba POM</b></u> Coverage of assessment: P1, P2, P4, P5, P7, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Environmental management – witness activities at site</li> <li>• Waste &amp; chemical management</li> <li>• Interview with workers , safety committee and contractors</li> <li>• Facilities at workplace</li> <li>• Training and skill development programmes</li> <li>• Continuous improvement</li> </ul>	<u><b>Sri Intan Estate (Selaba Div.)</b></u> Coverage of assessment: P1, P2, P6, P8 <ul style="list-style-type: none"> <li>• Laws and regulations</li> <li>• Land titles user rights</li> <li>• Social Impact Assessment (SIA), management plan &amp; implementation</li> <li>• Complaints and grievances</li> <li>• Consultation with relevant government agencies</li> <li>• Interview workers, GPW, local communities and stakeholders</li> <li>• Continuous improvement</li> </ul>	Guide(s) for each assessor
12.00– 3.00 pm	Break & Friday Prayer				
3.00 – 4.00 pm	<ul style="list-style-type: none"> <li>• Continue assessment on unfinished area</li> <li>• Verification on outstanding issues</li> <li>• Audit Team discussion, preparation on audit findings and issuance of NCR (if any)</li> </ul>				Guide(s) for each assessor
4.00 – 5.00 pm	Closing meeting				Top management & Committee member

*Note: Time and duration shown are approximate. The time shown for field visit is assumed that daily weather is in our favour. Otherwise, field visit will be adjusted accordingly.*

## RSPO RECERTIFICATION AUDIT REPORT

**Attachment 3**

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

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action Taken by the CU and Verification by Assessors
Indicator 2.1.1	Major	<p>1. Auditor has found that methamidophos (Multiphos 60) from Cashwood Division was transferred to other area without permission from Department of Agriculture:</p> <p>i) 12 litres (3bottles) of Multiphos 60 (Class 1b) has been transferred to Sg. Beruas Division dated 20 August 2015 based on bin card (Store Code: Multiphos; Item No:1600001049; Description:SR01)</p> <p>ii) 12 litres was transferred to Sogomana Estate (Main Office) – D/O 000302 as sighted in the bin card dated 18/08/2015</p> <p>2. Auditor cannot verified record of 'Declaration of health status for entrance person' during the inspection of sand filter on 10-11/12/2015 and mud drum on 14/12/2015 at Selaba POM.</p> <p>3. Selaba POM didn't inform DOSH Perak that the steam separator, PK PMT 103377 has not been used anymore, although had been requested by DOSH Officer during mill periodical inspection dated 14/12/2015.</p> <p>4. CSDS/MSDS for pesticides was not available during site review at chemical store, Sogomas Estate such as :</p> <p>i) Sg, Beruas Division –</p> <p>a. Multipos 60–methamidophos (Class Ib),</p> <p>b. Supresate 41 (Class III) and</p> <p>c. Hextar Cyper (Class III)</p> <p>ii) Cashwood Division –</p> <p>a. Multipos 60–methamidophos (Class Ib),</p> <p>b. Kenlon (Class III) and,</p> <p>c. Primine 48 (Class III)</p>	<p>1. Auditor has received and verified evidence for methamidophos transfer (Multipos 60)</p> <p>i) Auditor has received permission letter from Agriculture Department (JP KRP(PRK)207/12/700/9(48)) to transfer 12 liters of methamidophos from Sogomana Estate (Cashwood Division) to Sogomana Estate (Sg, Beruas Division) dated 5 February 2016</p> <p>ii) The transfer of methamidophos was canceled by Assistant Manager from Sogomana Estate (Cashwood) to Sogomana Estate (Main Office) dated 18 August 2015 as verified from 'Stock Transfer Note'</p> <p>2. Auditor has verified form of 'Declaration of health status for entrance person' for any work conducted in the confined space at Selaba POM.</p> <p>3. Auditor has verified official from Selaba POM to informed DOSH Perak on the condition of steam separator PK PMT103377 dated 22 January 2016.</p> <p>4. Auditor has received evidences that the MSDS for pesticides which also have been displayed at the Sg. Beruas and Cahswood Division at Sogomana Estate.</p> <p><b>Status: Closed</b></p>

## RSPO RECERTIFICATION AUDIT REPORT

Indicator 2.1.3	Minor	There is no evident mechanism for ensuring compliance of the requirement of <i>Jadual Pematuhan (No. Lesen: 004235)</i> and “Garis Panduan Pelaksanaan Kerja-Kerja Desludging Bagi Kolam-Kolam Pengolahan Effluen Di Kilang Kelapa Sawit Dan Kilang Getah” (2015 publication) at Selaba POM been implemented.	<p>1) New standard monitoring record will be implemented which including the requirement of <i>Jadual Pematuhan (No. Lesen: 004235)</i> in ensuring the compliance.</p> <p>2) “Garis Panduan Pelaksanaan Kerja-Kerja Desludging Bagi Kolam-Kolam Pengolahan Effluen Di Kilang Kelapa Sawit Dan Kilang Getah” (2015 publication) has been kept for the record and instruction in “Garis Panduan “ had been followed in last desludging work.</p> <p><b>Status: The effectiveness of the corrective action will be verify during next audit.</b></p>
Indicator 4.2.3	Minor	<p>Sogomana Estate: Found that the last soil analysis was carried out at May 2010.</p> <p>Seri Intan Estate: Found that the last soil analysis was carried out at June 2010</p>	<p>Auditor has verified Soil Analysis Test Report No. S54/2014 for Sogomana Estate dated 21 October 2014.</p> <p><b>Status: The effectiveness of the corrective action will be verify during next audit.</b></p>
Indicator 4.7.1	Major	No documented and monitoring of occupational health and safety plan at Sogomana Estate (Cashwood and Sg. Beruas Division) sighted by auditor	<p>Auditor has received documented occupational health and safety plan titled ‘OSH programmes FY 2015/2016’ and the plan had been reviewed and monitored through OSH meeting minute dated 11/12/2015.</p> <p><b>Status: Closed</b></p>
Indicator 4.7.3	Major	In Sogomana Estate (Sg. Beruas Division), sprayer in Field 2014B not provided with proper Cartridge respirator as per CHRA recommendation.	<p>Auditor has received training record on the use of respirator by sprayer (Respirator single 3M3200 Catridge) dated 19 February 2016 at Sg. Beruas Division in Sogomana Estate.</p> <p><b>Status: Closed.</b></p>
Indicator 5.2.4	Minor	HCV action plan FY 2015/2016 for Sg. Bidor was made available at Seri Intan Estate (Selaba Division). However, record of monitoring for the HCV area was not evident.	<p>Seri Intan Estate (Selaba Division) had started to use monitoring records recommended by Assessor of Biodiversity and to be recorded in 3 monthly basis.</p> <p><b>Status: The effectiveness of the corrective action will be verified during next audit.</b></p>

## RSPO RECERTIFICATION AUDIT REPORT

Indicator 5.4.1	Minor	No evident that the CU has plan for improving efficiency of the use of fossil fuels.	<p>KKS Selaba has established Environmental Management Plan FY15/16 dated 18 March 2016 for improving efficiency of the use of fossil fuels.</p> <p><b>Status: The effectiveness of the corrective action will be verified during next audit.</b></p>
Indicator 5.6.2	Major	No evident that the CU has planned and implemented greenhouse gas (GHG) emissions reduction or minimisation.	<p>Auditor has received the CU emission reduction plan and implementation for compost, EFB, POME, FFB and mulching including calculation of emission reduction (Mt CO2-e) for 2015. Sime Darby HQ also have planned and implemented for greenhouse gas (GHG) emissions reduction or minimisation. Detail of the plan and implementation have been published at Sime Darby's website. The link as stated below:</p> <p><a href="http://www.simedarby.com/sustainability/minimising-environmental-harm/carbon/carbon">http://www.simedarby.com/sustainability/minimising-environmental-harm/carbon/carbon</a></p> <p><b>Status: Closed</b></p>



## RSPO RECERTIFICATION AUDIT REPORT

**Attachment 4**

### Status of Non-conformities Previously Identified

P & C Indicators	Classification Major / Minor	Detail Non conformance	Corrective Action Taken	Verification by Assessor
I 2.1.1	Major	<p><b>#NCR No. : HO-2015-01 / MRS 01</b></p> <p><b>Finding:</b> There are evidences that Selaba Certification Unit has not complied with Environmental Quality (Scheduled Wastes) Regulations 2005</p> <p><b>Objective evidence:</b> 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.</p>	<ol style="list-style-type: none"> <li>1. Training on correct labelling and recording of scheduled waste inventory had been conducted on 6 February 2015.</li> <li>2. Inventory record had been updated &amp; labelling had been rectified.</li> </ol>	<p>Proper and consistent implementation had been observed at all assessed operating units.</p> <p><b>Status: Closed.</b></p>
		<p><b>#NCR No. : MRS 01 / H0-2015-01</b></p> <p><b>Finding :</b> Above requirements were not met by management.</p> <p><b>Objective evidence :</b> (a) Bikam Estate 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). However, the reporting period has exceeded the maximum days as required by DOSH (within 7 days)</p> <ol style="list-style-type: none"> <li>i. Rokiah Mat : accident on 07 Jan 2014 and report on 21 Jan 2014</li> <li>ii. Nagamah a/p Subramaniam : accident on 09 Jan 2014 and report on 21 Jan 2014</li> <li>iii. Jumilah : accident on 30 Jan 2014 and report on 25 Feb 2014</li> </ol> <p>(b) Selaba POM has been using the gas tester (Gas Alert Maxt II; Model: MA213-008500) 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>	<ol style="list-style-type: none"> <li>1. Immediate NADOPOD training provide to HA, staff and Executive on 29 January 2015 at Bikam Estate.</li> <li>2. The Gas Tester has been sent to Exact Analytical for service and calibration. Waiting feedback from them.</li> </ol>	<p>Auditor has verified that reporting of accidents (JKPP 6) at Seri Intan Estate (Selaba Division) and Sogomana Estate (Cashwood and Sg. Beruas Division) have followed the stipulated period by DOSH.</p> <p>Selaba POM has used calibrated gas tester (calibration due date: 23/12/2015) for confined space inspection dated 14/12/2015. The gas tester also is a authorised gas tester (AGT) (expiry period: 29/04/2016).</p> <p><b>Status: Closed</b></p>

## RSPO RECERTIFICATION AUDIT REPORT

		i. PTW for feed water tank dated on 15 Sept 2014 ii. PTW for steam drum (Boiler 2) on 17 Sept 2014		
E3.1	Major	<p><b>Finding:</b> There were records which not accurately and complete.</p> <p><b>Objective evidence:</b>            1. Outgoing Weighbridge 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".            2. No balance of RSPO certified-product deliveries been recorded (in the RSPO Mass Balance Table).</p>	1. To provide training on the RSPO requirement pertaining documentation of RSPO information  2. To include balance information (column) in the RSPO Mass Balance table.  3. To record the balance of RSPO certified-product deliveries in RSPO Mass Balance Table.	1. Selaba POM has conducted RSPO awareness training for its key personnel to familiarise them on the RSPO new standard. The latest training was conducted on 9 – 10 March 2015 by Sime Darby's HQ (PSQM) which was attended by the company's staff whose works were related to the company's RSPO supply chain system. An attendance list on the training was sighted during the audit.  2. Despatch Ticket # 007551 dated 23/10/2015 issued by SALABA POM to Sime Darby Plantation Sdn Bhd - Nuri Edible Oils was sighted and stated the claim of the product. • Products – CPO MB  3. Selaba POM monitored their incoming of FFB and outgoing of certified CPO product in "Mass Balance Report 2015" on three monthly basis. This records contain information about certified FFB received, process, CPO & PK production and to-date balance stock.  <b>Status: Closed</b>