

RSPO PUBLIC SUMMARY REPORT



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

File Ref. : ES10171012

RSPO PUBLIC SUMMARY REPORT

CLIENT : SIME DARBY PLANTATION BERHAD – SOU 5 SELABA

PARENT COMPANY : SIME DARBY PLANTATION BERHAD

RSPO MEMBERSHIP No.: 1-0008-04-000-00

LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):
 (In the case of multisite certification, list additional sites in attachments) :

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

MAP : See Attachment 1

AUDIT DATE : 17-21 December 2108

DURATION : 16 auditor days

TYPE OF AUDIT : Annual Surveillance Audit No.3

Recertification Audit

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

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

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

The following attachments form part of this report:

Non-conformity Report(s)

List of additional site(s)

Report by Audit Team Leader

Acknowledgement by Client's Representative

Name : Rozaimée bin Ab Rahman

Name : SIME DARBY PLANTATION BERHAD

Signature :

Signature :

Date : 1/04/2019

Date : 2/4/2019

Company No. : 047766-V
 SABRANG ESTATE

FRANCIS NG
 Sr. Manager

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SUMMARY OF AUDITS

Stage 2 audit / Recertification audit				
On-site audit date :	19-22 January 2016	No. of auditor days :	16 Auditor days	
Audit team :	Mohd Razman Salim (LA), Dr. Zahid Emby, Mohd Zulfakar Kamaruzaman, Hazani Othman, Zulkarnain Abdullah (Supply Chain)			
No. of major NCR :	4	-	Closing date: Apr 2016	
No. of minor NCR :	4	-		
Indicate the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers	Suppliers
	x	X	x	x
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractors	Others (Please specify)	
Supply base sampled :	Sogomana Estate (Cashwood Division, Sg, Beruas Division) and Seri Intan Estate (Selaba Division).			
Justification of audit planning :	-			
Report approved by :	-		Approval date : -	

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

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Annual Surveillance Audit 2			
On-site audit date :	11-15 December 2017	No. of auditor days :	18
Audit team :	Mohd Zulfakar Kamaruzaman (LA), Rozaimée Ab Rahman, Selvasingam T. Kandiah, Amir Bahari		
No. of major NCR :	4	Indicator: 4.1.1, 4.1.2 (Recurrence), 4.6.5, 4.2.4 (i) RSPO Certification System	Closing date : 10/03/2018
No. of minor NCR :	4	Indicator: 2.2.2, 4.7.5, 6.1.4, 6.6.2	
Indicate by ticking the stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers / Local communities
	x		x
	Contract workers	NGOs	Govt. agency
	x		
	Indigenous people	Contractor	Others (Please specify)
		X	
Supply base sampled :	Seri Intan Estate (Selaba Div) and Bikam Estate		
Changes since the last audit :	<p>In accordance with the information provided by the Management of Selaba, it has been confirmed that there was an error for the "Certified area" reported in the previous surveillance audit due to the misinterpretation of the "Certified area" definition.</p> <p>It was explained that the previous reported value for Seri Intan (Selaba Division) did not include the Workers Quarters, Temple, Mosque, Roads, Drains, School, Green House Project, Creche and Shop i.e. amounting to additional of 87.0191 ha from the reported value. It was then confirmed that the total land area (as per land title) for Seri Intan Estate (Selaba Division) is 1,119.9891 ha, instead of 1,032.97 ha reported last year.</p> <p>Furthermore, during this audit, it was noted that the total certified area was reduced due to the Government's acquisition of 57.7046 ha from Seri Intan Estate (Selaba Division) for the purpose of construction for the 'Projek Perumahan Rakyat 1 Malaysia' PR1MA. The gazetting record for Lot 10093 Gazette Notification No. PTHP 12/517 in Perak State Government Gazette Land Acquisition Act 1960 [Section 16] was made available during the conduct of audit.</p> <p>With all the information provided above, it was concluded that the certified area for Seri Intan (Selaba Division) after the correction from land title and deduction of PRIMA project is 1,062.28 ha. And, the total Certified area for the whole CU has been confirmed as 4,689.31 ha.</p>		
Justification of audit planning :	-		
Report approved by :	Radziah Mohd Daud	Approval date :	27/03/2018

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Annual Surveillance Audit 3				
On-site audit date :	17-21 December 2018	No. of auditor days :	16 days	
Audit team :	Rozaimiee Ab. Rahman, Mohd Razman Salim, Mohd Norddin Abdul Jalil, Suzalina Kamaralariffin			
No. of major NCR :	2	Indicator: 4.7.3, 6.3.1	Closing date : 11/03/2019	
No. of minor NCR :	-	Indicator : -		
Indicate by ticking the stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers / Local communities	Suppliers
	√	√		√
	Contract workers	NGOs	Govt. agency	Independent growers
	√			√
	Indigenous people	Contractor	Others (Please specify)	
Supply base sampled :	Selaba POM, Bikam Estate, Cluny Estate.			
Changes since the last audit :	Seri Intan Estate (Selaba Division) has been transferred to Seri Intan SOU.			
Justification of audit planning :	Selaba POM – 4 mandays has been located to cover all RSPO P&C MYNI and SCCS Bikam & Cluny Estate – 6 mandays for each estates to cover all relevant RSPO indicator such as verification of safety and health, environment, good agriculture best practices, Social, HCV TBP, Partial Certification and GHG verification plus the verification of Land History and Land Title.			
Report approved by :	Radziah Mohd Daud	Approval date : 1/04/2019		

Annual Surveillance Audit 4				
On-site audit date :		No. of auditor days :		
Audit team :				
No. of major NCR :		Indicator:	Closing date :	
No. of minor NCR :		Indicator :		
Indicate by ticking the stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers / Local communities	Suppliers
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractors	Others (Please specify)	
Supply base sampled :				
Changes since the last audit :				
Justification of audit planning :				
Report approved by :		Approval date :		

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SUMMARY OF INFORMATION

TABLE 1

	STAGE 2 / RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period	Jan 2016 – Dec 2016	Dec 2016 – Nov 2017	Dec 2017 – Nov 2018	Dec 2018 - Nov 2019	
Certified FFB Processed (MT)	144,300.78	68,394.40	80,270.67	61,407.06	
Production of Certified CPO (MT)	21,952.00	14,752.67	16,805.84	12,864.77	
Production of Certified PK (MT)	6,632.00	3,631.74	4,215.87	3,377.39	
Certified Areas (Ha)	5,891.12	*4,660.00	*4,689.31	**3,627.03	
Planted Areas (Ha)	5606.80	4482.69	4,424.99	3,449.72	
Production Areas (Ha)	5,606.80	3,560.49	3,502.79	2,677.29	
HCV Areas / Conservation Areas (Ha)	41.26	41.26	41.26	***6.49	
REMARKS	*Refer to the Summary of Audit table for the reason for changes in the certified areas. **Decreased on planted area as Seri Intan (Selaba Division) transferred to Seri Intan SOU. ***Decreased on HCV areas as this was the only area that belonged to Selaba CU now.				

TABLE 2

	CPO	PK
Last years certified volume (MT)	16,805.84	4,215.87
Last years actual certified sold (MT)	0.00	630.00
Last years actual sold under other schemes (MT)	0.00	0.00
Last years sold conventional (MT)	*8,240.48	*1,522.76
New year certified volume (MT)	12,864.77	3,377.39

*Lower production of CPO & PK due to lower no. of certified FFB received during the reporting period. Approximately, 70% of FFB received were non-certified.

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1.0 AUDIT PROCESS

1.1 Certification Body

SIRIM QAS International Sdn. Bhd. is the leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally and nationally 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) and the International Automotive Task Force (IATF). SIRIM QAS International is a partner of IQNet, a network currently comprising of leading certification bodies in Europe, North and South America, East Asia and Australia.

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

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Rozaimiee Ab. Rahman	Lead Auditor / Environment and occupational health and safety (Estate)	Holds a B. Sc. Of Agriculture. He had several years of working experience in the oil palm operation. He is a qualified auditor for RSPO P&C.
Mohd Razman Salim	Auditor Social / HCV	Holds a B.Sc. Forestry. He had several years of working experience in the forest management. He is a qualified RSPO P&C and MCNI (forest certification)
Mohd Norddin Abd Jalil	Auditor GAP	Holds a B. Sc. (Hons) in Agriculture, he had work with Plantation for more than 20 years of experience in estate operation. He has been qualified as an RSPO auditor for the past 3 years
Suzalina Kamaralarifin	Auditor SCS	Holds B. in Engineering. She had working experience in POM for more than 5 years. She has qualified as an auditor SCS.

1.3 Audit methodology

The audit covered the Selaba palm oil mill and Cluny and Bikam Estates of its supply base. As the no. of estates were less than four, the sampling covered 100% of the supply base instead of using the formula of $0.8\sqrt{y}$. The audit included an on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, employees, contractors and other relevant stakeholders were also conducted during the audit.

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1.4 Stakeholder Consultation

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

1.5 Audit plan : Refer to Attachment 2

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

2.0 SCOPE OF CERTIFICATION AUDIT

2.1 Description of the certification unit

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

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

The FFB is sourced from company owned estates and independents growers that were not certified. Noted that there were some diversions of FFB from SDPSB estates certified under different CU.

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

Table 1: Actual FFB production by the supply base for the last reporting period (Dec 2017 to Nov 2018)

Estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Seri Intan (inc Selaba Div)	12,929.62	8.30	SOU Seri Intan
Sabrang	11,017.21	7.07	SOU Seri Intan
Sg Wangi	65.84	0.04	SOU Seri Intan
Cluny	16,707.66	10.73	SOU Selaba
Bikam	1,118.69	0.72	SOU Selaba
Sogomana	124.69	0.08	SOU Seri Intan
Third parties			-
Ladang Bagan Pasir	6,061.53	3.89	
Gan Kim Tiek	22,697.59	14.57	
Kuala Perak Estate	4,507.01	2.89	
Ladang Moccis	23,505.26	15.10	
Macro Sawit	40.20	0.03	
Sawit Berkat (Langkap)	13,065.10	8.39	
Sawit Teluk Baru	10,020.08	6.43	
Setia Station	4,749.42	3.05	
Sinaran Mewah	10,373.41	6.66	
Chuan Soon	337.47	0.22	
Tan Hing	18,417.36	11.83	
TOTAL	155,738.140	100.00	

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Table 2: Projected FFB production by supply base for the next reporting period (Dec 2018 to Nov 2019)

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Bikam Estate	32,300.92	18.27
Cluny Estate	29,106.14	16.45
Total	61,407.06	34.74
Other Supply Bases		
Third parties (non-certified)	115,331.22	65.26
Grand Total	176,738.28	100.00

Table 3: Actual FFB received and CPO & PK dispatch by the Mill for the last reporting period (Dec 2017 to Nov 2018)

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	155,738.140
FFB Processed	155,847.785
Certified FFB Processed	41,963.710
Non-certified FFB Processed	113,884.075
Credits traded thru Book & Claim	0.00
Crude Palm Oil (CPO)	
Overall CPO Production	30,599.639
Certified CPO Production	8,240.483
Certified CPO delivered as RSPO	0.00
Certified CPO delivered as non-RSPO	8,240.483
Certified CPO delivered under other sustainable schemes	0.00
Palm Kernel (PK)	
Overall PK Production	7,993.937
Certified PK Production	2,152.767
Certified PK delivered as RSPO	630.00
Certified PK delivered as non-RSPO	1,522.767
Certified PK delivered under other sustainable schemes	0.00

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**Table 4: Projected FFB received and CPO & PK dispatch by the Mill of the next reporting period
(Dec 2018 to Nov 2019)**

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	176,738.28
FFB Processed	176,738.28
Certified FFB Processed	61,407.06
Non-certified FFB Processed	115,331.22
Crude Palm Oil (CPO)	
Overall CPO Production	23,700.56571
Certified CPO Production	12,864.77
Certified CPO delivered as RSPO	12,864.77
Certified CPO delivered as non-RSPO	0.00
Certified CPO delivered under other sustainable schemes	0.00
Palm Kernel (PK)	
Overall PK Production	9,013.65
Certified PK Production	3,377.39
Certified PK delivered as RSPO	3,377.39
Certified PK delivered as non-RSPO	0.00
Certified PK delivered under other sustainable schemes	0.00

Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Bikam	1989.81	2075.16
Cluny	1459.91	1551.87
Total	3,449.72	3,627.03

Table 6 Planting profile for Bikam Estate

Year of planting	Planting cycle(1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2016A	3 rd	Immature	74.16	3.73
2015A	3 rd	Immature	51.04	2.57
2002	2 nd	Mature	50.65	2.55
2001	2 nd	Mature	122.84	6.17
2016B	3 rd	Immature	98.83	4.97
2008	2 nd	Mature	102.12	5.13
2015C	3 rd	Immature	60.73	3.05
2015D	3 rd	Immature	59.64	3.00
2010	3 rd	Mature	51.78	2.60
2010	3 rd	Mature	91.03	4.57
2010	3 rd	Mature	35.84	1.80
2011	3 rd	Mature	57.26	2.88
1999	2 nd	Mature	65.97	3.32
1997	2 nd	Mature	58.65	2.95
2014C	3 rd	Immature	70.87	3.56
2014A	3 rd	Immature	20.97	1.05
2005	2 nd	Mature	31.84	1.60
2003	2 nd	Mature	104.87	5.27
2001	2 nd	Mature	20.08	1.01
2001	2 nd	Mature	67.63	3.40

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1999	2 nd	Mature	41.17	2.07
2015B	3 rd	Immature	56.10	2.82
1995	2 nd	Mature	17.85	0.90
2014B	3 rd	Immature	41.00	2.06
2007	2 nd	Mature	136.58	6.86
2003	2 nd	Mature	82.3	4.14
2001	2 nd	Mature	22.62	1.14
2010	3 rd	Mature	53.57	2.69
2010	3 rd	Mature	35.96	1.81
2011	3 rd	Mature	68.93	3.46
2011	3 rd	Mature	136.93	6.88
Total			1989.81	100.00

Table 6 Planting profile for Cluny Estate

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

2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

Name	:	Chong Kok Swee
Position	:	Senior Manager
Address	:	Ladang Seri Intan, K/B No.2, 36009 Teluk Intan, Perak
Phone no.	:	05-6221477 / 019-2983129
Fax no.	:	05-6222434
Email	:	chong.kok.swee@simedarbyplantation.com

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3.0 AUDIT FINDINGS

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

Seri Intan (Selaba Division) has been transferred to Seri Intan SOU.

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

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

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

There were 3 SOU which were located in Indonesia, Papua New Guinea (NBPOL), and Liberia which were not yet certified. Details issues related to these were provided in the checklist RSPO Certifications Systems for Principles & Criteria June 2017.

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

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

iii. Are there associated smallholders (including scheme smallholders) in the CU Yes No

If yes, have ALL the associated smallholders (including scheme smallholders) where their fruit supply is included, by the mill, in its certification? Yes No

If no, please state reasons _____

iv. Any new acquisition which has replaced primary forests or HCV areas Yes No

3.3 Other changes (e.g. organizational structure, new contact person, addresses, etc.)

No.

3.4 Status of previous non-conformities * Closed Not closed*

* If not closed, minor non conformity will be upgraded to major non conformity

3.5. Complaint received from stakeholder (if any)

No complaints from stakeholders were observed.

4.0 DETAILS OF NON-CONFORMITY REPORT

4.1 For P&C (Details checklist refer to Attachment 3) :

Total no. of minor NCR(s)
(details refer to Attachment 4) List :NA

Total no. of major NCR(s)
(details refer to Attachment 4) List :2 RAR 01 2018, MRS 01 2018

4.2 For SC (Details checklist refer to Attachment 5) :

Total no. of minor NCR(s)
(details refer to Attachment 5) List : NA

Total no. of major NCR(s)
(details refer to Attachment 5) List :NA

5.0 AUDIT CONCLUSION

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

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6.0 RECOMMENDATION

No NCR recorded. Recommended to continue certification.

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

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

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

Recommended to continue certification.

Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but not fully accepted by the audit team. NCR(s)..... have not been satisfactorily closed out within 60 days of the audit. Recommended for suspension of the certificate.

Note: Major NCRs which are not addressed within a further 60 days shall result in the certificate being withdrawn.

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

Audit Team Leader : ROZAIMEE BIN AB RAHMAN



11/03/2019

(Name)

(Signature)

(Date)

Map of SOU 5 Selaba



SURVEILLANCE 3 AUDIT PLAN

1. Objectives

The objectives of the audit 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 audit
- (iii) To make appropriate recommendations based on the audit findings

2. Date of assessment : 17 – 21 December 2018

3. Site of assessment : Selaba POM
 • Bikam Estate
 • Cluny Estate

4. Reference Standard :

- a. RSPO P&C MYNI:2014
- b. RSPO certification systems for P&C, June 2017
- c. RSPO Supply Chain Standard, 2017
- d. Company's audit criteria including Company's Manual/Procedures

5. Assessment Team

- a) Lead auditor: Rozaimée Bin Ab Rahman (Env & Safety) (RAR)
- b) Auditor : Razman Salim (Social & HCV) (RS)
 Haji Norddin (GAP & Safety) (HN)
 Suzalina (SC) (SZ)

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

7. Audit Method

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

8. Audit Findings

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed within 90 days or else the certificate shall be suspended. If the major non conformities are still not addressed within another 90 days, the certificate shall be terminated. If there are five or more major non-compliances within one Principle found during the audit, immediate suspension of RSPO certification shall be recommended. For minor non conformities raised in the surveillance audit, corrective action shall be verified in the next audit. These shall be upgraded to major non-conformities if the corrective actions are not satisfactory implemented in the next audit.

9. Confidentiality Requirements

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

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

10. Working Language : English and Bahasa Malaysia

11. Reporting

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

12. Facilities Required

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

13. Assessment Programme Details : As below

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Date / Time	Coverage of assessment / Activity / Site	RA R	R S	H N	SZ
Day 1- 17/12/18 9.00am – 9.30am	Opening Meeting – Venue: Selaba POM <ul style="list-style-type: none"> Audit team Leader - Briefing on assessment objectives, scope, methodology, confidentiality clarification, audit criteria and programmes Organization Representative - Briefing RSPO / MSPO implementation, significant change on organization activity, structure, certified areas, machinery, FFB supply bases , Time bound plan, actions taken to address previous audit findings. 				
9.15am – 12.30pm	Site observation to Selaba POM P1, P2, P3, P4, P5, P6, P7, P8, Supply Chain <ul style="list-style-type: none"> Environment, Occupational safety & health aspects, chemical management Laws and regulations Interview with workers, contractors etc. Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the mill Interview with gender committee, safety committee, worker representative, contractors, supplier, etc Site visit and assessment on Supply Chain Implementation including the Model used : General Chain of Custody System Requirements for the supply chain <ul style="list-style-type: none"> Documented procedures, Purchasing and goods in, Outsourcing activity, Sales and goods out, Processing, Records keeping, Registration, Training, Claims, Internal Audit, Management Review. 				
9.15am – 12.30pm	Site observation to Selaba POM P1, P2, P3, P4, P5, P6, P7, P8 <ul style="list-style-type: none"> Laws and regulations Mill Practice such as grading, boiler, water treatment plant, final discharge, etc Interview with workers, contractors etc. Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the mill Interview with gender committee, safety committee, worker representative, contractors, supplier, etc 				
12.30pm – 1.30pm	Lunch Break				
1.30pm – 5.00pm	Continue assessment at respective sites				
Date / Time	Coverage of assessment / Activity / Site	RAR	RS	HN	SZ
Day 2- 18/12/18 9.00am – 12.30pm	Site observation to Cluny Estate P1, P2, P3, P4, P5, P6, P7, P8, Supply Chain <ul style="list-style-type: none"> P1, P2, P4,P5, P6, P7,P8 HCV Assessment, HCV Management Biodiversity Monitoring/HCV Monitoring, HCV Planning Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects , chemical management Environmental management, waste & chemical management Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the Estate Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. 				NA

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	<ul style="list-style-type: none"> Occupational safety & health aspects , chemical management Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, IPM New planting 				
12.30pm – 1.30pm	Lunch Break				NA
1.30pm – 5.00pm	Continue assessment at respective sites				NA
5.00 pm	End of day 2 audit				NA
Date / Time	Coverage of assessment / Activity / Site	RAR	RS	HN	SZ
Day 3- 19/12/18 9.00am – 12.30pm	Continue unfinished assessment at Cluny Estate P1, P2, P3, P4, P5, P6, P7, P8, Supply Chain <ul style="list-style-type: none"> P1, P2, P4,P5, P6, P7,P8 HCV Assessment, HCV Management Biodiversity Monitoring/HCV Monitoring, HCV Planning Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects , chemical management Environmental management, waste & chemical management, buffer zones monitoring Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the Estate Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects , chemical management Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, IPM New planting 				NA
12.30pm – 1.30pm	Lunch Break				NA
1.30pm – 5.00pm	Continue assessment at respective sites				NA
5.00 pm	End of day 3 audit				NA
Date / Time	Coverage of assessment / Activity / Site	RAR	RS	HN	SZ
Day 4- 20/12/18 9.00am – 12.30pm	Site observation to Bikam Estate P1, P2, P3, P4, P5, P6, P7, P8, Supply Chain <ul style="list-style-type: none"> P1, P2, P4,P5, P6, P7,P8 HCV Assessment, HCV Management Biodiversity Monitoring/HCV Monitoring, HCV Planning Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects , chemical management Environmental management, waste & chemical management , buffer zone monitoring Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the Estate Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects , chemical management Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, 				NA

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	<ul style="list-style-type: none"> IPM New planting 				
12.30pm – 1.30pm	Lunch Break				NA
1.30pm – 5.00pm	Continue assessment at respective sites				NA
5.00 pm	End of day 4 audit				NA

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Attachment 3

RSPO P&C AUDIT CHECKLIST AND FINDINGS

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators	Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	YES SOU Selaba continued to implement the communication procedure and maintain records on requests for information. The procedure for responding to any communication is as outlined in sub-section 5.5 of appendix 5.5.3.2 of Standard Operation Manual of Estate Quality Management System documents. The communication flow charts were available on the notice boards in the Estate and Mill offices and Muster Grounds. SDPB continued to use the internet to disseminate public information relating to land titles, safety and health plans, pollution prevention plans and the procedure for complaints and grievances. The SDPB website address is http://plantation.simedarby.com . The Selaba CU has conducted stakeholders meeting by mill and estates. The Selaba POM has conducted stakeholders meeting in Dec 2018, while Cluny Estate and Bikam Estate have conducted the stakeholders meeting in Oct 2018.
	1.1.2	Records of requests for information and responses shall be maintained. Major Compliance	YES The CU had identified personnel responsible for handling of complaints. Records of communication were identified and maintained in different files, internal & external communication, depending on the stakeholder. Both Estates and Mill continued to maintain the list of stakeholders which included the contractors, vendors/suppliers, government agencies, schools, local communities, etc.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1	Land titles/user rights (Criterion 2.2);	YES Evidence of legal ownership of the land including history of land tenure was verified during this audit. This document was made available by all the Mill and individual estates.
		Occupational health and safety plans (Criterion 4.7);	YES Both estates and the mill have established the Safety and Health plan. The SDPB OHS Policy is also available at all the operating units. The policy is available in Bahasa and English. The policy has been communicated to all level of employees through briefings and displayed at respective office's notice boards.
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	YES Social and environmental impact assessments and its relevant plans continued made available.
		HCV documentation summary (Criteria 5.2 and 7.3);	YES HCV documentation summary and HCV Assessment was publicly available at the estates and mill offices.
		Pollution prevention and reduction plans (Criterion 5.6);	YES The CU continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records contained identification and evaluation of environmental impact of activities and processes related to the estate and mill operation. The

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Clause	Indicators		Comply Yes/No	Findings
				Environmental Management Plan 2018/19 has been established and reviewed in June 2017. The plan also includes elements of Pollution Prevention Plan. The status of the action taken were being monitored.
		Details of complaints and grievances (Criterion 6.3);	YES	The details of complaints and grievances can be accessed by the public/stakeholders at estates and mill offices.
		Negotiation procedures (Criterion 6.4);	YES	Negotiation procedures for the SOU Selaba is as described in the "Flowchart and Procedures On Handling Land Dispute".
		Continual improvement plans (Criterion 8.1);	YES	Sime Darby Plantation Bhd. has committed to utilise the established system to regularly monitor and review their key activities at the mill and estates. Relevant action plans were initiated for continuous improvement in key areas of operations, environmental, safety, health and welfare of the workers as well as social contribution to the community. Details of the CU continual improvement plans have been reported in indicator 8.1. The continuous improvement plans related to environment was established and update accordingly. Continual improvement plans were made available at all operating units. Among the relevant documents reviewed were: Pollution Prevention Plan – FY2018, Identification and Management of Wastewater – FY2018, Waste Management Plan– FY2018, Environmental Improvement Plan – FY2018, Yield Enhancement Plan – FY2018, Chemical Reduction Plan – FY2018, IPM Plan – FY2018 and Water management Plan – FY2018.
		Public summary of certification assessment report;	YES	Public summary for RSPO certification assessment report can be assessed at SIRIM QAS Int. website.
		Human Rights Policy (Criterion 6.13).	YES	Human Rights policy for the CU is in the Sime Darby Plantations Bhd's Social & Humanity Policy dated January 2015. The policy among others state that business is carried out with a sense of humanity, ensuring they are socially beneficial and do not infringe on basic human rights. This policy is available at the respective notice boards of the mill and estates.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	The SOU 5 Selaba is following the Sime Darby Plantations Bhd's Code of Business Conduct. It contains, among others, the following aspects of business conduct: Equal opportunity and non-discrimination, Criminal activities, Harassment and violence, Avoiding conflicts of interests, Guarding against bribery and corruption, Anti-money laundering and anti-terrorism financing and How to report a violation. The Code of ethics policy has been briefed to all workforce at the visited mill and estates.

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Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	YES	Generally, SOU Selaba has continued to comply with all applicable local, national and ratified international laws and regulations. The last update of legal register was in July 2016. Relevant licences and permits were verified at SOU Selaba.
	2.1.2	A documented system, which includes written information on legal requirements shall be maintained. Minor Compliance	YES	SOU Selaba have identified, documented and maintained their legal register with written information on legal requirements which related to their operation in legal register entitled "Legal Requirement Register". Sime Darby headquarters, PSQM Department were responsible to track changes and the information was disseminated to all its plantations and Mill department.
	2.1.3	A mechanism for ensuring compliance shall be implemented. Minor Compliance	YES	The CU had a documented system for identifying and updating the changes of legal requirements and to monitor the status of legal compliance. This was as documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual. PSQM Department and respective operating units have undertaken the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. The compliance to legal requirements was evaluated on an annual basis. These were carried out via Internal & External Audits, PA visits, RSPO Audits and by Preliminary Group Corporate Assurance Reports (PGCAR).
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	YES	PSQM department, which is based in Kuala Lumpur is responsible in tracking any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective SOUs.
C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.	2.2.1	Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised NCR land) and the actual legal use of the land shall be available. Major Compliance.	YES	Evidence of legal ownership of the land including history of land tenure was verified during this audit. The land was previous own by Golden Hope and after merged with Sime Darby, The Land Title was transferred under the name of Sime Darby Plantation Berhad. Each estate had legal use of the land through an Ownership and Country Lease signed by the Director of Lands and Surveys of Perak following the payment of premium and Land fee.
	2.2.2	There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves. Minor Compliance	YES	In general, the mill and estate boundaries were generally demarcated. Boundary lines were indicated on the maps. The locations of boundary stones were also indicated in the estate maps. This was also verified during the site review.
	2.2.3	Where there are or have been	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it

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Clause	Indicators	Comply Yes/No	Findings
	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 FPIC. Minor Compliance		was confirmed through interviewed with head of villages and/or the Chairman of Majlis Pengurusan Komuniti Kampung.
	2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes are implemented and accepted by the parties involved. Major Compliance	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviewed with head of villages and/or the Chairman of Majlis Pengurusan Komuniti Kampung.
	2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties. Minor Compliance	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviewed head of villages and/or the Chairman of Majlis Pengurusan Komuniti Kampung.
	2.2.6 To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. Major Compliance	YES	The CU observed to maintain peace. No case of instigated violence and land conflict, as affirmed with interviews carried out.
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior, and informed consent.	2.3.1 Maps of an appropriate scale showing the extent of recognised legal, customary or user rights shall be developed through participatory mapping involving affected parties. Major	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews carried out.
	2.3.2 Copies of negotiated agreements detailing the process of FPIC shall be available and shall include:		
	a) Evidence that a plan has been	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba,

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Clause	Indicators		Comply Yes/No	Findings
		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;		hence this requirement was not applicable.
	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;	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, hence this requirement was not applicable.
	c)	Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, hence this requirement was not applicable.
	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 land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews carried out.
	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	As there was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, hence this requirement was not applicable.

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

Clause	Indicators		Comply Yes/No	Findings
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum three years) shall be documented. That includes, where appropriate, a business case for scheme smallholders. Major Compliance	YES	The Selaba SOU continued to make commitment to long-term economic and financial viability. The annual budgets for 2019 to 2021 which included Capital and Operating Expenditures in addition to FFB yield/Ha, OER and CPO were sighted. The budget provisions cover activities for machinery and plant upkeep, expenditure for mature and immature oil palm upkeep, harvesting and evacuation, welfare, capital expenditure, RSPO compliance etc.
	3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, shall be available. Minor Compliance	YES	The long-range replanting programme (LRRP) until 2023 were sighted for both Estates. This programme is reviewed once a year and is incorporated in the CU annual financial budget.

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	SOU Selaba continued to use the documents established by the Sime Darby Plantation Bhd among others as follows; Plantations / Mill Quality Management System Manual, PQMS / MQMS Standard Operating Manual and Procedures (SOP), Sustainable Plantation Management System (SPMS) Manual and RSPO Supply Chain Manual.
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	YES	Selaba SOU continued to implement the mechanism to ensure consistent implementation of operation as per SOPs. One of the mechanisms to check the implementation of procedures was by carried out through RSPO internal audit report on visits made in Oct 2018 for Bikam and Cluny Estates by PSQM team, safety and health meeting and routine inspection (workplace inspection) by assistant manager, staff and hospital assistant.
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	Records of monitoring and the actions taken by the SOU continued to be maintained. This is to ensure that the established procedures were consistently implemented. improvement, crop recovery, OER improvement replanting & immature palms maintenance, monthly progress, etc. Performance monitoring visit conduct on February 2018, May 2018, August 2018, November 2018 to monitored immature, mature upkeep, manuring, building facilities, estate cost, etc.
	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 estates and non-certified FFB from independent FFB suppliers. All delivery documents of third party FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill were properly recorded and monitored.
C 4.2	4.2.1	There shall be evidence that good	YES	Selaba SOU practiced the maintenance of long-term soil fertility by annual application of fertilizers based

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Clause	Indicators	Comply Yes/No	Findings
Practices maintain soil fertility at or, where possible, improve oil fertility to a level that ensures optimal and sustained yield.			on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and some EFB and compost application, water management and by maintaining soft weeds within interlines. Fertilizer application was carried out based on the recommendation made by the agronomist from Sime Darby Research Sdn. Bhd. Soil sampling was carried out on a 5 year cycle. The recommendation by the Agronomist were also available during the inspection and the application of fertilizers had been carried out as recommended and scheduled.
	4.2.2	YES	Selaba SOU continued to monitor their fertilizer inputs as recommended by their agronomist. Records maintained accordingly.
	4.2.3	YES	Periodic tissue and soil sampling were carried out in Selaba SOU to monitor changes in nutrient status. Annual foliar sampling for the nutrients N, P, K, Mg, Ca & B had been carried out in April and Nov 2018 in Bikam and Cluny Estates respectively and its results formed the basis for the fertilizers input recommendation to maintain and improve soil fertility.
	4.2.4	YES	Selaba SOU had a nutrient recycling strategy in place. Palm fronds were stacked in the interrow to decompose. For EFB application on both estates, priority was given for application in young mature areas and replants. No compost and POME was applied in both estates.
C 4.3 Practices minimise and control erosion and degradation of soils.	4.3.1	YES	During the field visit and the soil maps provided and reviewed by the auditors it was observed that no fragile or marginal soils were found in Selaba SOU.
	4.3.2	YES	Selaba SOU had a management strategy for planting on slopes to minimise and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by: Slope & River Protection Policy updated on January 2015, Buffer Zone & 25 degree slope and in item 8 Section 4.
	4.3.3	YES	Selaba SOU continued to maintain its road, according to the road maintenance programmes. The programs had been supported by adequate provisions in the budgets.
	4.3.4	YES	There was no peat soil in both Selaba SOU.
	4.3.5	YES	There was no peat soil in both Selaba SOU.
	4.3.6	YES	There were no fragile and problem soils in Selaba SOU.

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Clause	Indicators	Comply Yes/No	Findings
	other fragile and problem soil. Minor Compliance		
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	Selaba SOU had in place and implemented water management plans. It has been sighted during the audit. Plans for 2018/19 were sighted.
	4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones shall be demonstrated. Major Compliance	YES	Selaba SOU continues to implement their SOP and Policy on maintenance of the riparian zone. The buffers had been identified in accordance with Department Irrigation and Drainage. Interviews with the workers revealed that they understood the requirement of keeping the riparian zones free from any agricultural activities such as application of fertilizer and chemical weeding.
	4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations. Minor Compliance	YES	Discharge method – Water course. Effluent analysis tests for final discharge were carried out on a monthly basis through internal accredited lab from Sime Darby Research Sdn Bhd, Carey Island. The results were within the limit.
	4.4.4 Mill water use per tonne of FFB shall be monitored. Minor Compliance	YES	Mill water usage per tonne of FFB continued to be monitored on monthly basis.
C 4.5 Pests, diseases, weeds & invasive introduced species are effectively managed using app. IPM techniques.	4.5.1 Implementation of IPM plans shall be monitored. Major Compliance	YES	Selaba SOU continued to implement and monitor the IPM in both estates and continued to manage pests, disease, weeds and invasive introduced species using appropriate IPM techniques guided by the Agricultural Reference Manual (ARM).
	4.5.2 Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	YES	Training related to IPM implementation as per the Agricultural Reference Manual (ARM) entitled Rat baiting and Barn Owl Box was conducted and the records of training were available for verification. Thus, previous NCR was satisfactory closed
C 4.6 Pesticides are used in ways that do not endanger health or the environment.	4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. Major Compliance	YES	Selaba SOU continued to use agrochemicals based on its Agricultural Reference Manual (ARM) Section 15 and 16, SSOP and Pictorial Safety Standard Book (PSS) where written justifications had been provided for various fields operations. The Manual has included a chemical register list which indicates the use of selective products that are specific to the targeted pest, weed or disease. The procedures also covered the use of PPE when handling the chemicals. The estates continued to use pesticides as per the SOPs.

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Clause	Indicators	Comply Yes/No	Findings
4.6.2	Records of pesticides use (incl. active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and no. of applications) shall be provided. Major Compliance	YES	Selaba SOU had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and active ingredients applied per ha.
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with 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, the quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5. In the implementation of the IPM plans the following practices are adopted by both estates.
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, shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Reg (2000). Minor Compliance	YES	Selaba SOU only used pesticides that were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations 2000. From the review of the chemical register, it was noted that all pesticides used are of class III & class IV. The use of paraquat had been banned in all Sime Darby Plantation Berhad estates. There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions had been used. Methamidophos was used in 2015 for trunk injection to treat bagworm attack. Since 2016 Sime Darby Plantation Berhad replaced usage of Methamidophos to Acephate a class III chemical. From records and interviews with workers, staff and estate assistants, found that they were trained, all precautions taken and all legal requirements met. Signboards indicated 'AWAS Dilarang Masuk', block, dates of operation, type of operation and chemical were used.
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be	YES	Records showed that pesticides were handled, used and applied by trained persons and as per the MSDS of the pesticide. The staffs and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the workers through the MSDS training. It was also noted that MSDS are available at all sites during the audit. Training including refresher sessions were provided to the workers involved in such activities to ensure a continued understanding of chemicals / hazard. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged.

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Clause	Indicators	Comply Yes/No	Findings
	properly observed, applied, and understood by workers. Major Compliance		
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. Pesticides shall be stored in acc. to the Occupational Safety and Health Act 1994 (514) and Reg. and Orders, Pesticides Act 1974 (149) and Reg. Major Compliance	YES	The storage of pesticides at both the estates was observed to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149) and Regulations. Triple rinsing activities continued to be implemented for empty pesticide containers. The rinsed containers were pierced and stored prior disposing.
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. Minor Compliance	YES	Pesticide applications were guided by Sime Darby Plantation Berhad's ARM, Pictorial Guide, CHRA and by MSDS supplied by the manufacturer. The quantity of agrochemicals required for various field conditions are also documented and justified in Sime Darby Plantation Berhad's Agriculture Reference Manual.
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. Major Compliance	YES	Aerial spraying was not practiced by both Cluny and Bikam Estate.
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. Minor Compliance	YES	The staffs and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. Records showed that training had been carried out. No associated smallholders at SOU Selaba. Employees demonstrated knowledge and skills on pesticide handling. MSDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.
4.6.10	Proper disposal of waste material, according to procedures that are fully-understood by workers and managers shall be demonstrated. Minor Compliance	YES	Noted that that scheduled wastes generated not been stored for more than 180 days. Disposal on time. Chemical container has been disposed through DOE approved chemical container recycling contractor.
4.6.11	Specific annual medical surveillance for pesticide operators, and documented	YES	CHRA was conducted in both estates. The assessment has been carried out to work units such as: premix area, spraying operator, trunk injection gang, manuring operator, rat bait operator, forger operator,

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Clause	Indicators	Comply Yes/No	Findings
	action to treat related health conditions, shall be demonstrated. Major Compliance		foremen, SW operator, and store keeper operator. Recommend made by assessor to conduct medical surveillance for store keeper, foremen, sprayer and manure. Medical surveillance has been conducted accordingly and results from assessment were show all of them were fits to handle chemicals.
	4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. Major Compliance	YES	Both Estates had Internal Memos “No Work with Pesticides for Confirmed Pregnant and Breast-Feeding Women” signed by the respective managers. List of sprayers were maintained by Medical Assistant (MA) and to ensure the rule being complied at all times. During the monthly check-up by the MA pregnancy status are remarked and if of any cases the worker will be withdrawn from spraying duties. Medical Assistants and workers confirmed this during interviews.
C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented. The occupational health and safety plan shall cover the following:	4.7.1 An occupational health and safety policy shall be in place. An OSH plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	YES	The CU maintained OSH policy. This OSH policy had been communicated to all employees through toolbox and standing meeting and were seen to be displayed on notice boards at the mill and estates. Generally, interview with workers and staffs revealed that awareness of OSH policy was good. The OHS management programmed sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training program, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings.
	4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. Major Compliance	YES	Most significant and routine activities for mill and estate were adequately covered including chemical usage, boiler operation, FFB sterilization, kernel extraction and oil extraction and clarification in the mill. Appropriate risk control measures had been determined and implemented for the respective activities and operation in the mill. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative control was sighted with safety signages were displayed at all work stations including mill office and workshop. On overall performance, OSH administrative controls implementation as well as appropriate risk control measures were identified, and a PIC was assigned to monitor the implementation of the control measures during field and site assessment.
	4.7.3 All workers involved in the operation shall be adequately trained in safe working practices. Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous op, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. Major Compliance	NO	Training and Briefing on the operations were provided for workers to educate them on safe working practices to ensure applicable precautions are adhered. Training for employees are conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc. The staff and workers such as the storekeepers, Mill workers, harvesters, pruners, field workers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. Trainings were provided during musters and also in session held in the estate community hall. The training made for the employees were recorded as follows. Subjects extracted were mainly among others related to ESH, SOPs, pesticides handlings etc. However, during site visits at Cluny Estate auditor was sighted harvester was not wearing a safety helmet during harvesting FFB at Block 08H & 2000. Thus #Major NCR RAR 01 2018 has been raised.
	4.7.4 The responsible person/s shall be identified. There shall be records of regular mtg between the responsible person/s and workers. Concerns of all	YES	The PICs were the mill & estate managers, supported by the MA & the committee members. The Quartely Safety & Health Committee meeting held – chaired by PICs, discussed the following: Passing of previous minutes and arising matters, Hospital Assistant Report (Monthly Accident statistics), Mill Health & Safety Inspection Report, Welfare issues and Training & Safety related activities. Records were available for

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Clause	Indicators	Comply Yes/No	Findings
	parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance		reviewed.
	4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. Minor Compliance	YES	SOU Selaba had adhered to the documented: SDP policy 'Crisis Management & Emergency Response' plan, ref: chapter 13 of PQMS, OSH manual and "Accident and Reporting and Investigation Procedure" in chapter 14 of the same manual, Local Medical Evacuation Plan, SOP for Medical Treatment Appendix 5.5.3.3, Subsection 5.5 of Standard Operation Manual (SOM). Records were available for review.
	4.7.6 All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	YES	Local workers, covered by SOCSO. While the foreign workers were covered with foreign workers compensation scheme. All foreign workers were found have valid work permits and passes.
	4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	YES	Relevant records available. Submission to DOSH evident.
C 4.8 All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1 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. Major Compliance	YES	Formal training programmes for 2018/2019 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were presented to auditors by both estates and mill. The training programmes were also extended to contractors and suppliers. Trainings were either conducted internally by its own staff or by other department within the Sime Darby Group or consultant.
	4.8.2 Records of training for each employee shall be maintained. Minor Compliance	YES	Selaba SOU continued to train its executives, staff and workers. Records of training were kept in the training file. The records included information on the title of the training, name and signature of the attendees, name of the trainer, time and venue.

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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	SOU Selaba has established its environmental aspects / impacts register associated with their activities. Environmental aspect and impact (EAI) which covers from upstream activities such as FFB reception until downstream processes was sighted during assessment. Established for 2017/ 2018 dated in : 1 July, 2017. Identification and evaluation of environmental impact was done for all activities and processes related to the mill operation. Among the most significant environmental receptors are the boiler stack emission which associated with air emission, palm oil mill effluent (POME) discharge and land contamination which related to managing the schedule waste and general waste. For the estate operation, all activities from harvesting, pest and disease, upkeep programme until delivery to mill has been identified.
	5.1.2 Where the id of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed & impl. within a comprehensive action plan. The action plan identify the responsible person/s. Minor Compliance	YES	Environmental Aspect and Impact Identification Form & Environmental Impact Evaluation Form was used to identify Aspect & Impact and take necessary action. Among the pollution prevention being identified are control of black smoke emissions, monitoring water course, Schedule Waste and effluent discharge monitoring. Sighted records of monitoring by the mill and estates.
	5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as min every 2 years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. Minor Compliance	YES	The plan is available. For FY 2017/2018 both estate have decided to minimize chemical usage in some area such as: <ul style="list-style-type: none"> i. to reduce usage of insecticide and pesticide (cypermethrin) by ii. to prevent of usage of chemical class 1 (methamidaphos) for control bagworm by iii. to reduce usage of rat bait by Black Smoke Monitoring iv. Effluent Discharge Monitoring v. Monitoring Water course vi. Centralized collecting Schedule Waste
C 5.2 The status of rare, threatened or	5.2.1 Information shall be collated in a HCV assessment that includes both the planted area itself and	YES	SOU Selaba has reviewed their HCV with new assessment conducted in Feb 2014. The new HCV assessment titled 'HCV Re-Assessment For Strategic Operating Unit (SOU 5 – Seri Intan / Selaba').

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Clause	Indicators		Comply Yes/No	Findings
<p>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.</p>		<p>relevant wider landscape-level considerations. Major Compliance</p>		<p>Cluny Estate has identified Sg. Bernama (6.49 ha) as their HCV area. The HCV area is identified as HCV4. For Bikam Estate, there was no HCV area sighted within the estate.</p>
	5.2.2	<p>Where 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</p>	YES	<p>No RTE species found in the SOU Selaba. The HCV areas within SOU Selaba were as explained in Indicator 5.2.1. The visited estates have maintained its HCV4 which is the river reserve at Cluny Estate eg. Sg. Bernama (6.49 ha) as their HCV area.</p>
	5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species & appr. 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</p>	YES	<p>Although there was no RTE species found in the CU, Sime Darby still established their own disciplinary measures if any of their staff or workers found to capture, harm, collect or kill the RTE species. If found any activities to capture, harm, collect or kill RTE species, the estates will make a report to the Wildlife Department immediately.</p>
	5.2.4	<p>Where an action plan has been created there shall be ongoing monitoring: The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the action plan. Minor Compliance</p>	YES	<p>Progress of implementation of the action plans 'HCV Management Plan FY: 2017/2018 Objectives & Target – for Cluny Estate and Bikam Estate' were reviewed and verified on the ground. Cluny Estate has conducted an on-going monitoring of their HCV4 the latest conduct by quarterly basis. No RTE species were found within the estates area. Noted the CU had continued to implement planned actions such as awareness to the staffs and public on enhancing biodiversity, posting of relevant information in the Sime Darby webpage and erection of signage at strategically locations.</p>
	5.2.5	<p>Where HCV set-asides with existing rights of local communities have been id, there shall be evidence of a negotiated agreement that safeguards the HCVs. Minor Compliance</p>	YES	<p>Local communities that lived nearby to the CU did not depend on the HCV area for their living needs. Therefore, this indicator was not applicable to this Certification Unit.</p>

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Clause	Indicators		Comply Yes/No	Findings
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	SOU Selaba has identified all wastes and sources of pollution. The Waste Management Action Plan FY 2017/2018 were established to mitigate and control the identified wastes and source of pollution.
	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	For the identified waste and pollutants, there were procedures and guideline established as to guide the waste disposal activities and to reduce pollution on the routine operations.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	YES	A plan for improving the efficiency of the use of fossil fuels was established. It has been incorporated into the Environmental Aspect and Impact activities report for 2017 /18. The document was updated on every new Financial Year.
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 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Major Compliance	YES	SDPB has a policy of no open burning. As advocated, both estates practiced Zero burning. In the 2015, 2016 replants visited during the audit in both estates, it was evident that all palms were felled, shredded, windrowed and left to decompose
	5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Minor Compliance	YES	There was no evidence fire has been used for preparing land for replanting in both estates. The estates had adhered to the Zero Burning Policy of SDPB.
C 5.6 Preamble Growers and millers commit to reporting on operational	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent.	YES	An assessment of all polluting activities has been conducted and monitored. This included the gaseous emissions, particulate / soot emissions and effluent. The CU has continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records which covers estate and mill activities / operation. 'Pollution Identification Environmental Improvement Action Plan' is used to

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Clause	Indicators	Comply Yes/No	Findings																														
<p>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>			identify the waste products and sources of pollution, was in place and is reviewed accordingly.																														
	5.6.2	Significant pollutants and GHG emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	YES	The CU has continued to maintain its documented plans to mitigate environmental pollution associated to its activities. The plan for GHG emissions reduction as documented by SOU Selaba among others was sighted.																													
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	YES	<p><u>Summary of net GHG emissions from PalmGHG calculator</u></p> <p>Please indicate PalmGHG calculation option used: Option 1 / Option 2</p> <p align="center"><u>Summary of Net GHG Emissions</u></p> <table border="1"> <thead> <tr> <th>Emissions per Product</th> <th>tCO₂e/tProduct</th> </tr> </thead> <tbody> <tr> <td>CPO</td> <td>1.32</td> </tr> <tr> <td>PK</td> <td>1.32</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Extraction</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>OER</td> <td>19.96</td> </tr> <tr> <td>KER</td> <td>5.04</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Production</th> <th>t/yr</th> </tr> </thead> <tbody> <tr> <td>FFB Processed</td> <td>151996.26</td> </tr> <tr> <td>CPO Produced</td> <td>29925.69</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Land Use</th> <th>ha</th> </tr> </thead> <tbody> <tr> <td>OP planted area</td> <td>15689.22</td> </tr> <tr> <td>OP planted on peat</td> <td>0</td> </tr> <tr> <td>Conservation (forested)</td> <td>0</td> </tr> <tr> <td>Conservation (non-forested)</td> <td>0</td> </tr> <tr> <td>Total</td> <td>15689.22</td> </tr> </tbody> </table>	Emissions per Product	tCO ₂ e/tProduct	CPO	1.32	PK	1.32	Extraction	%	OER	19.96	KER	5.04	Production	t/yr	FFB Processed	151996.26	CPO Produced	29925.69	Land Use	ha	OP planted area	15689.22	OP planted on peat	0	Conservation (forested)	0	Conservation (non-forested)	0	Total
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Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	YES	A Social Impact Assessment (SIA) and records of meetings maintained by the CU. The assessment was conducted in Feb – Mar 2014 by the Social and Environment Projects Unit, PSQM Department. The assessment has covered Selaba POM, Cluny Estate and Bikam Estate. All data has been gathered with the participation of external and internal stakeholders. The assessment has reported sampling and data collection procedure, demographic information, issues, complaints, suggestion from workers, interview with stakeholders (workers, union, contractors, suppliers, local community, local government and private bodies) and summary analysis. Records of meeting were documented and made available.
	6.1.2	There shall be evidence that the assessment has been done with	YES	Based on the records available, there was evidence that the assessment was done with the participation of affected parties, whose attendance was documented and sighted

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Clause	Indicators	Comply Yes/No	Findings	
positive ones are made, implemented and monitored, to demonstrate continual improvement.			during the audit.	
	6.1.3	Plans for avoidance or mitigation of negative impacts and 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	YES	The CU continued to implement and review its social plan. The plan derived through the SIA and consultations with internal and external stakeholders during latest stakeholder meetings.
	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 SIA Action Plans are being updated every year, or sooner, such as when issues arise and are discussed with the affected parties.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes. Minor Compliance	YES	Not applicable. There was no smallholder schemes included in the CU.
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1	Consultation and communication procedures shall be documented. Major Compliance	YES	External and internal communication procedures developed by SDPB for the estates and mill maintained to be followed and available at the audited sites. Consultation and communications procedures for SOU 5 Selaba is documented in the Standard Operating Manual - "Procedure for External Communications". This document was sighted during the audit.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	Nominations of management official responsible for these issues were carried out via letters of appointment. The job scope of the appointee's state that among other things that they are to investigate complaints, counsel and advice on social issues, assist in carrying out programmes or trainings on social issues.
	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure	YES	The list of stakeholders for SOU 5 Selaba are maintained, and made available during the audit. The stakeholders list at Selaba POM, Cluny Estate and Bikam Estate are include the contractors, vendors, neighbouring estates/smallholders, villagers and government agencies with latest review July & Oct 2018.

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Clause	Indicators		Comply Yes/No	Findings
		understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance		Records of communications are documented and filed. Records also show actions taken in response to inputs from stakeholders, and that efforts are made to ensure understanding by affected parties.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. Major Compliance	NO	The system used by the SOU 5 Selaba in resolving disputes exists in the procedure called "Tatacara Perundingan Dalam Menangani Masalah Sempadan", "Procedure in Resolving Grievance and Social Complaints Issues", "Tatacara Perundingan Dalam Menangani Masalah Sosial". When ensuring anonymity of complainants and whistleblowers, the Sime Darby Code of Business Conduct provides an avenue to direct the grievances to a Hotline number, toll-free numbers, email, fax, or letters to the Whistleblowing Unit at HQ. However, audit team has found that complaints or grievances system for workers on housing defect at Cluny Estate was not effective. The workers at Cluny Estate (Main Division) are easy to access to the complaints book (Kerosakan di Perumahan) except Trolak Division and Sg. Bil Division. Thus, a Major NCR MRS 01 2018 was raised.
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	YES	There was no complaints / disputes recorded from external stakeholders observed within the covered audit period, except previous complaint mentioned in 6.1.3, which had been resolved and updated (documented) in Action Plan. Complaints were mainly about request from employees related to house repairs. Complaints (request) and action taken were recorded in the Complaints Book as below.
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	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Sustainable Plantation Management System document entitled: - "Procedures for Handling Boundaries Disputes", and - "Procedures For Handling Squatters Dispute" (land issues or ex-workers who remain in housing complex)
	6.4.2	A procedure for calculating and distributing fair compensation shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and	YES	In accordance with the Procedures for Handling Boundaries Disputes, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Sime Darby Head Office. The procedure stipulates for negotiation procedures to involve the respective estate management, Land Office, NGOs and the affected parties.

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Clause	Indicators		Comply Yes/No	Findings
through their own representative institutions.		access to land; differences of transmigrants & long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. Minor Compliance		
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. Major Compliance	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews carried out.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1	Documentation of pay and conditions shall be available. Major Compliance	YES	For the SOU 5 Selaba documentation of pay is in the form of monthly pay slips. Conditions of pay are contained in the workers' respective employment contracts. Each pay slip documents the name of employee, month of pay, income (basic, overtime, reimbursement, allowances), deductions (statutory such as EPF, SOCSO and non-statutory such as donation to mosque funds), net salary, annual leave and medical leave taken, etc
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. Major Compliance	YES	Contracts for local and Indonesian foreign workers at Selaba SOU were sampled. The terms and conditions of employment are contained in the employment contracts and include duration of employment, place of work, salary, working hours, medical benefits, accommodation, annual leave, sick leave, termination of service, and other benefits provided (housing, employment cost, etc). For contracts that were prepared in English, explanation and briefing were given to the workers prior to signing.

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Clause	Indicators	Comply Yes/No	Findings
	6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible. Minor Compliance	YES	Adequate housing is provided to all employees of Selaba Palm Oil Mill, Cluny Estate and Bikam Estate. Site visits were carried out at the workers' housing. The houses were generally in good conditions, and in a good state of repair. Each house has between 2 – 3 bedrooms, and furnished with bed and cupboard. All houses are provided with water and electricity supplies. While water is provided free for first 55 gallons. Water is from Lembaga Air Perak. A clinic which provides free medical treatment to all workers and their dependants is also available. A Visiting Medical Officer visits the clinic once a week to review cases, and provide guidance to the medical assistants where necessary. Other amenities available are mosque, community hall, playing field and grocery shops.
	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 CU located nearby urban areas which surrounded with local amenities, including access to adequate, sufficient and affordable food. Further, there is canteen inside the mill that enable workers to buy their meals.
C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1 A published statement in local languages recognising freedom of association shall be available. Major Compliance	YES	Recognition of freedom of association is available in the Sime Darby Plantation Social Policy dated Jan 2015 which states that the company respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. This Social Policy is applicable throughout all operating units and is printed and translated in Bahasa Malaysia and exhibited on notice boards.
	6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	YES	The National Union Plantation Workers (NUPW) is the union that represents workers of SOU 5 Selaba. Union membership is open to both local and foreign workers.
C 6.7	6.7.1 There shall be documentary		The policy on non-employment of children is contained in the The Sime Darby Social

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Clause	Indicators		Comply Yes/No	Findings
Children are not employed or exploited.		evidence that minimum age requirements are met. Major Compliance	YES	Policy dated January 2015. There is also no evidence that the Estates and Palm Oil Mill within SOU 5 Selaba employ anyone below the age of 18 years as verified by examining the Master Lists, or list of workers. Interviews with workers and staff, as well as observations made during field visits show that those employed are 18 years and above.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	YES	The equal opportunities policy is contained within the Sime Darby Social Policy dated January 2015, which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy is exhibited on notice boards in both Bahasa Malaysia and English.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	YES	Apart from the Social Policy which states that all employees shall be treated equally, there is also no evidence that there has been any form of discrimination against any employee, or group of employees. Payment of wages/salaries, provision of housing and access to benefits and amenities is fair based on observation, review of pay checks, contracts of employment, and interviews of staff, local and foreign workers (harvesters, sprayers). Foreign workers rendered the same living standards and accommodations as local.
	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	Based on interviews with the estate and mill management and documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job. Interview of candidates will be done by Manager and the Assistant Managers where an evaluation form is filled up to determine the suitability of the candidate.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to prevent sexual and other forms of violence is contained in the Sime Darby Social Policy dated January 2015. This policy is implemented and communicated to all levels of workforce.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to protect reproductive rights of women is contained in the Sime Darby Plantation Gender Policy. In addition, Gender Committees have been established at the Cluny Estate, Bikam Estate and Selaba Palm Oil Mill to implement and monitor the policy. The Gender Committee meetings and muster briefings are being used as an avenue to disseminate information to its members regarding reproductive rights. This is further confirmed during interviews held with female workers (sprayers and manurers) at estate and female staff at mill office which showed their understanding of their reproductive rights.

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Clause	Indicators		Comply Yes/No	Findings
	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 grievance mechanism which respects anonymity and protects complaints is in place at SOU 5 Selaba, as per the Sime Darby Gender Committee Handbook 1st Edition 2014. Employees are aware of the avenue and mechanism for lodging a complaint. This was communicated to all staff during muster briefings and training.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for FFB shall be publicly available. Minor Compliance	YES	Current and past prices paid for FFB were displayed at the weighbridge counter. The Guideline for Price is printed from MPOB web site.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mech for FFB and inputs/services shall be documented. Major Compliance	YES	The pricing mechanism for FFB was found in the Third and Second Schedule attached to the contract between SDPB and the suppliers of FFB. The pricing of other inputs/services was also found in the respective contracts and quotations.
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Minor Compliance	YES	Based on interviews conducted with suppliers/contractors, there is evidence that they understand their legal obligations under the contractual arrangements, that it is fair, legal and transparent. The interviewees mentioned that due to tough competition, profit margin was low.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	YES	Interview with suppliers and contractors confirmed that payments were made in a satisfactory and timely manner, i.e. within less than 1 month. The MEX payment mechanism noted had been implemented accordingly, which shortened the timeframe of payment process. There was no case of delayed payments. An inspection of the invoices and payment records confirmed this.
C 6.11 Growers and millers contribute to local Sustainable 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	Donations and contributions evident.
	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 smallholder schemes included in the CU.

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Clause	Indicators		Comply Yes/No	Findings
C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	YES	Based on interview with workers, reviewing the employment contracts, records of wages, overtime payment, and rest day payments, there is no evidence of any forms of forced or trafficked labour within SOU 5 Selaba. In addition, Sime Darby Plantation Bhd also adopts the Social and Humanity Management Policy dated January 2015 which committed to safeguarding operations from employing forced labour. Foreign workers passports are kept at the respective Mill and Estate offices for safekeeping, and written consent for passport surrender are available and sighted. Workers are given a copy of their passports, with the original copies being kept at the Mill and Estate offices for safekeeping. Workers also informed that they can get back their passports should they need it to travel. Workers are being issued in batches with the Immigration Department i-Kad.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	YES	Based on interviews with foreign workers (kernel plant operator, Sterilizer, grader, harvesters, sprayers and Manurer), all of them were aware of the types of work they would be doing before they arrived in Malaysia. The actual job undertaken is the same as what they were informed about while they were still in their home country in Indonesia, Bangladeshi and India. No contract substitution has therefore occurred.
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	YES	The SOU 5 Selaba adopts the Social Policy dated January 2015 which stated that "All employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work and representation race, caste, nationality...". There is also a procedure entitled "Sourcing Process for Foreign Workers".
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. Major Compliance	YES	The policy to respect human rights are documented in the Sime Darby Plantation's Social and Humanity Management Policy. This Policy states among others, that it will develop its businesses with a sense of humanity, ensuring that they are socially beneficial and do not infringe on basic human rights.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	YES	Not applicable. The CU located in Peninsular Maaysia.

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Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Auditors has verified through checking the www.globalforestwatch.com , GOOGLE Maps, Estate Maps and also through site visit to the estate area of Bikam Estate and Cluny Estate. Based on the audit findings, it was confirmed that there were no new planting or new development of areas at Selaba CU.

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:		
	a)	Reduction in use of pesticides (Criterion 4.6);	YES	Selaba SOU have introduced a mechanized rotor slashing weeding in all young palms possible areas to reduce the use of chemicals for spraying. The estates continued to manage pests, disease and weeds using appropriate IPM techniques. In order to minimize use of insecticides, the estates had established nurseries for beneficial plants mainly <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> . This was to establish continuity in the planting of beneficial plants. In order to reduce the use of rat baits to control rats, Barn Owls was encouraged as indicated by Barn Owl census records. Until to-date occupancy rate for Barn Owl boxes were also sighted in the fields. The Estates aimed to establish more Barn Owl boxes to ultimately achieve a ratio of 1 box to every 10 Hectares. Both estates were committed to reduce using of chemicals and now have implemented and will continue to only spray circles (strip) and noxious weeds. Soft weeds and <i>Nephrolepis bisserata</i> were planted, maintained and encouraged in the inter rows. Where possible, harvester's paths were grass cut. The estates in replants with flat areas advocated that chipped palm materials be stacked in Close Ended Conservation Trenches (CECT), which will contain water, in order to minimise/prevent breeding of Rhinoceros Beetle, thus reducing chemical control. To further control the Rhinoceros Beetle, the estates used pheromone traps and had programs to cover trunk chips in replants with

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Clause	Indicators	Comply Yes/No	Findings
			cover crops. EFB was applied in single layers and is not dumped in large amounts to prevent breeding of Rhinoceros Beetle. To control the Bagworm, the estates have planted more nectariferous beneficial plants. This was evident with the presence of polybag young plants in the nurseries. This actions have reduced the use of chemical. The Selaba SOU also ensure efficient loose fruit collection and expedite circle raking to avoid VOPS.
	b) Environmental impacts (Criteria 4.3, 5.1 and 5.2);	YES	The CU maintained efforts to improve continuously its environmental management. Environmental action plans were reviewed and implemented according. Details as elaborated in the following documents; Pollution Prevention Plan – FY2018, Waste management action plan - FY2018, Water management plan – FY2018, Environment action plan – FY2018, Estate management plan to reduce diesel (fossil fuel) usage – FY2018, Action plan to reduce fresh water usage, Contingency plan during water shortage and Estate management plan to reduce active ingredient from chemical usage.
	c) Waste reduction (Criterion 5.3);	YES	SOU Selaba continued to practice the 3R (reduce, recycle, re-use) on waste management. Waste Management Plan has been established since 2016. The CU observed: (a) Segregated domestic wastes from line site and disposed through local municipal ' <i>Majlis Perbandaran Perak Tengah</i> '. (b) Salvation of reusable scrap metal/materials for part repair or replacement. (c) Reuse of wastewater generated from washing of pesticides containers for field application.
	d) Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	YES	Pollution identification environmental improvement action plan' is used to identify waste products and sources of pollution. The plan has been reviewed accordingly. Greenhouse Gases (GHG) – Potential sources are being identified using data from SDPB Estates & Mills Upstream Applications (SEMUA). The PSQM personnel from HQ use these data for the monitoring of GHG. Carbon Inventory Calculation Methodology used in the Palm GHG Summary Report was reviewed. Details as provided in 5.6.3 above.
	e) Social impacts (Criterion 6.1);	YES	The SOU Selaba continued to improve the social impacts with activities like: <ul style="list-style-type: none"> • implementation of retention incentive for foreign workers. • constructing sheltered at morning muster area. • upgraded of <i>surau</i> and audio system. • organized social events for worker and communities, such Family Day.
	f) Encourage optimising the yield of the supply base Major Compliance	YES	Selaba SOU are committed to implement best agricultural practices which included the following : (a) timely and proper fertilizer application; (b) improve on accessibility to maximize crop evacuation. (c) maintaining harvesting interval below 12 days. (d) collect all loose fruit to minimize losses. (e) water bodies and water conservation pits were constructed to conserve moisture. Harvester are also paid an incentive allowance

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Clause	Indicators		Comply Yes/No	Findings
<p>4.5.3 Time-bound plan</p> <p>Note: Where there are isolated lapses in implementation of a time-bound plan, a minor non-compliance shall be raised. Where there is evidence of fundamental failure to proceed with implementation of the plan, a major non-compliance shall be raised;</p>	(a)	<p>As a minimum, all estates and mills shall be certified within 5 years after obtaining RSPO membership. Any new acquisitions shall be certified within a 3-year timeframe. Any deviations from these maximum periods requires approval by the RSPO Secretariat.</p>	YES	<p>SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.</p> <p>Indonesia PT Mitral Austral Sejahtera PT MAS undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress regular basis since November 2012. The latest progress report submitted to RPSO dated 8 Sept 2017. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat. As per current status (23/01/2019) SDP and affected parties will be resolved all the issues to proceed with legal review. https://askrspo.force.com/Complaint/s/case/50090000028ErzsAAC/detail</p> <p>PT Bahari Gembira Ria Sime Darby Plantation does not have management control over the plasma scheme. 1 out of 6 Koperasi Unit Desa (KUD) has been RSPO Certified. And all KUD is planned to undergo RSPO Certification by 2020 as reported in the timebound plan. Socialisation with the entire KUD is currently ongoing. Land Use Change Analysis has been completed for Plasma BGR. Refer to RSPO Certificate & Report for PT BGR -</p>

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			<p>https://rspo.secure.force.com/membership/servlet/servlet.FileDownload?retURL=%2Fmembership%2Fapex%2FRSPOCertSearch&file=00P9000001OioYJEAZ</p> <p>PT Sandika Natapalma & PT Budidaya Agro Lestari Perijinan informasi lahan is obtained in 2015 while the other 'perijinan' is still in processing.</p> <p>As at June 2017, the smallholders with the total of 29,914 Ha (58% from the total Ha, 51,715 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholder's areas was on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and out growers by end 2020.</p> <p>PT Bersama Sejahtera Sakti The new project at KKPA Maju Bersama by the plasma community is currently in nursery stage and not yet due for harvesting, the year of planting was in 2014.</p> <p>PT Ladang Rumpun Subu Rubadi SAP 1 Estate PLASMA will be undergone 2nd stage audit on 2019.</p> <p>PT Guthrie Pecconina Sungai Jernih Estate and the KKPA Estates has undergone audit.</p> <p>PT Sime Indo Agro Only East estate not yet certified – land legalization still in progress.</p> <p><u>Liberia</u> SDP has undergone RSPO Main Certification audit scheduled on 19 to 23 March 2018, but the assessment was only completed conducted and put on-hold due to security & safety issue.</p>
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				<p>After due consideration on the current engagement with the House of Representative in Liberia, SDP management decided to postpone the time bound plan of RSPO Certification to 2019 until satisfactory resolution and demonstration of progress towards the 15 recommendations by the Special Legislative Committee of the House of Representative, Liberia in managing the potential risks resulting from the RSPO Certification process.</p> <p><u>Papua New Guinea (NBPOL)</u> Markham Farming Company Limited (MFCL) / Markham Agro Pte. Ltd. Estimate to be certified on year 2020. The majority of Markham Farms has already been planted by the former owner without following RSPO NPP. Therefore, the Remediation and Compensation Procedure will be required to be full filled in order to achieve certification. The Disclosure has been has been initiated on 18.10.18. Currently HCV/HCS, SEIA and LUCA are being undertaken in order to submit and mitigation and remediation plan to RSPO. As this process has never been completed through RSPO in less than 2 years, the time frame for the 100% certification of Markham Farms is set to that duration. https://rspo.org/certification/remediation-and-compensation/racp-tracker no 82</p>
	(b)	Progress towards this plan shall be verified and reported on in subsequent annual surveillance audits by the CB. Where the CB conducting the surveillance audit is different from the CB which first accepted the time-bound plan, the later CB shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;	YES	Time bound plan was verified by CB and it can be confirmed that there were no changes to the current time bound plan as verified during this audit.
	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB.	YES	There were no changes to the current time bound plan as verified during this audit.

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		Changes to the time-bound plan are permitted only where the organization can demonstrate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent);		
4.5.4 Requirements for uncertified management units:	(a)	No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. Any new plantings since 1 st January 2010 shall comply with the RSPO New Planting Procedure (NPP). For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB;	YES	Based on internal and external audit (ISPO certified) there was no replacement of primary forest or HCV areas in the uncertified management unit. Except for NBPOL area which have potential liabilities of RSPO grower members and the stages of the Remediation and Compensation Procedures (RaCP) that the management units (MUs) are currently undergoing. https://rspo.org/certification/remediation-and-compensation/racp-tracker no 82
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6;	YES	Regular discussion was ongoing between Sime Darby Plantation and the group of community (PAC) through bi-monthly Tim Kerja Perwakilan Petani (TKPP) meeting since November 2012. In October 2013, representatives from two of nine villages (Kerunang and Entapang) left TKPP. These two villagers are supported by and working with TuK and OXFAM. They have then requested SDP to enter into Dispute Settlement Facility (DSF) in June 2014. Hence, there were two groups of communities: The TKPP (7 of 9 villages) and the Kerunang & Entapang team (2 of 9 villages). 21 TKPP meetings have been conducted. The most recent one was held on 2/11/2016. Issues related to the 14 demands made by TKPP were closed except for two As per current status (23/01/2019) SDP and affected parties will be resolved all the issues to proceed with legal review. https://askrspo.force.com/Complaint/s/case/50090000028ErzsAAC/detail
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;		Based on the internal audit report, there were no labour dispute that are not being resolved through an agreed process for all uncertified units for all 8 uncertified units of

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			Sime Darby Plantation Sdn Bhd - Indonesia as at December 2017.												
(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	Based on internal and external audit (ISPO certified) there was no labour disputed recorded at the CU.												
(e)	The audit team shall assess compliance with these rules at each assessment of any of the applicable management units. Assessment of compliance with requirements 4.5.4 (a) – (d) above by the audit team based on self-declarations only by the company, with no other supporting documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:	YES	SDP PT Mitral Austral Sejahtera already ISPO certified by MUTU Certification International on 30/11/2017 and there was no issue on legal non-compliance for all uncertified unit.												
	<ul style="list-style-type: none"> A positive assurance statement is made, based upon self-assessment (i.e. internal audit) by organization. This would require evidence of the self-assessment against each requirement; 		<table border="1"> <thead> <tr> <th>#</th> <th>Name of SOU</th> <th>Name of Units</th> <th>Positive assurance statement and self-assessment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PT Sime Indo Agro</td> <td>East Sei Mawang</td> <td>Internal assessment was conducted on 29 May – 3 June 2017 by PT Mutuagung Lestari Auditor</td> </tr> <tr> <td>2</td> <td>PT Ladang rumpun Subur abadi</td> <td>Subur Abadi Plasma 1</td> <td>Internal assessment has been conducted for Subur Abadi Plasma 1 on 22 Feb 2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24 March 2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6 March 2017) which includes the scope of the supply base of Subur Abadi Plasma stated under Clause 2, 1a. There is no outstanding land and social conflicts on the ground. HCV</td> </tr> </tbody> </table>	#	Name of SOU	Name of Units	Positive assurance statement and self-assessment	1	PT Sime Indo Agro	East Sei Mawang	Internal assessment was conducted on 29 May – 3 June 2017 by PT Mutuagung Lestari Auditor	2	PT Ladang rumpun Subur abadi	Subur Abadi Plasma 1	Internal assessment has been conducted for Subur Abadi Plasma 1 on 22 Feb 2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24 March 2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6 March 2017) which includes the scope of the supply base of Subur Abadi Plasma stated under Clause 2, 1a. There is no outstanding land and social conflicts on the ground. HCV
#	Name of SOU	Name of Units	Positive assurance statement and self-assessment												
1	PT Sime Indo Agro	East Sei Mawang	Internal assessment was conducted on 29 May – 3 June 2017 by PT Mutuagung Lestari Auditor												
2	PT Ladang rumpun Subur abadi	Subur Abadi Plasma 1	Internal assessment has been conducted for Subur Abadi Plasma 1 on 22 Feb 2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24 March 2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6 March 2017) which includes the scope of the supply base of Subur Abadi Plasma stated under Clause 2, 1a. There is no outstanding land and social conflicts on the ground. HCV												

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				Assessment for Subur Abadi Plasma smallholders have been conducted (by Pollito) in July 2011 before commencement of any new planting. Land Use Change Analysis for the Plasma is in progress.
	3	PT Bersama Sejahtera Sakti	KKPA BSS	<p>New smallholder project currently under preparation to undergo RSPO Certification by 2019, internal audit for PT BSS has been undertaken, the latest internal audit has been conducted on 21 Apr 18.</p> <p>There is no outstanding social and land conflicts on the ground. The plasma scheme has already undergone HCV Assessment (conducted by Pollito) in July 2011 before commencement of New Planting. Land Use Change Analysis is in progress.</p>
	4	PT Bahari Gembira Ria	Plasma BGR	<p>Confirmation of the status is in progress. Sime Darby Plantation does not have management control over the plasma scheme. 1 out of 6 Koperasi Unit Desa (KUD) has been RSPO Certified. And all KUD is planned to undergo RSPO Certification by 2020 as reported in the timebound plan. Land Use Change Analysis has been completed for Plasma BGR.</p> <p>Refer to RSPO Certificate & Report for PT BGR - https://rspo.secure.force.com/mem</p>

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					bership/servlet/servlet.FileDownload?retURL=%2Fmembership%2Fapex%2FRSPOCertSearch&file=00P9000001OioYJEAZ https://rspo.secure.force.com/membership/servlet/servlet.FileDownload?retURL=%2Fmembership%2Fapex%2FRSPOCertSearch&file=00P9000001OioXOEAZ		
				5	PT Guthrie Pecconina Indonesia	Sungai Jernih Estate and GPI KKPA	Sungai Jernih Estate and GPI KKPA were audited by Mutuagung as verified through Recertification Audit report. The assessment was conducted on 15 – 20 May 2017.
				6	PT Mitra Austral Sejahtera (MAS)	MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS	Internal assessment was conducted on 9 - 10 Nov 2017 by PSQM Indonesia.
				7	PT Sandika Nata Palma	Karya Palma KKPA SNP	Internal assessment was conducted on 10 Feb 2017.
				8	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Sungai Putih (PT BAL) Beturus (PT BAL) KKPA BAL	Internal assessment was conducted on 18 - 23 Sept 2016. This PT also has conducted Stage 1 audit on RSPO Certification System, P&C RSPO (2016) and RSPO Supply Chain Certification Standard on 17 – 22 April 2017. Smallholder project – targeted for certification by 2020.
					<ul style="list-style-type: none"> Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team. 	YES	Mutuagung Lestari had conducted the consultation with relevant NGO's as verified by audit team through the Mutuagung Assessment Report.
					<ul style="list-style-type: none"> Desktop study e.g. web check on relevant complaints 	YES	It was evident that in handling uncertified management unit, SDP engaged with TuK-Indonesia and continued to work on direct engagement with PAC in order to achieve the consensus with the PAC to address all unresolved issues.

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		<ul style="list-style-type: none"> If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements. 	YES	Further information can be obtained from https://askrspo.force.com/Complaint/s/case/50090000028ErzsAAC/detail
4.6.4 The CB shall review whether oil palm operations have been established in areas which were previously owned by users and/or are subject to customary rights of local communities and indigenous peoples. If applicable, the CB shall consult directly with all of these parties to assess whether land transfers and/or land use agreements have been developed with their free, prior and informed consent and check compliance with the specific terms of such agreements.		No additional indicators	YES	Evidence of legal ownership of the land including history of land tenure was verified during this audit. The land was previous own by Golden Hope and after merged with Sime Darby, The Land Title was transferred under the name of Sime Darby Plantation Berhad. Each estate had legal use of the land through an Ownership and Country Lease signed by the Director of Lands and Surveys of Perak following the payment of premium and Land fee.
<p>Note:</p> <ol style="list-style-type: none"> For requirements 4.5.4 (a)-(d) above, the definition of major and minor NC is stated in the RSPO P&C. For example, if an NC against a major indicator in a non-certified management unit is identified, the current certification assessment cannot proceed to a successful conclusion unless that is actively addressed; Failure to address any outstanding NC within uncertified unit(s) regarding 4.5.4 (a)-(d) may lead to certificate suspension(s) to the certified unit(s), in accordance with the provisions of these Certification Systems. 				

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Attachment 4

Details of Non-conformities and Corrective Actions Taken

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
4.7.3 RAR 01 2018	Major	<p><u>Findings:</u> Appropriate protective equipment was not available.</p> <p><u>Objective evidence:</u> During site visit at Cluny Estate (Trolak & Main Div), it has been sighted that harvester was not wearing safety helmet during harvesting FFB at Block 08H & 2000.</p>	The Estate management will take immediate action to increase frequency of training and tight a supervision to make sure all the harvesters were aware on safety precautions.	<p>Verification: Sighted an evidence (picture) training to new and old harvesters has been conducted during muster call and during harvesting in the fields. Also sighted an evidence training programme will be conducted by monthly basis to create and increase awareness among the harvesters.</p> <p>Status: Closed</p>
6.3.2 MRS 01 2018	Major	<p><u>Findings:</u> Complaints or grievances system for workers' quarters defect was not accessible to all divisions area.</p> <p><u>Objective evidence :</u> Audit team has found that complaints or grievances system for workers on housing defect at Cluny Estate was not effective. The workers at Cluny Estate (Main Division) are easy to access to the complaints book (Kerosakan di Perumahan) except Trolak Division and Sg. Bil Division.</p>	Complaint file / book had been distributed to Trolak and Sg Bil Division for workers to issues out any complaint from repective division. Estate management also established Whatsapp application for workers to channel their complaint.	<p>Verification: Sighted an evidence (picture) distribution of complaint file to respective division on 09/02/2019. Auditor also sighted training has been conducted to workers at both division regarding complaint file and whatsapp.</p> <p>Status: Closed.</p>

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Attachment 5

RSPO SUPPLY CHAIN : AUDIT CHECKLIST

SECTION A : GENERAL INFORMATION

1. File Reference No.	: ES10170012
2. Name of facility/ site(s) /entity(ies)	: Sime Darby Plantation Berhad – SOU 5 Selaba (Selaba Oil Mill)
3. Site Location (single site/multisite/Group)	: Lot No. 7376, KM 7 Jalan Changkat Jong, 36000 Teluk Intan, Perak
4. SC model	: Mass Balance (MB)
5. Type of entity	: CPO Mill
6. RSPO Member Number	: 1-0008-04-000-00
7. Annual summary records of certified oil palm products purchased and claimed	: Refer Table 4 of this report

SECTION B (i) : RSPO SUPPLY CHAIN CERTIFICATION SYSTEM (REVISED JUNE 2017)

	Requirements	Remarks
	Audit Process Requirements – FOR STAGE 2 / RECERTIFICATION AUDIT	
5.3.8	The certification audit shall review whether the organizational systems, the management systems and the operational systems, including any documented policies and procedures of the organization seeking or holding certification, are sufficient and adequately implemented to meet the intent and requirements of the RSPO Supply Chain Certification Standard.	Not Applicable
	Audit Process Requirements – SURVEILLANCE AUDIT	
5.3.26	The surveillance audit shall review whether the organizational systems, the management systems and the operational systems, including any documented policies and procedures of the organization holding certification, are sufficient and adequately implemented to meet the intent and requirements of the RSPO Supply Chain Certification Standard. In cases where an organization seeking certification outsources activities to independent third parties, a risk assessment shall be done by the CB to determine whether an audit of the sub-contractor is required. If the outsourced	The organizational systems, the management systems and the operational systems, including any documented policies and procedures of RPOM are sufficient and adequate in complying with latest revision of RSPO Supply Chain Certification Standard. Changes are as followed; New Mill Manager Management system – Sustainable Plantation Management System (an internal system), no longer ISO 9001 certified. Operational system – no changes since last audit Policy update – 14 policies remain, SCCS document updated accordingly based on new standard requirements (e.g. slope & river protection, quality, lean six sigma, environment &

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	contractor holds RSPO Supply Chain certification, then it does not require an additional audit.	biodiversity, gender, occupational safety & health, social, food safety, child protection, carbon, saving the orang utan, social & humanity management, quality management, corporate policy statement) Main reference document – Standard Operating Procedure (SOP) for Sustainable Supply Chain & Traceability (version 2, issue 4 dated September 2018) under the Sustainable Plantation Management System. Assisted by Ms Eza Nurain, GSQM during the audit.
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SECTION B (ii) : GENERAL CHAIN OF CUSTODY REQUIREMENTS FOR THE SUPPLY CHAIN

	Requirements	Remarks
1	Applicability of the general chain of custody requirements for the supply chain	
1.1	Organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors.	Selaba Oil Mill (hereafter refer as SPOM) takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at following location – Lot No. 7376, KM 7 Jalan Changkat Jong, 36000 Teluk Intan, Perak.
1.2	Traders and distributors require a licence obtained from RSPO to sell RSPO certified product but do not themselves require certification. When selling RSPO certified product a licensed trader and/or distributor must pass on the certification number of the product manufacturer and the applicable supply chain model.	Not Applicable
1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform	Name: Selaba Oil Mill – Sime Darby Country: Malaysia Member Category: Oil Mil Products: CPO & Palm Kernel Program: MB
1.4	Processing aids do not need to be included within an organization's scope of certification.	Not Applicable
2	Supply chain model	
2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	SPOM obtained certified FFB from both certified and non- certified supply base (sample as listed below). SPOM also found to be aware of the downgrading procedure.
2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	SPOM decided to maintain the MB model for their supply chain system. Therefore, they are being audited against the general chain of custody requirement for the supply chain as well as Module E

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3	Documented procedures	
3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:	-
a)	Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.	SPOM had revised their procedures titled 'Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability', version 2, issue 4 dated September 2018.
b)	Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).	Among record sighted are as followed and found that they are in compliance with the standard requirements; FFB delivery/ consignment note, WB advice ticket, FFB grading, Daily FFB received, Daily FFB, CPO & PK production, Daily production report, Mass Balancing records
c)	Identification of the role 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 organization's procedures for the implementation of this standard.	Based on appointment letter dated in Aug 2018, the Assistant Manager II was appointed as Person-in-charge for Environmental/ Quality Management System (including RSPO) on site, assisted by weighbridge operators and other defined critical control point (CCP) personnel (i.e. auxiliary police, FFB grader (ramp), QA, lab and production personnel).
3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii. Effectively implements and maintains the standard requirements within its organization. Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct nonconformities shall be subject to management review at least annually. The organization shall be able to maintain the internal audit records and reports.	As describe under para 17.0, SPOM refer to Internal Audit Procedure (SD/SDP/PSQM/IAP). Audit report has also been established. The audit was conducted against the RSPO Supply Chain Certification Standard Revision 2017 requirements. Coverage of audit was found sufficient and inclusive of the new standard (including modular requirement – Module E CPO Mills: MB). Internal audit conducted in Oct 2018. 2 major NCR were issued based on clause 5.6 & 5.7 of the standard. The NC has been acted on & corrective action taken had been verified adequate by internal auditors.
4	Purchasing and goods in	
4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and following minimum information for RSPO certified products is made available by the supplier in document form: <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment / delivery date; 	Relevant records seen and verified during audit.

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	<ul style="list-style-type: none"> • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number. <p>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p>	
a)	The site shall have documentation that demonstrate that purchases are made to the material category agreed with their supplier (IP, SG or MB).	To demonstrate that purchases are made to the material category agreed with their supplier, SPOM ensure consignment note from supplying estates being marked/ stamped accordingly to indicate the RSPO certified status. Whereas for external non- certified crop, no RSPO stamping is required.
b)	The site ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcement and Shipping Confirmation on the RSPO IT platform on the level of each shipment.	For certified CPO & PK produced, SPOM through Global Trade Marketing update their stock in Palm Trace system.
c)	A check of the validity of the Supply Chain Certification of suppliers for all sites that are SC certified. This shall be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements.	SPOM only receive supply of certified FFB from internal supplier which is under the same certification – found the certificate still within validity period.
4.2	The site shall have a mechanism in place for handling non-conforming material and/or documents.	Refer para 10.0 Non-conforming products and/ or documents of Standard Operating Procedure (SOP) for Sustainable Supply Chain & Traceability which has described adequate mechanism to address the matter. No non-conforming products and/or documents recorded since last audit.
5	Outsourcing activities	

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5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard.</p> <p><i>This requirement should not apply to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the organization (not the tank farm manager).</i></p>	<p>SPOM outsource transportation of certified product (CPO) to end buyer. Sole appointed transporter is Mayang Bayumas Sdn Bhd, valid agreement sighted.</p>
5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> a) The site has legal ownership of all input material to be included in outsourced processes; b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The responsibility is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance. 	<p>These standard requirements were listed under para 3 of the agreement – Sustainability & Traceability of Product (Annexure 5).</p>
5.3	<p>The site shall record the names and contact details of all contractors used for the processing or production of RSPO certified materials.</p>	<p>Not Applicable</p>
5.4	<p>The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or production of RSPO certified materials.</p>	<p>Not Applicable</p>
6	Sales and goods out	

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6.1	<p>The organization shall ensure that the following minimum information for RSPO certified products is made available in document form. Information must be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number; • A unique identification number. 	<p>Documented procedures related to sales and goods out were sighted and found adequate. Based on verification during the audit, SPOM has yet to deliver certified materials to end buyer. Therefore, following are sample of non- certified CPO & PK sales which comply to standard requirement except for the notation of Supply Chain model applied & Supply Chain certificate number.</p>
7	Registration of transactions	
7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> • are supply chain actors between the mill and final refinery; • take legal ownership and physically handle RSPO Certified Sustainable oil palm products; and • are part of the supply chain of RSPO Certified Sustainable oil palm products <p>must register their transaction in the RSPO IT platform at the time of physical shipment as required by the rules set by RSPO.</p>	<p>Global Trade Marketing (GTM) personnel updated the RSPO IT platform system upon confirmed contract, normally completed via the system within 3-month period after shipment or within the duration agreed by Mill's respective customer/ buyer. GTM shall updated the system based on input provided by SPOM (e.g. of input Projected & Actual FFB Processed template, Mass Balancing Records for Oil Mills (3 monthly), daily production summary report, monthly production summary report etc.) However, based on SPOM Palm Trace inventory system, they have yet to sales any certified materials.</p>
8	Training	
8.1	<p>The organization shall have a defined training plan, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Training Plan FY 2018/ 19 established & being reviewed accordingly by the Mill Management. The training record was well maintained. Planned at November 2018 for RSPO SCCS training.</p>
8.2	<p>Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification system.</p>	<p>Last training conducted in Nov 2018 by CSQM – SCCS Update Training. Training focus on relevant Supply Chain related procedures and record. Training material was found to be adequate in addressing the standard requirements.</p>

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	Training shall be specific and relevant to the task(s) performed.	
9	Record keeping	
9.1	The site shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	The relevant record pertaining to RSPO SCCS within SPOM found to be updated accordingly and easily accessible during the audit.
9.2	Retention times for all records and reports shall be a minimum of two (2) years and must comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Relevant record pertaining to implementation of RSPO SCCS within SPOM retained for minimum 2 years.
9.3	The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Available and provided.
10	Conversion factors	
10.1	Where applicable a conversion rate must be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which must be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org). This is in particular relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries. The guidance document for oleochemicals is available on the RSPO website (www.rspo.org).	SPOM process all the received certified crop & their processing output will be based on their actual Oil Extraction Rate (OER) & Kernel Extraction Rate (KER).
10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	These figures were monitored on daily & monthly basis by the mill using the prepared template (e.g. Monthly Production Report – Physical Movement) to ensure their accuracy as well as monitoring of their ongoing performance.
11	Claims	
11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO rules on communications and claims.	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. SPOM has not use RSPO corporate logo as well as trademark logo.
12	Complaints	
12.1	The organization shall have in place and maintain doc proc for collecting and resolving stakeholder complaints.	Refer Procedure for External Communication in PSQM SOM. No complaint received from stakeholder with regards to RSPO SCCS since last audit.

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13	Management review	
13.1	The organization is required to hold management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	Management review (MR) at SPOM planned for once annually. Last MR conducted in Oct 2018.
13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO SCCS • Customer feedback • Status of preventive and corrective actions • Follow-up actions from management reviews • Changes that could affect the management system • Recommendations for improvement 	Management review report had been established. Coverage of review meeting was found sufficient.

SECTION C : SUPPLY CHAIN MODELS (to only use whichever is applicable)

	Module E – CPO Mills: Mass Balance	
E.3	Documented procedures	
E.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard. 	<ul style="list-style-type: none"> a) Refer para 3.1 (a) of this report/ checklist under Supply Chain part. SPOM has updated their Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability, version 2, issue 4 dated September 2018. b) The Assistant Manager was appointed as Person-in-charge for Environmental/ Quality Management System (including RSPO) on site. Based on interview during the audit, he was able to demonstrate awareness on the standard requirement as well as SPOM own internal procedures.
E.3.2	The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	Clause 7.0 of Standard Operating Procedure (SOP) for Sustainable Supply Chain & Traceability has described how SPOM manages the FFB from certified source as well as FFB from third party suppliers.
E.4	Purchasing and goods in	
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBs received.	Verified. As provided in this report.
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	No.
E.5	Record keeping	

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E.5.1	<p>a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/or three-monthly basis.</p> <p>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.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. 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.) For further details refer to Module C.</p>	<p>a) SPOM has maintained the three-monthly accounting system to record receiving of RSPO certified FFB and deliveries of RSPO certified CPO and PK. Record titled as 'SCCS Mass Balance Sheet'.</p> <p>b) Based on verification of data as well as evident provided during the audit, it was noted that SPOM has yet deliver any certified product (CPO & PK). They only delivery product as conventional/ non- RSPO certified.</p> <p>c) Yes.</p>
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	Module D – CPO Mills: Identity Preserved – Not Applicable
	Annex 1 – Supply Chain Yield Schemes – Not Applicable
	Annex 2 – Book & Claim (BC) – Not Applicable
	Annex 3 – RSPO Rules on Communications and Claims – Refer para 10 of Supply Chain part of the report/ checklist

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Attachment 6

VERIFICATION OF NON-CONFORMITIES DURING LAST CERTIFICATION ASSESSMENT AT SELABA SOU

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
2.2.2 NCR MZK 01 2017	Minor	Findings: Physical markers along the legal boundaries not able to locate and visibly maintained. Objective evidence : Physical markers along the legal boundaries between Bikam Estate (Sungai Klah Division) and Risda Plantation and Kam Plantation was not maintained	The Estate management will make boundary survey by GPS team and marking back the boundary markers and management also will inform the Neighboring estate during stakeholder meeting with RISDA Plantation and Kam Plantation for new boundary marker.	Verification : Boundary stones/marks between the estate at Sungai Klah Division with Risda Plantation and Kam Plantation are located and visibly maintained. Thus, previous Minor NCR MZK 01 2017 was satisfactorily closed. Status: Closed
4.1.1 NCR AB 01 2017	Major	Findings: a) Waste items was not disposed accordingly. b) Application of effluent solids in Seri Intan Selaba Estate Division Field no P09 A. This is a new activity for the estate whereby effluent solids are collected in bags and stacked within the platform of the palms tree. Objective evidence : a) At Seri Intan Estate (Selaba Divison) – housekeeping of rubbish at line site was not in proper way. Sighted bottle and plastic bags inside a drainage system b) There is no procedure for this activity.	a) Management will train and give more exposure to the workers regarding to hygiene and new procedure and management will create linesite checklist to monitor this issue. b) Management will developed SOP for application of effluent solids immediately.	Verification: The procedures were communicated to workers through training and infield supervision. Interview with workers showed that the information in the procedures had been effectively communicated. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP. During site visit at both estates some issues related on previous NCR was satisfactory closed such -waste items such as plastic bottle, glass bottle, iron, plastic has been disposed through recycle center. Sighted an evidence of selling to Recycle Indah Sdn Bhd on 22/06/2018 -as per current status Selaba Division has been transfer to SOU Seri Intan. However, auditor was Sighted the procedure has been established for applied effluent solids, document named “ procedure Application of effluent solids”. For both estates application of effluent solid was not

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				applicable. Status Closed.
4.1.2 NCR STK 01 2017	Major (Recurrence Issue)	<p>Findings:</p> <ul style="list-style-type: none"> A. The Standard operating procedure (SOP) for Pemandu Kenderaan (Traktor/Mini Kubota/Jamsa/KG) was not implemented. B. Section C1 of EQMS SOP was not complied with. C. Section 16 of the Agriculture Reference Manual on weeding was not complied with. D. Plan to avoid/reduce pollution was not effectively implemented. <p>Objective evidence :</p> <ul style="list-style-type: none"> A. Selaba Division: Hydraulic Oil from Tractor No. BMH6710 carrying out spraying was found leaking and Wheel bolts missing from rear right tyre. Bikam Estate Hydraulic Oil from Tractor No. BKE6523 transporting FFB was found leaking and wheel bolts missing from Tractor No. BLX3495. B. Bikam Estate: Total number of bunches harvested and harvester identification was not recorded/marked on harvested FFB placed on platforms in field P05. C. Field P03K Bikam Estate looked scruffy with extensive woody growths and some VOPs that had not been eradicated. D. Bikam & Selaba Division: Traces of oil spill at parking bays and the oil trap at the workshop was not properly designed and maintained (recurring issue). Bikam Estate, Gedong Division: The 	<ul style="list-style-type: none"> A. the management will create the checklist regarding the tractor checking immediately and train the PIC regarding how to monitor the checklist. B. The management will train the Mandore and bunch Checker. C. The management will follow the program and clear Field P03K. D. The management will create the checklist regarding monitoring the oil trap and will construct the oil trap immediately. The management will relocate chemical mixing area and schedule waste store immediately. 	<p>Verification:</p> <ul style="list-style-type: none"> -daily inspection on vehicles such as tractor has been conducted to monitored any leachate and missing bolt has been identified. Quarterly maintenance also has been conducted by Sime Darby Industrial Sdn Bhd. -Total number of bunches harvested and harvester identification was recorded/marked on harvested FFB placed on platforms in field by grader and tractor driver. - Field was clear from woodies to assist and easily to collect the loose fruits. -oil trap was properly designed at workshop area and all the parking vehicle has been used tray to prevent spillage of oil. <p>Bikam Estate, Gedong Division: The chemical mixing area and schedule waste store had been switch to hilly area which is far from waterways.</p> <p>Status: Closed</p>

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		chemical mixing area and schedule waste store had been incorrectly located near the river, Sungai Gedong,		
4.6.5 NCR RAR 01 2017	Major	<p>Finding: Appropriate emergency equipment was not available at work units.</p> <p>Objective evidence : At Selaba POM –emergency shower was not available at water treatment plant, chemical store, and water tube boiler</p>	<p>Mill will reconstruct the emergency showers at the designated areas and follow the guidelines by OSH. The mill management also will monitor this issue. Estimated completion date: End of February 2018.</p>	<p>Verification: During site visit at POM emergency shower was available and in good condition at water treatment plant, chemical store, and water tube boiler</p> <p>Status: Closed</p>
4.7.5 NCR STK 02 2017	Minor	<p>Finding: Accident and emergency procedures was not clearly understood by some workers.</p> <p>Objective evidence : Bikam Estate: Workers interviewed in the field were not aware of accident and emergency procedures.</p>	<p>To evaluate each worker after training been given to the workers and to retraining them using their translator(friends)</p> <p>To erect ERP at general area and always remind the worker during morning muster.</p>	<p>Both Estates Cluny and Bikam had the polices for Fire, Flood, Chemical spillage, Strikes and Emergency and Accident Response in both English and Bahasa exhibited and exhibited in office, Muster Ground, Workshop and Dispensary.</p> <p>Telephone numbers and names of the members of the Emergency Response Team (ERT) were communicated to all employees and exhibited on notice boards. Telephone numbers of the Police Station, Fire Brigade, Immigration Department and Hospital were also exhibited. The team, consisting of trained First Aiders, were Field Staffs, Mandores, Office Staff, Work shop Operator and Security personnel.</p> <p>The Field Staff and Mandores were assigned to carry out emergency response in the field and interviewed staff, mandores, and employees in the field had understood and were aware of the requirements.</p> <p>Status: Open</p>
6.1.4 NCR MZK 02 2017	Minor	<p>Finding: The review of the SIA plans was not including the participation of affected parties</p> <p>Objective evidence : 1. Selaba POM – Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding.</p>	<p>1. The management will invite all the stakeholders during next stakeholder meeting through a letter and will keep the evidence that all the stakeholders invited.</p> <p>2. The management will trained all the Person In Charge Regarding the SIA Plan</p>	<p>Verification: The SIA Action Plans are being updated every year, or sooner, such as when issues arise and are discussed with the affected parties.</p> <p>a. At Cluny Estate, the SIA Action Plan 2017/2018 was last updated on</p>

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		<p>2. Seri Intan Estate (Selaba Division)</p> <ul style="list-style-type: none"> - Stakeholder meeting was not included Government agencies, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since August 2017 and management did not include in the SIA plan. <p>3. Bikam Estate</p> <ul style="list-style-type: none"> - Stakeholder meeting was not included Government agencies, Union, Workers Representative and all the villagers surrounding. - There are workers Complaints regarding minor house defect was not resolve since October 2017 and management did not include in the SIA plan. 	<p>and make sure they understand, and how to resolve the complaint.</p>	<p>20/10/18 which contains issues raised during Stakeholder Meeting, Union Meeting and Gender Meeting.</p> <ul style="list-style-type: none"> b. At Bikam Estate, the Management Plan on Social Impact Assessment was last updated on 30/10/ 18. The Action Plan was compiled based on inputs raised during Stakeholder Meeting, Union Meeting and Gender Meeting. c. At Selaba Palm Oil Mill, the Management Plan for Social Impact Assessment was updated as at 7/12/18. The Action Plan was compiled based on inputs raised during Stakeholder Meeting, Union Meeting and Gender Meeting. <p>1. Selaba POM</p> <p>Although the mill has invited all related Government agencies, Workers Representative and all the villagers surrounding on 3/12/18 through invitation letter for Stakeholder Meeting on 7/12/18. However, only workers representative, contractors, suppliers, neighbouring school and head of village/MPKK (Kg. Batak Rabit) attended the meeting.</p> <p>2. Cluny Estate</p> <p>Although the estate has invited all related Government agencies, Workers Representative and all the villagers surrounding on 22/10/18 through invitation letter for Stakeholder Meeting on 29/10/18. However, only Fire and Rescue Department, workers representative, contractors, suppliers, neighbouring school and head of village/MPKK (Kg. Rasau, Pekan Trolak, Kg. Kurnia, Kg.</p>
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				<p>Naran/Bantang, Tok Batin Kg. Kuala Bil) attended the meeting.</p> <p>The estate has resolved workers complaint on house defect. All issues related to housing maintenance has been included in the SIA plan. The latest complaint recorded was on 10/12/2018 by worker related on faulty filament lamp at workers quarters. The action taken to replace the filament lamp on 11/12/2018.</p> <p>3. Bikam Estate The estate has invited government agencies, Union, Workers Representative and all the villagers surrounding for stakeholders meeting through invitation letter dated 18/10/18. However, only contractors, sundry shops, neighbouring school, villager's representatives and independent smallholders attended the stakeholders meeting on 23/10/18.</p> <p>The estate has resolved workers complaint on house defect. Among the details of complaints and grievances sighted was complaint on 12/11/18 by a worker on faulty lamp at the workers' housing. Record shows that the complaint was acted upon on 13/11/18 where the faulty lamp has been changed. All issues related to housing maintenance has been included in the SIA plan. Status: Closed</p>
6.6.2 NCR MZK 03 2017	Minor	<p>Finding: Minutes of meetings with NUPW and workers representatives was not available Objective evidence : Bikam Estate and Seri Intan Estate (Selaba</p>	<p>- The management will train new PIC regarding the recordkeeping. - The management will conduct new Meeting with NUPW and workers</p>	<p>Verification: The NUPW meeting was held on 30/10/2018 attended by Estate Management and NUPW estate representatives of foreign and local</p>

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		<p>Division)</p> <ul style="list-style-type: none"> - There is no meeting with local National Union Plantation of Workers (NUPW) or Workers Representative at both Estate. 	<p>representatives to gather the info and is there any issue will resolved by the management.</p>	<p>workers. The meeting minute was made available at the mill office. Status: Closed</p>
<p>RSPO Certification System Document (2007) NCR MZK 04 2017</p>	<p>Major</p>	<p>Finding: There was only progress report to RSPO on complaint filed against PT Mitra Sejahtera (PT Mas) dated 8 September 2017, but no reports to show compliance for another requirement.</p>	<p>Internal assessment to review the certification system requirement has been carried out on 9-10/11/2017. With regards to the land dispute issue, the RSPO Secretariat has been well informed on the progress through regular briefing and progress reports. The latest meeting with the RSPO Secretariat was held on 8/9/2016. As of to-date, nine progress reports were provided to RSPO, with the most recent report was submitted on 30th June 2016. Further information can be obtained from http://www.rsपो.org/members/complaints/status-of-complaints/view/29</p>	<p>Internal assessment has been carried out on 9-10/11/2017 by PT Mas. SDP PT Mitral Austral Sejahtera was already ISPO certified by MUTU Certification International on 30/11/2017. It was concluded that there was no issue on HCV, legal non-compliance and labour disputes, for all uncertified units. With regards to the land disputes, the action to address the issues were on-going. Engagement between SDP and the two relevant communities and stakeholders were evident. Communication between SDP and RSPO EB was also reviewed and it can be confirmed that the process to remediation unresolved issues were in progress. Status : Closed</p>

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Attachment 7

**RSPO Certification Timebound Plan for Sime Darby Plantation (SDP)
As at Oct 2018**

MALAYSIA

No	Management Unit	Supply Base	Location	Certified Date	Remarks
	SOU Name				
1	Sg. Dingin	Sungai Dingin Oil Mill	Karangan, Kedah	12-Aug-11	
		Anak Kulim Estate			
		Sungai Dingin Estate			
		Somme Estate			
		Bukit Selarong Estate			
		Padang Buluh Estate			
		Bukit Hijau Estate			
Jentayu Estate					
2	Chersonese	Chersonese Oil Mill	Kuala Kurau, Perak	5-Oct-11	
		Chersonese Estate			
		Kalumpong Estate			
		Tali Ayer Estate			
		Holyrood Estate			
3	Elphil	Elphil Oil Mill	Sg Siput, Perak	18-Jun-11	
		Kamuning Estate			
		Elphil Estate			
		Kinta Kellas Estate			
4	Flemington	Flemington Oil Mill	Teluk Intan, Perak	5-Oct-11	
		Flemington Estate			
		Bagan Datoh Estate			
		Sabak Bernam Estate			
		Sg. Samak Estate			

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5	Seri Intan/Selaba	Seri Intan Oil Mill	Teluk Intan, Perak	3-Mar-11	
		Selaba Oil Mill			
		Seri Intan (+ Selaba) Estate			
		Sabrang Estate			
		Sogomana Estate			
		Sg. Wangi Estate			
		Bikam Estate			
		Cluny (+ Bedford) Estate			
6	Tennamaram	Tennamaram Oil Mill	Bestari Jaya, Selangor	3-Mar-11	
		Tennamaram Estate			
		Sungai Buluh Estate			
		Bukit Talang Estate			
7	Bkt Kerayong	Bukit Kerayong Oil Mill	Kapar, Selangor	15-Apr-11	
		Bukit Kerayong Estate			
		Bukit Cheraka Estate			
		Elmina Estate			
8	East	East Oil Mill	Carey Island, Selangor	19-May-10	
		East Estate			
		Sepang Estate			
		Dusun Durian Estate			
9	West	West Oil Mill	Carey Island, Selangor	19-May-10	
		West Estate			
10	Bukit Puteri	Bukit Puteri Oil Mill	Raub, Pahang	7-Jul-11	
		Bukit Puteri Estate			
		Kerdau Oil Mill			
		Kerdau Estate			

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11	Kerdau	Jentar Estate	Temerloh, Pahang	7-Jul-11	
		Mentakab Estate			
		Chenor Estate			
		Sg Mai Estate			
12	Jabor	Jabor Oil Mill	Kuantan, Pahang	7-Jul-11	
		Jabor Estate			
13	Labu	Labu Oil Mill	Nilai, Negeri Sembilan	30-Dec-11	
		Labu Estate			
		New Labu Estate			
14	Tanah Merah	Tanah Merah Oil Mill	Port Dickson, Negeri Sembilan	19-May-10	
		Tanah Merah Estate			
		Bukit Pelandok Estate			
15	Sua Betong	Sua Betong Oil Mill	Port Dickson, Negeri Sembilan	18-Feb-14	
		Sua Betong Estate			
		Sengkang Estate			
		Bradwall Estate			
		PD Lukut Estate			
		Tampin Linggi Estate			
		Sg. Bahru Estate			
		Salak Estate			
Siliau Estate					
16	Kok Foh	Kok Foh Oil Mill	Bahau, Negeri Sembilan	7-Jul-11	
		Muar River Estate			
		Sg. Senarut Estate			
		Sg. Gemas Estate			
		Kok Foh Estate			
		Bukit Pilah Estate			

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		St. Helier Estate			
		Sungai Sabaling Estate			
		Pertang Estate			
17	Kempas	Kempas Oil Mill	Jasin, Melaka	19-May-10	
		Kempas Estate			
		Tangkah Estate			
		Kemuning Estate			
18	Diamond Jubilee	Diamond Jubilee Palm Oil Mill	Jasin, Melaka	5-Oct-11	
		Serkam Estate			
		Diamond Jubilee Estate			
		Bukit Asahan Estate			
19	Pagoh	Pagoh Oil Mill	Muar, Johor	28-Jan-14	
		Pagoh Estate			
		Welch Estate			
		Lanadron Estate			
		Pengkalan Bukit Estate			
20	Chaah	Chaah Oil Mill	Chaah, Johor	18-Nov-10	
		Chaah Estate			
		Sg. Simpang Kiri Estate			
		North Labis Estate			
21	Gunung Mas	Gunung Mas Oil Mill	Kluang, Johor	19-May-10	* SDP acquired Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bk Paloh Estate of SOU 21 Gunung Mas, Lian Seng has been incorporated in the RSPO Certification Scope of Gng. Mas.
		Gunung Mas Estate			
		Kempas Klebang Estate			
		Bukit Paloh Estate			
		Yong Peng Estate			

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22	Bukit Benut	Bukit Benut Oil Mill	Kluang, Johor	5-Oct-11	* SDP acquired Talisman Estate in Johor in April 2017. Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut and has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2018.
		Bukit Benut Estate			
		Lambak Elaeis Estate			
		CEP Nyior Estate			
23	Ulu Remis	Ulu Remis Oil Mill	Layang-layang, Johor	11-Apr-11	
		Ulu Remis Estate			
		Cenas Estate			
		Bukit Badak Estate			
		Tun Dr. Ismail Estate			
		Pekan Estate			
		Sembrong Estate			
24	Hadapan	Hadapan Oil Mill	Layang-layang, Johor	29-Mar-11	
		Sri Pulai Estate			
		Kulai Estate			
		Layang Estate			
		CEP Renggam Estate			
26	Sandakan Bay	Tun Tan Siew Sin	Sandakan, Sabah	1-Oct-08	
		Tunku Estate			
		Tigowis Estate			
		Sentosa Estate			
		Segaliud Estate			
27	Melalap	Melalap Oil Mill	Tenom, Sabah	21-Jan-11	
		Melalap Estate			
		Sapong Estate			

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28	Binuang	Binuang Oil Mill	Kunak, Sabah	16-Jan-09	
		Binuang Estate			
		Sungang Estate			
		Tingkeyu Estate			
		Jeleta Bumi Estate			
29	Giram	Giram Oil Mill	Kunak Sabah	16-Jan-09	
		Giram Estate			
		Mostyn Estate			
30	Merotai	Merotai Oil Mill	Tawau, Sabah	16-Jan-09	
		Merotai Estate			
		Imam Estate			
		Tiger Estate			
		Table Estate			
31	Lavang	Lavang Oil Mill	Bintulu, Sarawak	30-Dec-11	
		Lavang Estate			
		Rasan Estate			
		Belian Estate			
		Kelida Estate			
		Lavang (Special) Estate			
		Pekaka Estate			
		Ruai Estate			
		Dulang Estate			
		Charquest Estate			
		Paroh Estate			
32	Rajawali	Rajawali Oil Mill	Bintulu, Sarawak	30-Dec-11	
		Rajawali Estate			
		Samudera Estate			

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		Semarak Estate			
		Bayu Estate			
33	Derawan	Derawan Oil Mill	Bintulu, Sarawak	30-Dec-11	
		Derawan Estate			
		Sahua Estate			
		Takau Estate			
		Damai Estate			
34	Bintang	Bintang Oil Mill	Johor	NA	* SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1st Oct 2018, the mill has completed the selling off transaction.
<p>Legends NA - NOT APPLICABLE</p>					

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INDONESIA

No	Management Unit	Mill and Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	PT LAHAN TANI SAKTI	Alur Damai Mill	-	Rokan Hilir District – Riau	Certified	16-Jan-12	
2	PT SAJANG HEULANG	Mustika Mill	-	Tanah Bumbu District – South Kalimantan	Certified	3-Jul-13	
		KKPA-2 PT.SHE Estate	-		Certified		
		KKPA-3 PT.SHE Estate	-		Certified		
		KKPA-5 PT.SHE Estate	-		Certified		
3	PT LADANGRUMPUN SUBURUBADI	Angsana Mill	-	Tanah Bumbu District – South Kalimantan	Certified	9-Nov-16	LSI Plasma has been audited by the Certification Body.
		Pantai Bonati Estate	-		Certified		
		Gunung Sari Estate	-		Certified		
		SAP 1 Estate	2019		ST-2		
		KKPA-1 PT.SHE Estate	-		Certified		
		KKPA-4 PT.SHE Estate	-		Certified		
4	PT LANGGENG MUARAMAKMUR	Bebunga Mill	-	Kotabaru District – South Kalimantan	Certified	16-Mar-12	
		Sungai Cengal Estate	-		Certified		
		Bakau Estate	-		Certified		
		KKPA Sungai Cengal Estate	-		Certified		
5	PT KRIDATAMA LANCAR	Sukamandang Mill	-	Seruyan and East Kotawaringin District – Central Kalimantan	Certified	2-Sep-16	
		Sapiri Estate	-		Certified		
		Barasdanum Estate	-		Certified		
		Kuala Kuayan Estate	-		Certified		

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6	PT BAHARI GEMBIRA RIA	Ladang Panjang Mill		Muaro Jambi District - Jambi	Certified	9-Jul-12	Sime Darby Plantation does not have management control over the plasma scheme. 1 out of 6 Koperasi Unit Desa (KUD) has been RSPO Certified. And all KUD is planned to undergo RSPO Certification by 2020 as reported in the timebound plan. Socialisation with the entire KUD is currently ongoing. Land Use Change Analysis has been completed for Plasma BGR. Refer to RSPO Certificate & Report for PT BGR - https://rspo.secure.force.com/membership/servlet/servlet.FileDownload?retURL=%2Fmembership%2Fapex%2FRSPOCertSearch&file=00P9000001OioYJEAZ
		Ladang Panjang			Certified		
		Plasma BGR Estate	2020				
7	PT TUNGGAL MITRA PLANTATIONS	Manggala Mill		Rokan Hilir District – Riau	Certified	25-Nov-10	
		Manggala 1 Estate			Certified		
		Manggala 2 Estate			Certified		
		Manggala 3 Estate			Certified		
8	PT PARIPURNA SWAKARSA	Pondok Labu Mill		Kotabaru District – South Kalimantan	Certified	16-Mar-12	
		Pondok Labu			Certified		
		Binturung Estate			Certified		
		Rampa Estate			Certified		
		Sesulung Estate			Certified		

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		Gunung Aru Mill	-		Certified		The new project at KKPA Maju Bersama by the plasma community is currently in
		Gunung Aru	-		Certified		
9	PT BERSAMA SEJAHTERA SAKTI	Gunung Kemasan Estate	-	Kotabaru District – South Kalimantan	Certified	21-Oct-16	nursery stage and not yet due for harvesting, the year of planting was in 2014.
		Laut Timur Estate	-		Certified		
		Pantai Timur Estate	-		Certified		
		KKPA MBP	2019		-		
10	PT GUTHRIE PECCONINA	Rantau Panjang Mill	-	Musi Banyuasin District – South Sumatera	Certified	16-Mar-12	Sungai Jernih Estate and the KKPA Estates has undergone audit.
		Rantau Panjang	-		Certified		
		Bumi Ayu Estate	-		Certified		
		Karang Ringin Estate	-		Certified		
		Napal Estate	-		Certified		
		Mangun Jaya Estate	-		Certified		
		Sungai Jernih Estate and GPI KKPA	2020		-		
		Estate			-		
11	PT LAGUNA MANDIRI	Rantau Mill	-	Kotabaru District – South Kalimantan	Certified	30-Dec-11	
		Rantau	-		Certified		
		Betung	-		Certified		
		Matalok Estate	-		Certified		
		Sekayu Estate	-		Certified		
12	PT INDOTRUBA TENGAH	Sekunyir Mill	-	Seruyan and West Kotawaringin District – Central Kalimantan	Certified	23-Nov-10	
		Sekunyir	-		Certified		
		Seruyan Estate	-		Certified		

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13	PT SWADAYA ANDIKA	Selabak Mill	-	Kotabaru District – South Kalimantan	Certified	16-Mar-12	
		Selabak	-		Certified		
		Randi Estate	-		Certified		
		Sangkoh Estate	-		Certified		
		Lanting Estate	-		Certified		
14	PT BINA SAINS CEMERLANG	Sungai Pinang Mill	-	Musi Rawas District – South Sumatera	Certified	11-Sep-12	
		Sungai Pinang	-		Certified		
		Bukit Pinang Estate	-		Certified		
15	PT TEGUH SEMPURNA	Pemantang Mill	-	Seruyan and East Kotawaringin District – Central Kalimantan	Certified	9-Sep-16	
		Pemantang	-		Certified		
		Kawan Batu Estate	-		Certified		
		Hatan Tiring Estate	-		Certified		
		Batang Garing Estate	-		Certified		
16	PT BHUMIREKSA NUSA SEJATI	Teluk Bakau Mill	-	Indra Giri Hilir District – Riau	Certified	1-Dec-16	
		Teluk Bakau	-		Certified		
		Mandah	-		Certified		
		Nusa Lestari Estate	-		Certified		
		Nusa Perkasa Estate	-		Certified		
		Rotan Semelur Estate	-		Certified		
17	PT ANEKA INTIPERSADA	Teluk Siak Mill	-	Pekanbaru, Siak District – Riau	Certified	8-Dec-16	
		Teluk Siak	-		Certified		
		Pinang Sebatang Estate	-		Certified		
		Aneka Persada Estate	-		Certified		

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18	PT TAMACO GRAHA KRIDA	Ungkaya Mill	-	Morowali District – Sulawesi Tengah	Certified	10-Jul-12	
		Ungkaya	-		Certified		
		Plasma TGK Estate	-		Certified		
19	PT SIME INDO AGRO	Bukit Ajong Mill	-	Sanggau District –West Kalimantan	Certified	18-Jul-16	Land legalisation process is still in process
		West Estate	-		Certified		
		East Estate	-		Certified		
		East* Estate	2019		-		
		East Plasma Estate	-		Certified		
		West Plasma Estate	-		Certified		
20	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	Blang Simpo Mill	2020	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified	3-May-13	
		Tamiang (PT PPP) Estate	-		Certified		
		Batang Ara (PT PSK) Estate	-		Certified		
		Blang Simpo-01 Estate	-		Certified		
		Blang Simpo-02 Estate	-		Certified		
		21	PT SANDIKA NATAPALMA		Lembiru Mill		
Lembiru	-			Certified			
Awatan Estate	-			Certified			
Karya Palma Estate	2019			-			
KKPA SNP Estate	2020			-			
				Pelanjau (PT BAL) Estate	2019		-

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22	PT BUDIDAYA AGRO LESTARI	Sungai Putih (PT BAL) Estate	2019	Ketapang District – West Kalimantan	-		
		Beturus (PT BAL) Estate	2019		-		
		KKPA BAL Estate	2020		-		
23		MAS Mill	2019	Sanggau District – West Kalimantan	-	NA	The case is under RSPO Complaints Panel Please find latest information on 'Updates on PT MAS' worksheet
		MAS 1 Estate	2019		-		
	PT MITRAL AUSTRAL SEJAHTERA						
	MAS 2 Estate	2019	-				
	MAS 4 Estate	2019	-				
	Plasma MAS Estate	2020	-				

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INDONESIA – PT MAS UPDATE

RSPO Certification Target Date for PT MAS	The target date for certification is by 2017 subject to the progress of the matter being resolved.
Overview of RSPO Certification Progress for PT MAS	<p>PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress regular basis since November 2012. The latest progress report submitted to RPSO dated 8 Sept 2017.</p> <p>SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>
Progress Updates	<p>Progress Update for PT MAS</p> <p>Regular discussion is ongoing between Sime Darby Plantation and the group of community (PAC) through bi-monthly Tim Kerja Perwakilan Petani (TKPP) meeting since November 2013. In October 2013, representatives from two of nine villages (Kerunang and Entapang) left TKPP. These two villagers are supported by and working with TuK and OXFAM. They have Dispute Settlement Facility (DSF) in June 2014. Hence, there are two groups of communities: TKPP (7 of 9 villages) and Kerunang & Entapang (2 of 9 villages). To-date, 28 TKPP meetings have been conducted. Issues related to the 14 demands are closed except for two items related to land matters which is ownership of nucleus plant and allocation of plasma farm within the plasma original village/customary area. The most recent meeting was held on 27 July 2018.</p> <p>SDP is engaging with the local authority on this matter together with TKPP. The latest TKPP meeting discussed mainly on operational issues especially on security issues.</p> <p>Engagement with RSPO: Sime Darby Plantation is submitting a monthly basis report to RSPO on the case. Five monthly updates/ responses have been submitted to RSPO to-date. It is noted that on 26 September 2017, the Complaints Panel has convened and has issued a letter related to the issue of Sime Darby's plans to divest its operations.</p> <p>On 3 October 2017, the Complaints Panel's issued a response on Sime Darby's plans to divest its operations (PT MAS). To-date, Sime Darby Plantation is submitting monthly updates/responses to RSPO Secretariat on the matter with the latest submission on 28 May 2018.</p> <p>RSPO has written to SDP on 17 Aug 2018 mentioning that the Complaints Panel as part of its deliberation had directed both parties, the Communities (supported by TuK) and Sime for a meeting for the purposes of verifying the progress of the complaints, specifically the status of the 14 demands. The tripartite meeting between the communities, SDP and RSPO.</p> <p>Engagement with TuK-Indonesia: SDP continues to work on direct engagement with PAC – working towards a consensus with the PAC to resolve the issues. Further information can be obtained from http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>

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NBPOL

Management Unit	SOU Name	Time Bound Plan	Location	Status	Certified Date	
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	NA	Guadalcanal Province, Solomon Islands	Certified	18-Mar-11
		Tetere Estate				
		Ngalimbiu Estate				
		Mbalisuna Estate				
		Outgrowers – West Zone				
		Outgrowers – Central Zone				
		Outgrowers – MBA East Zone				
Outgrowers – MBE East Zone						
2	Milne Bay Estates (MBE)	Hagita Oil Mill	NA	Milne Bay Province, Papua New Guinea	Certified	15-Feb-18
		Giligili Estate				
		Waigani Estate				
		Sagarai Estate				
		Padipadi Estate				
		Mariawatte Estate				
		East Gurney Estate				
		West Gurney Estate				
		East Sagarai Estate				
		West Sagarai Estate				
3	Poliamba (POL)	Poliamba Oil Mill	NA	New Ireland Province, Papua New Guinea	Certified	19-Mar-12
		Kara Estate				
		Nalik Estate				
		West Coast Estate				
		Noatsi Estate				

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		Madak Estate				
		North Smallholders (613)				
		South Smallholders (863)				
		West Smallholders (309)				
4	Ramu Agricultural Industries Ltd (RAIL)	Gusap Mill	NA	Morobe Province, Papua New Guinea	Certified	5-Aug-10
		Gusap East (Gusap) Estate				
		Gusap West (Paddock) Estate				
		Surinam Estate				
		Dumpu Estate				
		Ngaru Estate				
		J Estate (Jephcott) Estate				
5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	NA	Oro Bay Province, Papua New Guinea	Certified	1-Feb-13
		Mamba Oil Mill				
		Embi Estate				
		Ambogo Estate				
		Sangara Estate				
		Sumbiripa Estate				
		Mamba Estate				
		Mosa Oil Mill				
		Kumbango Oil Mill				
		Kapiura Mill				
		Numundo Mill				
		Waraston Mill				
		Bebere Estate				
		Kumbango Estate				
		Togulo Estate				

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No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date
	SOU Name					
6	West New Britain (WNB)	Dami Estate	NA	Kimbe, West New Britain, Papua New Guinea	Certified	
		Waisisi Estate				
		Kautu Estate				
		Karaisu Estate				
		Moroa Estate				
		Bilomi Estate				
		Loata Estate				
		Haella Estate				
		Garu Estate				
		Daliavu Estate				
		Sapuri Estate				
		Malilimi Estate				
		Rigula Estate				
		Nomundo Estate				
		Navarai / Karato ME /KDC EU Estate				
		Volupai / Lotomgam / Natupi / Goruru Estate				
		Lolokoru Estate				
Ove Estate						

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		Tamare Estate				
7	Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd.	Munum Estate	Sep-20	Markham Farms,	RaCP	<p>The majority of Markham Farms has already been planted by the former owner without following RSPO NPP. Therefore the Remediation and Compensation Procedure will be required to be fulfilled in order to achieve certification. The Disclosure has been initiated on 18.10.18. Currently HCV/HCS, SEJIA and LUCA are being undertaken in order to submit and mitigation and remediation plan to RSPO. As this process has never been completed through RSPO in less than 2 years, the time frame for the 100% certification of Markham Farms is set to that duration.</p>
		Erap Estate	Sep-20		RaCP	

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LIBERIA

No	Management Unit	Mill and Supply Base	Time Bound Plan	Location	Status	Remarks
	SOU Name					
1	Sime Darby Plantation (Liberia) Grand Cape Mount	Grand Cape Mount Mill	2019	Grand Cape Mount County	Not yet Certified	<p>In May – September 2011, SDPL has undergone a series of assessment including Social and Environmental Impact Assessment and High Conservation Value. Assessment in conformance with the RSPO New Planting Procedures to begin planting. *Note: RSPO NPP Announcements can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p> <p>SDPL has undergone RSPO Main Certification audit scheduled on 19 to 23 March 2018, but the assessment was only completed conducted and put on-hold due to security & safety issue. After due consideration on the current engagement with the House of Representative in Liberia, SDP management decided to postpone the time bound plan of RSPO Certification to 2019 until satisfactory resolution and demonstration of progress towards the 15 recommendations by the Special Legislative Committee of the House of Representative, Liberia in managing the potential risks resulting from the RSPO Certification process.</p>
		Bomi Estate				
		Lofa Estate				
		Matambo Estate				
		Grand Cape Mount Estate				